

# Appraisal log

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Electoral Commission of Queensland retention and disposal schedule

Electoral Commission of Queensland

Date: 14 December 2017

## **Electoral Commission of Queensland retention and disposal schedule explanatory notes**

The following business units of the Electoral Commission of Queensland (ECQ) were consulted on the proposed retention periods for records covered by this Schedule and agreed to the proposed retention periods:

- Elections Support & Change Commission
- Elections, Operations and Planning
- Funding, Disclosure and Regulation

The recommended retention periods in this Schedule ensure that ECQ records are available:

- for business and legal reference purposes
- to provide evidence to support the decisions of the agency
- to assist with planning for future business enhancement or improvement
- to document the history of the agency's significant work.

In instances where the Commission's recommended retention period is not consistent with similar record classes in other schedules and other jurisdictions, the Commission's decision is based upon the following considerations about information from the records:

- it is available in published resources such as the *Annual Report*, the *Statistical Returns* booklet or the *Queensland Government Gazette*
- it is available in other records created or managed by the Commission with a longer or permanent retention period, or
- there is a different legislative requirement for the retention of the information in Queensland.

Title	Scope Note
<b>ELECTORAL BOUNDARIES MANAGEMENT</b>	<i>Reviewing and managing the State and Local Government electoral boundaries in Queensland.</i>

Activity
<p data-bbox="136 383 495 414"><b>BOUNDARY REVIEWING</b></p> <p data-bbox="136 422 2016 485"><i>Assessing and reviewing State electoral boundaries, Local Government internal and external electoral boundaries, and the composition of Local Governments.</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
1976	<p data-bbox="362 641 645 715"><b><i>Electoral boundary maps</i></b></p> <p data-bbox="362 722 658 855">Master set of maps of State and Local Government electoral boundaries.</p> <p data-bbox="362 863 618 936"><b>Disposal action –</b> Permanent.</p> <p data-bbox="362 944 654 1050">Transfer to QSA after business action completed.</p>	<p data-bbox="739 641 1182 673"><b>Why are these records created:</b></p> <p data-bbox="739 681 2145 922">This record class is a rewording of class 6.1.4 and comprises the master set of maps of State and Local Government electoral boundaries. An electoral boundary is a geographically defined area comprised of enrolled electors who are represented by a Member of Parliament (MP) for State electorates, or a councillor and mayor for Local Government areas. Over time, the number of electors residing in each boundary area may vary, which alters the balance of electors in different areas. It is the responsibility of the Change Commission and the Queensland Redistribution Commission to review and manage the adjustment of electoral boundaries to ensure that each area is represented by a fair and balanced number of electors.</p> <p data-bbox="739 930 2145 1035">The Commission maintains a master set of maps for State and Local Government electoral boundaries, as determined by the formal redistribution or review process. These maps are available for inspection at the Commission's office and on the Commission's website.</p> <p data-bbox="739 1043 1496 1075"><b>Why the records are retained for this retention period:</b></p> <p data-bbox="739 1083 2145 1252">These records warrant permanent retention as they can be used to demonstrate changes to Queensland electoral boundaries over time and this information may be of significant historical value to researchers, media and the public. The recommended retention period is consistent with version 1 and 2 for the Electoral Commission Queensland and similar to records relating to electoral boundary maps under various other schedules.</p> <p data-bbox="739 1260 1330 1292"><b>QSA permanent appraisal characteristics:</b></p> <p data-bbox="739 1300 2042 1374">These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul data-bbox="788 1382 1487 1455" style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11885 Records documenting the determinations of electoral divisions – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 2.8.1 Records relating to the appointment and deliberations of the Electoral Districts Commissioners – Required as State archives</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 3.2.0 Mapping services provided for the electoral boundary review and to establish electoral regions for the State's Legislative Council and electoral districts for the Legislative Assembly – Retain as State Archives</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 6.1.4 Maps – State Electoral Boundaries – Copies of published material to be deposited in accordance with the legal deposit provisions of the <i>Libraries Act 1988</i></li> </ul> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.1</i></p> <ul style="list-style-type: none"> <li>Reference 3.8 Maps displaying electoral boundaries – Permanent.</li> </ul>
1977	<p><b>Local Government boundary review determinations</b></p> <p>Records relating to the assessment and review of internal and external Local Government boundaries and the composition of Local Governments, including Brisbane City Council, by the Change Commission.</p>	<p><b>Why are these records created:</b></p> <p>This record class is a rewording of class 6.1.2 of the previous schedule and covers the activities relating to the review of internal and external Local Government boundaries, and the composition of Local Governments including Brisbane City Council, by the Change Commission. The Change Commission assesses whether a proposed Local Government change or boundary change is in the public interest and the Governor in Council implements the change under a regulation. The Change Commission is established under s.22 of the <i>Local Government Act 2009</i> and is made up of the Electoral Commissioner or any combination of the following persons that the Electoral Commissioner nominates:</p> <ul style="list-style-type: none"> <li>the Electoral Commissioner</li> <li>the deputy Electoral Commissioner</li> <li>a casual Commissioner.</li> </ul> <p>Under s.15 of the <i>Local Government Act 2009</i> and s.17 of the <i>City of Brisbane Act 2010</i>, each division or ward of a Local Government area must have a reasonable proportion of electors which is worked out by</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> Permanent Transfer to QSA after business action completed.</p>	<p>dividing the total number of electors in the Local Government area by the number of councillors (other than the mayor), plus or minus 10% for a Local Government area with more than 10,000 electors or 20% for any other Local Government area.</p> <p>Under s.17 of the <i>Local Government Act 2009</i>, a Local Government change is a change of:</p> <ul style="list-style-type: none"> <li>• the boundaries of a Local Government area</li> <li>• any divisions of a Local Government area, other than the City of Brisbane</li> <li>• the number of councillors for a Local Government area</li> <li>• the name of a Local Government area, or</li> <li>• the classification of a Local Government area.</li> </ul> <p>Under s.19 of the <i>City of Brisbane Act 2010</i>, a boundary change is a change of the boundaries of Brisbane or any ward of Brisbane. Under s.21 of the <i>Local Government Act 2009</i> and s.23 of the <i>City of Brisbane Act 2010</i>, a decision of the Change Commission in relation to a Local Government or boundary change is not subject to appeal.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Background to retention period for this record class:</p> <p>Version 1 – permanent</p> <p>Version 2 – temporary - 5 years after last action</p> <p>The change between versions 1 and 2 was based on –</p> <ul style="list-style-type: none"> <li>• permanent record class 13.3.1 in the <i>Local Government Sector retention and disposal schedule (QDAN 480v4)</i> for records related to alterations of local government electoral divisions, wards and boundaries</li> <li>• a final decision of a local government boundary review is available from published resources (e.g. gazette)</li> <li>• QSA practice that records available from published resources were not transferred.</li> </ul> <p>However, there has been a major shift in this practice over the past few years. Specifically, the latest version of GRDS has the final version of an annual report as permanent (see disposal authorisation 1147). The underlying principle of the shift is - where a published record relates to public authority business, this record is a public record. Through the GRDS review process it was identified QSA has no control over the management of published records. I.e, there is no guarantee an agency will formerly lodge a copy with the State Library Queensland (SLQ) and there is no guarantee the SLQ will retain the reports permanently.</p> <p>An appraisal of this record class reveals the records do have permanent value. This decision is based on discussions with ECQ mapping employees and the appraisal panel review process. The Manager</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Collections and Access, Manager Agency Services and Principal Appraisal Archivist all questioned the temporary disposal action and recommended permanent retention.</p> <p>These records provide a consolidated record of the formal structure of local governments in Queensland and enable the Commission to meet community expectation and legislative requirements.</p> <p>Boundary reviews do generate significant interest from researchers, the media and the public. The recommended retention period is consistent with other jurisdictions schedules.</p> <p>Specifically, the record class meets the following QSA Appraisal Statement criteria:</p> <p>Characteristic 1 – Authority, Foundation and Structure of Government</p> <p>Characteristic 2 – Significant Impact on Individuals</p> <p><b>Applicable legislation/standards:</b></p> <p><i>City of Brisbane Act 2010</i> – s.18, s.20, s.21</p> <p><i>Local Government Act 2009</i> – s.16, s.18, s.19, s.25</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>NSW Department of Local Government, Local Government Grants Commission, Local Government Boundaries Commission and Local Government Pecuniary Interest Tribunal Electoral Commission Retention and Disposal Authority DA185</i></p> <ul style="list-style-type: none"> <li>• References F11.1.1 to F11.4.1 – Boundary determinations. All records relating to local government boundary determinations, i.e. inquiry, liaison, meetings and reporting – Required as State archives</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 06.02.01 Records of the determinations made by the Redistribution Tribunal – Transfer to the Parliament in accordance with the <i>Legislative Council Electoral Boundaries Act 1995</i></li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i> References:</p> <ul style="list-style-type: none"> <li>• 3.1.0 The analysis of elector distribution across electoral regions and districts to determine whether there is a new for a review of the electoral boundaries – Permanent</li> <li>• 3.4.0 Local government representational review report - Permanent</li> </ul> <p><i>Queensland Local Government Regulation QDAN 694 v1</i> References:</p> <p>4.1.1 – Queensland Boundaries Commissioner reviews re de-amalgamation of larger regional councils – Retain permanently.</p> <p>4.1.2 – Review of divisional boundaries – Retain for 5 years after last action.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 6.1.2 Local Government reviews – Retain for 5 years after last action Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.1</li> <li>Reference 1.5 Records relating to Commission on Redistributions – Permanent.</li> </ul>
1978	<p><b>State electoral redistributions</b></p> <p>Records relating to the redistribution of State electoral boundaries by the Queensland Redistribution Commission.</p> <p><b>Disposal action –</b> Permanent Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the redistribution of State electoral boundaries by the Queensland Redistribution Commission.</p> <p>Under s.7 of the <i>Electoral Act 1992</i>, one of the functions of the Commission is to conduct a review of the appropriateness of the number of electoral districts. When performing this function, the Commission is known as the Queensland Redistribution Commission.</p> <p>Under s.36-39 of the <i>Electoral Act 1992</i>, the need for an electoral redistribution arises in the following situations:</p> <ul style="list-style-type: none"> <li>the <i>Electoral Act 1992</i> is amended to change the number of electoral districts for the State</li> <li>1 year has elapsed since the day appointed for writs for the third general election held after either the electoral distribution under the <i>Electoral Districts Act 1991</i> became final, or an electoral redistribution, or the latest electoral redistribution, under the <i>Electoral Act 1992</i> becomes final</li> <li>7.5 years has elapsed since either the electoral distribution under the <i>Electoral Districts Act 1991</i> became final, or an electoral redistribution, or the latest electoral redistribution, under the <i>Electoral Act 1992</i> becomes final</li> <li>the number of enrolled electors for one third or more of the 93 electoral districts differs by more than 10% above or below the State average for 2 months in a row.</li> </ul> <p>Under s.45 of the <i>Electoral Act 1992</i>, the Commission must ensure that the following requirement is satisfied in preparing a proposed redistribution for each proposed electoral district:</p> <ul style="list-style-type: none"> <li>if the electoral district has an area of less than 100,000km<sup>2</sup>, the number of enrolled electors must not differ from the average number of enrolled electors for electoral districts by more than 10%</li> <li>if the electoral district has an area of 100,000km<sup>2</sup> or more, the sum of the number of enrolled electors and the additional large district number must not differ from the average number of enrolled electors for electoral districts by more than 10%. The additional large district number means 2% of the number of km<sup>2</sup> in the area of the electoral district.</li> </ul> <p>Under s.56 of the <i>Electoral Act 1992</i>, if the Commission is required to publish a notice in relation to the redistribution, the notice must be published in the Gazette, a newspaper circulating generally in the State, and any regional newspaper, circulating in a part of the State, that the Commission considers appropriate.</p>

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		<p>Under s.57 of the <i>Electoral Act 1992</i>, an elector may appeal to the Court of Appeal against the boundaries set out in the notice under s.51 on the ground that the Commission has not complied with this part in making the proposed electoral redistribution. The appeal must be made within 21 days after the publication of the notice, and the Commission is the respondent to the appeal.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Background to retention period for this record class:</p> <p>Version 1 – permanent</p> <p>Version 2 – temporary - 5 years after last action</p> <p>The change between versions 1 and 2 was based on –</p> <ul style="list-style-type: none"> <li>• permanent record class 13.3.1 in the <i>Local Government Sector retention and disposal schedule (QDAN 480v4)</i> for records related to alterations of local government electoral divisions, wards and boundaries</li> <li>• a final decision of a local government boundary review is available from published resources (e.g. gazette)</li> <li>• QSA practice that records available from published resources were not transferred.</li> </ul> <p>However, there has been a major shift in this practice over the past few years. Specifically, the latest version of GRDS has the final version of an annual report as permanent (see disposal authorisation 1147). The underlying principle of the shift is - where a published record relates to public authority business, this record is a public record. Through the GRDS review process it was identified QSA has no control over the management of published records. I.e, there is no guarantee an agency will formerly lodge a copy with the State Library Queensland (SLQ) and there is no guarantee the SLQ will retain the reports permanently.</p> <p>An appraisal of this record class reveals the records do have permanent value. This decision is based on discussions with ECQ mapping employees and the appraisal panel review process. The Manager Collections and Access, Manager Agency Services and Principal Appraisal Archivist all questioned the temporary disposal action and recommended permanent retention.</p> <p>These records provide a consolidated record of the formal structure of local governments in Queensland and enable the Commission to meet community expectation and legislative requirements.</p> <p>Boundary reviews do generate significant interest from researchers, the media and the public. The recommended retention period is consistent with other jurisdictions schedules.</p> <p>Specifically, the record class meets the following QSA Appraisal Statement criteria:</p> <p>Characteristic 1 – Authority, Foundation and Structure of Government</p> <p>Characteristic 2 – Significant Impact on Individuals</p>



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		<p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992 – s.35, s.44, s.47, s.51, s.53, s.54</i></p> <p><b>Comparison with other schedules' retention period:</b>  <i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 2.8.1 Records relating to the appointment and deliberations of the Electoral Districts Commissioners – Required as State archives</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 06.02.01 Records of the determinations made by the Redistribution Tribunal – Transfer to the Parliament in accordance with the <i>Legislative Council Electoral Boundaries Act 1995</i></li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 3.1.0 The analysis of elector distribution across electoral regions and districts to determine whether there is a new for a review of the electoral boundaries - Permanent</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 6.1.1 State Electoral redistributions – Retain until gazettal of subsequent State redistribution</li> </ul> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 1.5 Records relating to Commission on Redistributions – Permanent.</li> </ul>

**Activity****CONSULTATION**

*Consulting with key stakeholders and the general public on changes to electoral boundaries as part of formal redistributions or boundary reviews undertaken by the Commission as the Queensland Redistribution Commission or the Change Commission.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
1979	<p><b>Local Government boundary reviews</b></p> <p>Records relating to managing consultation</p>	<p><b>Why are these records created:</b></p> <p>This record class is a rewording of class 6.2.2 of the previous schedule and covers the activities relating to organising and arranging consultation with key stakeholders and the general public on changes to Local</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>with key stakeholders and the general public on changes to Local Government electoral boundaries, including Brisbane City Council electoral ward boundaries, as undertaken by the Change Commission.</p> <p><b>Disposal action –</b> 8 years after business action completed.</p>	<p>Government electoral boundaries, including Brisbane City Council electoral ward boundaries, as part of reviews undertaken by the Change Commission.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “until redivision of local government electoral boundaries is completed” to 8 years after business action completed in order to cover two consecutive election periods. This retention period better enables the Commission to meet community expectation and legislative requirements regarding the accessibility of these records as boundary reviews are likely to generate significant interest from researchers, the media and the public.</p> <p>The recommended retention period is relatively consistent with similar records under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>City of Brisbane Act 2010 – s.21</i> <i>Local Government Act 2009 – s.19</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11888 Records documenting proceedings at hearings into the redistribution process – Destroy 10 years after last action</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 6.2.2 Local Government redivisions – Retain until redivision of local government electoral boundaries completed</li> </ul>
1980	<p><b>State electoral redistributions</b> Records relating to managing consultation with key stakeholders and the general public on changes to State electoral boundaries as part of redistributions undertaken by the Queensland Redistribution Commission.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the organising and arranging activities related to consultation with key stakeholders and the general public on changes to State electoral boundaries as part of redistributions undertaken by the Queensland Redistribution Commission.</p> <p>Under s.56 of the <i>Electoral Act 1992</i>, if the Commission is required to publish a notice in relation to the redistribution, the notice must be published in the Gazette, a newspaper circulating generally in the State, and any regional newspaper, circulating in a part of the State, that the Commission considers appropriate.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “until Gazettal of the subsequent State redistribution” to 8 years after business action completed in order to cover two consecutive election periods. This retention period better enables the Commission to meet community expectation and legislative</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> 8 years after business action completed.</p>	<p>requirements regarding the accessibility of these records as electoral redistributions are likely to generate significant interest from researchers, the media and the public.</p> <p>The recommended retention period is relatively consistent with similar records under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.42, s.43, s.48, s.49, s.55</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11888 Records documenting proceedings at hearings into the redistribution process – Destroy 10 years after last action</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 6.2.1 State electoral redistributions – Retain until gazettal of subsequent State redistribution</li> </ul>

Title	Scope Note
<b>ELECTORAL EVENT MANAGEMENT</b>	<i>Managing electoral events such as State and Local Government elections, by-elections and referenda conducted by the Commission.</i>

Activity
<b>ADMINISTRATIVE ARRANGEMENTS</b> <i>Planning and performing administrative arrangements for the conduct of electoral events by the Commission.</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
1981	<p><b>Referendum arguments</b> Records relating to the receipt and distribution of arguments for or against a referendum Bill or question in accordance with the <i>Referendums Act 1997</i>.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b> This is a new record class created to cover the activities relating to the receipt and distribution of arguments for or against a referendum Bill or question by the Commission in accordance with s.10-12 of the <i>Referendums Act 1997</i>.</p> <p><b>Why the records are retained for this retention period:</b> A referendum may be held to alter the State Constitution or to seek opinions from electors on a particular issue. Queenslanders have participated in just eight state-sponsored referenda since the establishment of Queensland Parliament in 1860. Accordingly, these records warrant permanent retention due to the rarity of referenda, their potential to result in major reforms in Queensland, and the significant interest they attract from researchers, media and the public. The burden of retaining records indefinitely is minimal as referenda are infrequent and the number of records created as a result is small.</p> <p>The recommended retention period is consistent with similar records under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b> <i>Referendums Act 1997</i> – s.11, s.12</p> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 6.9.0 The development of the statement distributed to voters setting out arguments for and against the Bill – Permanent</li> </ul>
1982	<p><b>Arrangements for electoral events</b> Records relating to the administrative and logistical arrangements for the conduct of electoral events by the Commission.</p> <p><b>Disposal action –</b> Until completion of subsequent electoral event.</p>	<p><b>Why are these records created:</b> This is a merged record class created by combining record classes 1.1.1, 1.1.2, 1.1.5, 1.1.6, 1.1.7, 1.1.8, 1.1.9, 1.1.10, 1.1.11 and 1.1.12 from the previous schedule which are similar in their scope and disposal requirements. This record class covers activities relating to the administrative and logistical arrangements for the conduct of electoral events by the Commission.</p> <p>Records relating to the hiring and leasing of facilities, recruitment, training and payment of personnel, production of electoral materials, security arrangements, acquisition, maintenance and disposal of equipment, and advice provided by call centres are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b> The Commission only requires these records until the next election event is complete to assist in arrangements for the following election. As election processes frequently change, the records cease to be of further reference value once the election has been completed. Additionally, the timetable for electoral events and many of the notices covered by this record class are available from published resources such as the Commission’s website and the <i>Queensland Government Gazette</i> so there is little requirement to retain these records beyond the recommended retention period.</p> <p>The recommended retention period is relatively consistent with similar records relating to the conduct of elections and referenda under various other schedules.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.98, s.99, s.100, s.105, s.111, s.127, s.128 <i>Local Government Electoral Act 2011</i> – s.24, s.25, s.35, s.36, s.38, s.48, s.49, s.50, s.53, s.58, s.63, s.185 <i>Referendums Act 1997</i> – s.15, s.16, s.17, s.19, s.20, s.24B, s.38, s.39, s.90</p> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.011.001 Records relating to the appointment and conduct of polling places, including pre-poll centres, interstate voting centres, mobile polling, Antarctic voting and interstate electoral authorities, postal vote applications and lists of registered declaration voters, voting arrangements for Australian Defence Force personnel and overseas missions – Destroy 8 years after last action</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• Reference 11710 Records documenting administrative arrangements for elections, ballots and referendums – Destroy 3 years after last action</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 03.04.01 Routine correspondence and administrative records relating to the conduct of elections, referendums and polls – Destroy after the following election</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 6.1.0 Plans and activities that support the establishment of logistical arrangements for the holding of State elections, by-elections and referendums – Destroy 4 years after conclusion of the election</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.1.1 Ballot paper printing/security/distribution arrangements – Retain for 2 years after subsequent election</li> <li>• Reference 1.1.2 Call centre operations – Retain until completion of second subsequent election</li> <li>• Reference 1.1.5 Distribution of electoral materials – Retain until completion of subsequent election</li> <li>• Reference 1.1.6 ICT equipment and software arrangements – Retain until completion of second subsequent election</li> <li>• Reference 1.1.7 Office accommodation arrangements – Retain until completion of subsequent election</li> <li>• Reference 1.1.8 Polling booth profiles/mobile polling – Retain until completion of second subsequent election and the third polling booth profile has been prepared</li> <li>• Reference 1.1.9 Polling booth/declared institutions arrangements – Retain until completion of subsequent election</li> <li>• Reference 1.1.10 Result centre/tally room arrangements – Retain until completion of second subsequent election</li> <li>• Reference 1.1.11 Pre-poll voting centre arrangements – Retain until completion of second subsequent election</li> <li>• Reference 1.1.12 Local government election timetables/notices/declarations – Retain until completion of second subsequent election</li> </ul>

**Activity****AUTHORISATION**

*Issuing and returning writs authorising the Commission to conduct electoral events (including referenda).*

Disposal Authorisation	Record class and retention period	Justifying the retention period
1983	<p><b><i>Writ correspondence files</i></b></p> <p>Records relating to the issue and return of writs for State elections and referenda.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended and the disposal action changed from permanent retain in agency to permanent, transfer to QSA after business action completed.</p> <p>This record class covers the activities relating to the issue and return of the writ for State elections and referenda.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>In the previous version of this schedule, the decision for a permanent retain in agency was based on the publication of the writ in the Gazette. There is a significant shift in decisions about published material. Where public records have permanent value, the record maybe transferred to QSA.</p> <p>These records relate to the issue and return of writs and are recognised as by the agency and QSA as having significant historical value to researchers, media and the public.</p> <p>They also provide evidence that the activities relating to the issue and return of writs for electoral events conducted by the Commission are in line with legislative obligations.</p> <p>Furthermore, s.8 of the <i>Referendums Act 1997</i> requires the Commission to ensure that copies of writs and text of attached referenda Bills or questions are available for public inspection so a permanent retention period would support the Commission’s ability to meet this expectation from the community.</p> <p>The recommended retention period is consistent with similar records relating to writ correspondence files under various other schedules.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.85</i> <i>Referendums Act 1997 – s.8</i></p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11749 Records documenting the receipt and return of writs for House of Representatives and Senate elections – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.11.1 Records relating to receipt and return of writs – Required as State archives</li> </ul> <p><i>Office of the Governor Retention and Disposal Schedule QDAN378 v.3</i></p> <ul style="list-style-type: none"> <li>Reference 2.5.4 Writs – Permanent</li> </ul> <p><i>Department of the Premier and Cabinet Retention and Disposal Schedule QDAN681 v.1</i></p> <ul style="list-style-type: none"> <li>Reference 4.4.1 Election arrangements - Permanent</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.3.4 Writ correspondence files – Retain permanently by the Commission</li> </ul>
1984	<p><b><i>Election writs – issued by the Governor</i></b></p> <p>Writs to conduct a State election issued to the Commission by the Governor of Queensland in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b></p> <p>Until finalisation of election results and then return to the Governor of Queensland.</p>	<p><b>Why are these records created:</b></p> <p>This record class are the writs issued by the Governor to conduct a State election issued in accordance with s.81-86 of the <i>Electoral Act 1992</i>. The writ includes the day of issue of the writ, the cut-off day for electoral rolls and nomination of candidates for the election, the polling day, and the day for the return of the writ.</p> <p>Writ correspondence records and copies of writs retained by the Commission are covered under disposal authorisation 1983 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission is only required to retain writs for State elections temporarily for the purpose of being able to annotate on the writs the names of candidates elected upon finalisation of the election results, after which the writs are returned to the Governor or the Speaker of the Legislative Assembly. Writs are then kept permanently by the Office of the Governor or the Department of the Premier and Cabinet.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
1985	<p><b><i>Election writs – issued by the Speaker</i></b> Writs to conduct a State election issued to the Commission by the Speaker of the Legislative Assembly in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Until the finalisation of election results and then return to the Speaker of the Legislative Assembly.</p>	<p>The recommended retention period is consistent with similar records documenting the management of writs for State Elections and Referendums under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.81, s.132</p> <p><b>Comparison with other schedules' retention period:</b> <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 5.1.0 Receipt and return of writs issued by the Governor of Victoria to call a State election or referendum – Writ is returned to the Governor of Victoria at the conclusion of the election</li> <li>• Reference 5.2.0 Receipt and return of the writs issued by the Speaker, Parliament for a State by-election – Writ is returned to the Speaker, Parliament at the conclusion of the election</li> </ul> <p><i>Office of the Governor Retention and Disposal Schedule QDAN378 v.3</i></p> <ul style="list-style-type: none"> <li>• Reference 2.5.4 Writs – Permanent</li> </ul> <p><i>Department of the Premier and Cabinet Retention and Disposal Schedule QDAN681 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 4.4.1 Election arrangements - Permanent</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.3.1 Election writs-issued by the Governor – Retain until the finalisation of election results and then return to the Governor of Queensland</li> <li>• Reference 1.3.2 Election writs-issued by the Speaker – Retain until the finalisation of election results and then return to the Speaker of the Legislative Assembly</li> </ul>
1986	<p><b><i>Referenda writs</i></b> Writs to conduct a referendum issued to the Commission by the Governor of Queensland in accordance with the <i>Referendums Act 1997</i>.</p> <p><b>Disposal action –</b> Until the finalisation of referendum results and</p>	<p><b>Why are these records created:</b> This record class comprises the writs to conduct a referendum issued by the Governor in accordance with s.4-9 of the <i>Referendums Act 1997</i>. The writ includes the day of issue of the writ, the cut-off day for electoral rolls for the referendum, the polling day, and the day for the return of the writ. A copy of the Bill or a statement of the question for a referendum must be attached to the writ.</p> <p>Writ correspondence records and copies of writs retained by the Commission are covered under disposal authorisation 1983 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	then return to the Governor of Queensland.	<p>The Commission is only required to retain writs for referenda temporarily for the purpose of being able to annotate on the writs the results upon their finalisation, after which the writs are returned to the Governor. Writs are then kept permanently by the Office of the Governor.</p> <p>The recommended retention period is consistent with similar records under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b> <i>Referendums Act 1997</i> – s.4, s.43</p> <p><b>Comparison with other schedules' retention period:</b> <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 5.1.0 Receipt and return of writs issued by the Governor of Victoria to call a State election or referendum – Writ is returned to the Governor of Victoria at the conclusion of the election</li> </ul> <p><i>Office of the Governor Retention and Disposal Schedule QDAN378 v.3</i></p> <ul style="list-style-type: none"> <li>• Reference 2.5.4 Writs – Permanent</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.3.3 Referenda writs – Retain until the finalisation of referendum results and then return to the Governor of Queensland</li> </ul>

**Activity****CANDIDATE NOMINATION & LIAISON**

*Liaising with candidates and regulating nomination procedures for elections.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
1987	<p><b>Ballot paper draws</b></p> <p>Records relating to the conduct of ballot draws for candidates' positions on ballot papers.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the conduct of ballot paper draws which are performed by the Commission to determine the order of listing of candidates' names on ballot papers for an election.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> Until issue of writ for next election.</p>	<p>The Commission requires these records to be kept until issue of the writ for the next election to meet the Commission's short-term obligations for accountability and information accessibility and to support the decisions of the Commission regarding the positioning of candidate names on ballot papers. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following issue of the writ for the next election.</p> <p>The recommended retention period is relatively consistent with similar records under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.103</i> <i>Local Government Electoral Act 2011 – s.27, s.57</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.1.2 Records relating to receipt and processing of candidate nominations and production of ballot papers – Retain minimum of 3 years after election event, then destroy</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 7.1.0 Completed ballot papers – Destroy after the completion of any proceedings in the Court of Disputed Returns</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.4.3 Ballot paper draws – Retain until issue of writ for next election</li> </ul>
1988	<p><b>Candidate nominations</b> Records relating to the nomination of candidates for elections.</p> <p><b>Disposal action –</b> Until completion of subsequent election.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the activities relating to the nomination of candidates for elections including:</p> <ul style="list-style-type: none"> <li>• notices about nomination</li> <li>• nomination forms and supporting documents</li> <li>• records of membership of groups of candidates</li> <li>• appointment of scrutineers for candidates.</li> </ul> <p>Records relating to the payment and refund of candidate nomination fees are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The retention period for this record class was amended from “until completion of the second subsequent election” to until completion of the next election to provide consistency and ease of disposal with other record classes under this activity. The recommended retention period is sufficient to ensure the Commission can meet short-term obligations for accountability and information accessibility and to support the decisions of the Commission regarding the nomination of candidates for elections.</p> <p>Keeping these records until after the next election provide assistance to the Commission to answer questions from the community about the election process. There is little requirement for the Commission to retain these records beyond the following election as processes change overtime.</p> <p>The recommended retention period is consistent with similar records relating to candidate nominations under various other schedules.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.88, s.90, s.92, s.93, s.104  <i>Local Government Electoral Act 2011</i> – s.25, s.27, s.28, s.30, s.34, s.40, s.41, s.59</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>• Reference 048.141.001 Records documenting the nominations of candidates for ACT Legislative Assembly elections – Retain as Territory Archives</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11716 Records documenting the successful nomination of candidates – Destroy after next electoral event completed</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.1.1 Records relating to the candidate nomination process – Retain minimum of 8 years after election event, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 03.02.01 Nomination of candidates forms – Destroy after the following election is completed</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 6.3.0 The process of accepting nominations and supporting documentation, approving and registering candidates to stand in Victorian state elections and by-elections – Destroy 1 year after conclusion of the election</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.4.2 Candidate nominations – Retain until completion of second subsequent election and the register of candidates has been compiled for the third subsequent election</li> </ul>
1989	<p><b>Contact with candidates</b>  Records relating to the Commission's contact with nominated candidates for electoral events.</p> <p><b>Disposal action –</b>  Until completion of subsequent election.</p>	<p><b>Why are these records created:</b>  This is a merged record class created by combining classes 1.4.4 and 1.4.6 from the previous schedule which are similar in their scope and disposal requirements. This record class covers activities relating to the Commission's contact with nominated candidates for electoral events.</p> <p><b>Why the records are retained for this retention period:</b>  The Commission requires these records to be kept until completion of the subsequent election to meet the Commission's short-term obligations for accountability and information accessibility and to support the decisions of the Commission. The recommended retention period is relatively consistent with similar records under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.61  <i>Local Government Electoral Act 2011</i> – s.21, s.49, s.50, s.101</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 6.7.0 Communication between candidates (including groups and individuals representative of candidates such as campaign teams and political parties) and the VEC concerning the clarification of candidate's rights/responsibilities and VEC processes – Destroy 4 years after conclusion of the election</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.4.4 Electoral materials – Retain until completion of subsequent election</li> <li>Reference 1.4.6 Liaison/briefings – Retain until completion of subsequent election</li> </ul>
1990	<p><b>How-to-vote cards</b>  Records relating to the lodgement and distribution</p>	<p><b>Why are these records created:</b>  The scope note for this record class was amended and covers the activities relating to how-to-vote cards, including their lodgement with the Commission or returning officers, and their distribution in relation to an election.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>of how-to-vote cards by candidates for elections.</p> <p><b>Disposal action –</b> Until completion of subsequent election.</p>	<p>Under s.2 of the <i>Electoral Act 1992</i>, a how-to-vote card means a card, handbill or pamphlet relating to an election that:</p> <ul style="list-style-type: none"> <li>• is a representation of, or apparently intends to represent, a ballot paper</li> <li>• lists the names of candidates with a number indicating an order of voting preference, or</li> <li>• directs or encourages the casting of votes in a particular way.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept until completion of the subsequent election to meet the Commission's short-term obligations for accountability and information accessibility. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following completion of the subsequent election.</p> <p>The recommended retention period is relatively consistent with similar records under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.98, s.183 <i>Local Government Electoral Act 2011</i> – s.179</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.3.1 Records relating to the registration of electoral how to vote material produced by candidates and parties – Retain minimum of 3 years after election event, then destroy</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 6.4.0 Applications received from candidates for the registration of how to vote cards by the VEC – Destroy 1 years after conclusion of the election</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.4.5 Lodgement of how-to-vote cards – Retain until completion of subsequent election</li> </ul>
1991	<p><b>Register of candidates</b></p> <p>Records relating to the Register of candidates which is to be kept in</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the compilation of the Register of candidates which documents the candidates that are nominated for an election and contains information such as candidates' names, addresses, occupations, and summaries of statements consenting to their nomination and any endorsement by registered political parties. Records</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Until completion of subsequent election.</p>	<p>relating to nomination forms and supporting documentation for candidates are covered under disposal authorisation 1988 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from “until the second subsequent election” to until completion of the subsequent election to provide consistency and ease of disposal with other record classes under this activity. The recommended retention period is sufficient to ensure the Commission can meet short-term obligations for accountability and information accessibility. There is little requirement for the Commission to retain these records beyond the recommended retention period as the information contained within the Register is only relevant for one electoral event.</p> <p>The retention period is also consistent with the retention period for candidate nominations under this Schedule.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.101</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 6.2.0 The summary record of the nomination of candidates to participate in a State election – Destroy 8 years after conclusion of the election</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.4.1 Register of candidates – Retain until second subsequent election</li> </ul>

**Activity****ELECTORAL OFFENCES & ENFORCEMENT**

*Ensuring that electoral events are conducted in accordance with legislation including the issuing of penalties for infringements (such as failure to vote).*

Disposal Authorisation	Record class and retention period	Justifying the retention period
1992	<p><b>Disputes</b> Records relating to the dispute of electoral events</p>	<p><b>Why are these records created:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>conducted by the Commission.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>This is a new record class created to cover the activities relating to the dispute of elections or referenda conducted by the Commission including documents given to and received from the Supreme Court in relation to a dispute or an appeal.</p> <p>Under s.139 of the <i>Electoral Act 1992</i> and s.137 of the <i>Local Government Electoral Act 2011</i>, an election may be disputed by a candidate, an elector, the Commission, or a person who the Commission decided was not properly nominated. Under s.48 of the <i>Referendums Act 1997</i>, a referendum may be disputed by a member of Parliament, the Commission, or an elector.</p> <p>The most recent dispute of an electoral event conducted by the Commission occurred in 2009 when an unsuccessful candidate applied to the Court of Disputed Returns to dispute the result for the 2009 Queensland State election for the electoral district of Chatsworth as the margin between the unsuccessful candidate and the successful candidate was only 74 votes. The Court ultimately dismissed the application; however, at the time, the case attracted significant interest from the media and public.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept permanently as disputes of electoral events are uncommon and have the ability to set a precedent or result in significant changes to electoral processes and policies. Because disputes are infrequent, the burden of retaining records indefinitely is minimal. The recommended retention period amply covers the time period by which an application to dispute an electoral event must be filed with the Supreme Court under s.140 of the <i>Electoral Act 1992</i>, s.49 of the <i>Referendums Act 1997</i> and s.138 of the <i>Local Government Electoral Act 2011</i> – which is within 7 days after the return of the writ for a State election or referendum or within 7 days after the conclusion of a Local Government election.</p> <p>These records warrant permanent retention as disputes of electoral events are likely to generate significant interest from media and the public. Additionally, public records provide evidence of the Commission’s response to disputes and may reassure the community of the Commission’s commitment to integrity and impartiality. The recommended retention period is consistent with similar records relating to disputed returns under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.140, s.141, s.142, s.145, s.160, s.163  <i>Local Government Electoral Act 2011</i> – s.138, s.139, s.140, s.143, s.147, s.152, s.155, s.156  <i>Referendums Act 1997</i> – s.49, s.50, s.51, s.54, s.62B, s.62E</p> <p><b>QSA permanent appraisal characteristics:</b>  These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Elections, Ballots and Referendums maintenance amendments Records Authority 2010/00735424</i></p> <ul style="list-style-type: none"> <li>• Reference 21930 Records documenting the process of disputing elections, ballots or referendums in the courts that relate to cases in which a precedent has been set or which have social or political significance – Retain as National Archives</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11706 Records documenting the process of disputing elections or returns, in the courts, that establish a precedent – Retain as national archives</li> </ul> <p><i>South Australia Electoral Districts Boundaries Commission Operational Records Disposal Schedule 2015/25</i></p> <ul style="list-style-type: none"> <li>• Reference 2.6.1 Records relating to infringements or breaches or mandatory statutory requirements – Permanent</li> </ul> <p>Courts Sector Retention and Disposal Schedule QDAN705 v.1</p> <ul style="list-style-type: none"> <li>• Reference 2.2.7 Civil-Supreme and District Courts-significant cases - Permanent</li> </ul>
1993	<p><b>Injunctions</b></p> <p>Records relating to injunctions made by electors, candidates in an election, members of the Legislative Assembly, or the Commission.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to cover the activities relating to injunctions made in relation to conduct or failure that has constituted, constitutes or would constitute a contravention of, or an offence against, the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i>, or the <i>Local Government Electoral Act 2011</i>.</p> <p>An injunction is a court order by which a party is required to do, or refrain from doing, a specific act. Injunctions are usually sought at short notice for immediate effect. In relation to elections conducted by the Commission, applications for an injunction may be made to the Supreme Court by a candidate in the election or the Commission. In relation to referenda conducted by the Commission, applications for an injunction may be made to the Supreme Court by a member of the Legislative Assembly, an elector, or the Commission.</p> <p>For example, in 2012, Katter's Australian Party (Qld Division) sought an injunction from the Court to stop the Commission from printing and distributing ballot papers for the 2012 Queensland State Election. The injunction was sought due to the Commission using the party's abbreviated name "The Australian Party" instead of its registered name "Katter's Australian Party (Qld Division)" which the party claimed could</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>confuse voters. The Supreme Court determined the claims to be largely unsubstantiated and allowed the election to go ahead; however, at the time, the case attracted significant interest from the media and public.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept permanently as injunctions relating to electoral events are uncommon and have the ability to set a precedent or result in significant changes to electoral processes and policies. Because injunctions are infrequent, the burden of retaining records indefinitely is minimal.</p> <p>These records warrant a permanent retention as injunctions are likely to generate significant interest from media and the public. Additionally, public records provide evidence of the Commission's commitment to accountability and transparency.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.196  <i>Local Government Electoral Act 2011</i> – s.200  <i>Referendums Act 1997</i> – s.87</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>There were no other schedules found with similar record classes.</p>
1994	<p><b>Non-voters</b></p> <p>Records relating to non-voter activities for elections and referenda.</p> <p><b>Disposal action –</b></p> <p>84 years from date of birth.</p>	<p><b>Why are these records created:</b></p> <p>This is a merged record class created by combining record classes 1.5.2 and 1.5.3 from the previous schedule as both are related to apparent non-voter activities for elections and referenda.</p> <p>Records relating to the payment of penalties are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept for 65 years from the date of birth of the elector as this ensures the Commission can meet the community expectation that accurate records of an elector's entire voting infringement history is available upon request. It also amply covers the period of time required to retain financial records which is 7 years under the <i>General retention and disposal schedule (GRDS)</i>.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The recommended retention period is not consistent with other schedules which require a much shorter retention period; however, the Commission considers the retention period appropriate as requests from electors to view their voting infringement histories are very common – especially from persons who wish to apply for admission into the legal profession. The proposed retention period of 85 years from date of birth is therefore suitable as it covers the average lifetime of a person (80-84 years).</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992 – s.134</i>  <i>Local Government Electoral Act 2011 – s.165</i>  <i>Referendums Act 1997 – s.44</i></p> <p><b>Comparison with other schedules' retention period:</b>  <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>• Reference 048.202.002 All records relating to summonses issued for individual cases of non-voting – Retain as Territory Archives</li> <li>• Reference 048.202.003 All other records relating to individual cases of apparent non-voting including those that result in court action, and all records relating to individual cases of apparent multiple voting – Destroy 4 years after last action</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11740 Records produced following the scanning process documenting electoral voting breaches – Destroy after two electoral events completed</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 2.4.1 Records relating to following up elector participation in compulsory elections – Retain minimum of 3 years after election event, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 03.04.05 Non-financial records relating to non-voting including consolidated listing of apparent non-voters and multiple voters and penalties imposed – Destroy after non-voters process is finalised for the following election</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.5.2 Certified list scanning – Retain until issue of writ for next election</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 1.5.3 Unenrolled voters/non-voters/multiple voters – Retain until completion of second subsequent election</li> </ul>
1995	<p><b>Other penalties</b> Records relating to penalties imposed in accordance with the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i> other than those issued in relation to non-voter activities.</p> <p><b>Disposal action –</b> Until completion of second subsequent electoral event or until court action is finalised, whichever is longer.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended and covers activities relating to penalties imposed in accordance with the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i> other than those issued in relation to non-voter activities. A number of different offences are covered under these Acts that vary in severity. General offences under these Acts include misuse of restricted information or failure to enrol. Specific offences under these Acts include unauthorised electoral or referendum advertising, multi-voting, or failure to give disclosure returns.</p> <p>Records relating to non-voter activities are covered under disposal authorisation 1994 of this Schedule. Records relating to the payment of penalties are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “permanent” to until completion of the second subsequent election or until court action is finalised as there is no ongoing business requirement to retain these records indefinitely. The Commission only conducts preliminary investigations into offences before records are passed on to the relevant authority for a full investigation and possible prosecution. The Commission then receives notification once proceedings are concluded after which records relating to the offence become obsolete.</p> <p>The recommended retention period ensures that the Commission can refer to these records, if required, during legal proceedings and covers the period of time required to retain financial records which is 7 years under the <i>General retention and disposal schedule (GRDS)</i>.</p> <p>There is no consistent retention period under other schedules for similar records relating to penalties imposed under electoral Acts, highlighting that this record class covers controversial matters and the specific requirements for retention of these records varies across Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s175-195 <i>Local Government Electoral Act 2011</i> – s169-199 <i>Referendums Act 1997</i> – s68-86</p> <p><b>Comparison with other schedules' retention period:</b> <i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 03.04.09 Records relating to the prosecution of offenders – Destroy after the following election is completed</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.5.1 Penalties – Retain permanently by the Commission</li> </ul>

### Activity

#### VOTING

*Managing voting processes involved in the conduct of electoral events by the Commission including the issuing of ballot papers to electors, counting, compiling and declaring results, packaging and storing voting materials, and reporting on electoral conduct.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
1996	<p><b><i>Electoral district results</i></b></p> <p>Records relating to the counting, recording and notifying of results of elections and referenda for each electoral district.</p> <p><b>Disposal action –</b></p> <p>Until issue of writ for next electoral event.</p>	<p><b>Why are these records created:</b></p> <p>This record class was revised to combine classes 1.7.2 and 1.7.3 of the previous schedule which are similar in their scope and disposal requirements. This record class covers the activities relating to the tallying of votes and declaring of results for electoral events conducted by the Commission including preliminary and official count records and notifications of the names of candidates elected or the total number of yes and no votes for referenda.</p> <p>The Commission compiles a <i>Statistical Returns</i> booklet after each electoral event which provides a summary and analysis of electoral results for each district. Records relating to the <i>Statistical Returns</i> for elections and referenda conducted by the Commission are covered under disposal authorisation 2005 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from “until issue of the writ for the next election” to until issue of the writ for the next electoral event in order to account for referenda as well as elections. The recommended retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following the issue of the writ for the next electoral event.</p> <p>The recommended retention period is also sufficient to cover any disputes that may arise. Under s.140 of the <i>Electoral Act 1992</i>, s.49 of the <i>Referendums Act 1997</i> and s.138 of the <i>Local Government Electoral Act 2011</i>, applications to dispute an electoral event must be filed with the Supreme Court within 7 days after</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>the return of the writ for a State election or referendum or within 7 days after the conclusion of a Local Government election.</p> <p>The recommended retention period is not consistent with other schedules; however, the Commission considers the retention period to be appropriate as information relating to results for an electoral event is widely available from published resources.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.127, s.131, s.132  <i>Local Government Electoral Act 2011</i> – s.92, s.100  <i>Referendums Act 1997</i> – s.38, s.42, s.43</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>• Reference 048.143.001 Records documenting the final distribution of preferences and declaration of results, in print or electronic format – Retain as Territory Archives</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11729 Final versions of significant reports and returns on the conduct of elections, ballots and referendums – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.4.1 Records summarising election or referendum or other polling results – Required as State archives</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 03.05.01 Returning Officer's summary of results including scrutiny sheets - Permanent</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 8.1.0 The declaration of candidates elected, and public advertisement of the results of an election – Permanent</li> <li>• Reference 8.2.0 The declaration of the result of a referendum for the State of Victoria - Permanent</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 1.7.2 Tally room sheets – Retain until issue of writ for next election</li> <li>• Reference 1.7.3 Electoral district results – Retain until issue of writ for next election</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
1997	<p><b>Electronically assisted voting procedures</b> Records relating to procedures for the use of electronically assisted voting for electoral events e.g. telephone voting to assist blind and low vision electors.</p> <p><b>Disposal action –</b> Until issue of writ for next electoral event.</p>	<p><b>Why are these records created:</b> This is a new record class created to cover the activities relating to the procedures for the use of electronically assisted voting for electoral events conducted by the Commission. Electronically assisted voting was introduced by the Commission in 2015 to provide assistance for electors who have difficulty casting a vote, for example, those who have an insufficient level of literacy or impairment such as blindness or low vision. Records relating to research and development in the use of electronic voting are covered under disposal authorisation 2004 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b> The Commission requires these records to be kept until issue of the writ for the next election to meet the Commission's short-term obligations for accountability and information accessibility, to ensure legal reference, and to support the decisions of the Commission in relation to electronically assisted voting. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following the issue of the writ for the next election and procedures for the use of electronically assisted voting are available from published resources. The recommended retention period is relatively consistent with similar records under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.121B, s.121E <i>Local Government Electoral Act 2011</i> – s.75A, s.75D <i>Referendums Act 1997</i> – s.32B, s.32E</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11727 Master set of agency procedure manuals, handbooks, directives etc. relating to the elections, ballots and referendums function – Destroy 5 years after procedures are superseded</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.2.2 Records relating to registration of voters for postal, electronic and other non-ordinary forms of voting – Retain minimum of 6 years after election event, then destroy</li> </ul>
1998	<p><b>Postal voting &amp; electoral visitor voting</b></p>	<p><b>Why are these records created:</b> The scope note for this record class was amended and covers the activities relating to arrangements for postal voting and electoral visitor voting for electoral events conducted by the Commission.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to arrangements for postal voting and electoral visitor voting for electoral events.</p> <p><b>Disposal action –</b> Until issue of writ for next electoral event.</p>	<p>An elector may vote as an electoral visitor voter if they are prevented from voting at a polling booth because of illness, disability or advanced pregnancy or if they are caring for a person who is ill, has a disability or is pregnant.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “until issue of the writ for the next election” to until issue of the writ for the next electoral event in order to account for referenda as well as elections. The recommended retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following the issue of the writ for the next electoral event. The recommended retention period is relatively consistent with similar records relating to postal voting and electoral visitor voting under various other schedules.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.119, s.120</i> <i>Local Government Electoral Act 2011 – s.72, s.77, s.79, s.80, s.81, s.82</i> <i>Referendums Act 1997 – s.30, s.31</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Election &amp; Referendum Services to Other Agencies Records) Approval NI2014-289</i></p> <ul style="list-style-type: none"> <li>• Reference 067.244.001 All records relating to the conduct of an election for an interstate electoral authority, including records of postal votes and total votes issued – Destroy according to the rules of the election or if not specified after the subsequent relevant election or 4 years after last action, whichever is earlier</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11726 Electoral documents used in a Federal election, ballot or referendum – Destroy 6 months after poll declaration or after last action, whichever is later</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.2.2 Records relating to registration of voters for postal, electronic and other non-ordinary forms of voting – Retain minimum of 6 years after election event, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 03.04.03 Used declaration forms, applications for declaration voting and records of postal votes issued – Destroy after non-voters process is finalised</li> </ul>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 6.8.0 The management of applications from individuals for early or postal votes at specific elections – Destroy after the completion of any proceedings in the Court of Disputed Returns</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.7.1 Postal voting/electoral visit voting – Retain until issue of writ for next election</li> </ul>
1999	<p><b><i>Returning Officer &amp; polling staff reports</i></b> Records relating to reports from Returning Officers and polling staff on the conduct of electoral events.</p> <p><b>Disposal action –</b> Until completion of subsequent electoral event.</p>	<p><b>Why are these records created:</b> This record class is a rewording of class 1.7.6 of the previous schedule and covers the activities relating to reporting on the conduct of electoral events by returning officers and polling booth staff.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “until completion of the subsequent election” to until completion of the subsequent electoral event in order to account for referenda as well as elections. The recommended retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility. There is little requirement for the Commission to retain these records beyond the recommended retention period as these records become obsolete following completion of the subsequent electoral event. The recommended retention period is consistent with similar records relating to officer and polling place reports under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.107, s.112, s.117, s.119 <i>Local Government Electoral Act 2011</i> – s.75, s.79, s.80, s.81, s.82, s.85, s.92, s.104 <i>Referendums Act 1997</i> – s.22, s.24C, s.28, s.30</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11730 Final versions of less significant reports and returns relating to elections, ballots and referendums function – Destroy after next electoral event completed</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 1.7.6 Returning officer reports – Retain until completion of subsequent election</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2000	<p><b>Local Government election voting materials</b> Voting materials resulting from Local Government elections required to be kept in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b> Until the next quadrennial election after notice of the final result is given.</p>	<p><b>Why are these records created:</b> These are new record classes created to meet legislative requirements regarding the storage and disposal of voting materials resulting from Local Government elections in accordance with s.102 of the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Why the records are retained for this retention period:</b> The Commission requires these records to be retained and disposed of in accordance with legislative provisions which are specified in the <i>Local Government Electoral Act 2011</i>. The retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility. The retention period for used voting materials is also sufficient to cover any disputes that may arise. Under s.138 of the <i>Local Government Electoral Act 2011</i>, applications to dispute a Local Government election must be filed with the Supreme Court within 7 days after the conclusion of the election.</p> <p>The recommended retention period is consistent with similar records relating to voting materials under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p>
2001	<p><b>Local Government election unused ballot papers</b> Unused ballot papers for Local Government elections to be stored and disposed of in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b> Until notice of the final result of the poll for the election.</p>	<p><b>Applicable legislation/standards:</b> <i>Local Government Electoral Act 2011 – s.102</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.416.002 Used and unused ballot papers, used declaration envelopes and other electoral papers for an election within the meaning of the Electoral Act 1992 – Destroy after the commencement of the pre-election period for the subsequent relevant election</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.4.2 Election papers and materials for Legislative Assembly and Legislative Council elections – Retain and dispose of in accordance with legislative provisions (currently <i>Parliamentary Electorates and Elections Act 1912</i>, ss127 &amp; 129H)</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 03.03.03 Ballot papers for Local Government councillor positions elections – Destroy after the second following election can no longer be disputed or if disputed, the dispute is resolved</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 03.04.07 Used and unused material relating to local government elections and elector polls – Destroy after the election or poll can no longer be disputed or if disputed, the dispute is resolved</li> </ul>
2002	<p><b>State elections voting materials</b></p> <p>Voting materials resulting from State Government elections required to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b></p> <p>Until day of issue of the writ for the next general election.</p>	<p><b>Why are these records created:</b></p> <p>These record classes cover the legislative requirements regarding the storage and disposal of voting materials resulting from State elections and referenda in accordance with s.136 of the <i>Electoral Act 1992</i> and s.46 of the <i>Referendums Act 1997</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for voting materials for State elections was reworded to be more consistent with the <i>Electoral Act 1992</i>. The Commission requires these records to be retained and disposed of in accordance with legislative provisions which are specified in the <i>Electoral Act 1992</i> and the <i>Referendums Act 1997</i>. The retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility.</p> <p>The retention period is also sufficient to cover any disputes that may arise. Under s.140 of the <i>Electoral Act 1992</i> and s.49 of the <i>Referendums Act 1997</i>, applications to dispute an electoral event must be filed with the Supreme Court within 7 days after the return of the writ for a State election or referendum.</p>
2003	<p><b>Referenda voting materials</b></p> <p>Voting materials resulting from State Government referenda required to be kept in accordance with the <i>Referendums Act 1997</i>.</p> <p><b>Disposal action –</b></p> <p>2 years after the return of the writ to the Governor.</p>	<p>The recommended retention period is consistent with similar records relating to voting materials under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.136  <i>Referendums Act 1997</i> – s.46</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.416.001 Records documenting the production, printing, storage and distribution of ballot papers, barcodes and other material used in relation to an election – Destroy 8 years after last action</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.4.2 Election papers and materials for Legislative Assembly and Legislative Council elections – Retain and dispose of in accordance with legislative provisions (currently <i>Parliamentary Electorates and Elections Act 1912</i>, ss127 &amp; 129H)</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p data-bbox="745 225 1592 252"><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul data-bbox="792 268 2074 331" style="list-style-type: none"> <li data-bbox="792 268 2074 331">• Reference 03.03.02 Ballot papers for House of Assembly elections – Destroy after the following election, poll or referendum can no longer be disputed or if disputed, the dispute is resolved</li> </ul> <p data-bbox="745 344 1171 371"><b>Previous schedule references:</b></p> <p data-bbox="745 384 1861 411"><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul data-bbox="792 427 2123 571" style="list-style-type: none"> <li data-bbox="792 427 2123 491">• Reference 1.7.4 Ballot papers/declaration envelopes/certified copies of rolls-elections – Retain until issue of writ for next election</li> <li data-bbox="792 507 2123 571">• Reference 1.7.5 Ballot papers/declaration envelopes/certified copies of rolls-referenda – Retain for 2 years after the return of the writ to the Governor</li> </ul>

Title	Scope Note
<b>ELECTORAL RESEARCH &amp; EDUCATION</b>	<i>Researching and raising awareness of electoral processes and administration in Queensland.</i>

Activity
<b>RESEARCH</b> <i>Performing research into electoral matters such as the development of alternative voting systems.</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2004	<p><b>Electronic voting</b> Records relating to research and development in the use of electronic voting systems such as eAssist, telephone voting and online voting.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the activities relating to research and development in the use of electronic voting systems such as eAssist, telephone voting and online voting.</p> <p>Under s.7 of the <i>Electoral Act 1992</i>, it is stated that it is a function of the Commission to conduct and promote research into electoral matters and other matters that relate to its functions.</p> <p>At the 2014 Stafford by-election, the Commission trialled the use of unassisted kiosk voting terminals (eAssist). The eAssist voting system was developed for electors who require assistance to vote particularly those with visual impairment. The eAssist software prompts users to issue commands through a custom-made keyboard and audio prompts via headphones guide the user through the voting process. The eAssist system was used again at the 2015 Queensland State election at eight voting centres and at Vision Australia headquarters in Coorparoo but only a total of 134 votes were recorded and four of the sites recorded no votes at all. Due to the low participation rates and the high costs involved with transporting and setting up the equipment for eAssist, the system has not been adopted for ongoing use by the Commission.</p> <p>In 2014, the <i>Electoral Act 1992</i> was amended to provide electors who are unable to vote without assistance because of impairment the ability to cast an electronically assisted vote. As a result, a blind and low vision telephone voting system was developed to provide a high quality, confidential option of voting for electors who are visually impaired. Telephone voting was made available to blind and low vision electors for the first time at the 2015 Queensland State election. Due to its success and the implications for disadvantaged voters, it has since been used at every subsequent electoral event conducted by the Commission. Eligibility requirements for telephone voting have also been expanded to include special postal voters and electors who are outside of their district during the voting period.</p> <p>Online voting is another system that has been piloted in other states and may have future potential for introduction in Queensland. A remote electronic voting system, known as the iVote system, was first</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>introduced by the New South Wales Electoral Commission in 2011 and enables electors to vote over the Internet. Initially implemented as an alternate voting option for blind or low vision electors, the iVote system has since been extended for use by other electors as well including those with a disability and those who are out of the state at the time of voting.</p> <p>An external auditor has produced a report with recommendations for each event conducted by the Commission that has used electronically assisted voting since, and including, the 2015 State general election. The Minister is yet to request a report on the review of the use of electronically assisted technology for an electoral event.</p> <p>Records relating to procedures for the use of electronically assisted voting are covered under disposal authorisation 1997 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 2 years to permanent as these records provide evidence of the history of developments in alternative voting systems by the Commission – some of which have the ability to set precedent or result in significant changes to electoral processes and policies. These records warrant permanent retention as they have the potential to be of historical value to researchers, media and the public. They also provide evidence that the activities relating to electronically assisted voting for electoral events conducted by the Commission are reliable, secure and in line with legislative obligations.</p> <p>The recommended retention period is consistent with similar records relating to voting systems development under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.121C, s.121F  <i>Local Government Electoral Act 2011</i> – s.75B, s.75E  <i>Referendums Act 1997</i> – s.32C, s.32F</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 11732 Records documenting significant research that results in major changes to policy or procedures, or provides significant insight into voting trends – Retain as national archives <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></li> <li>Reference 12.1.0 The detailed analysis of electoral and voting systems and methods of possible introduction in Victoria - Permanent</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 8.2.1 Electronic voting – Retain for 2 years after last action</li> </ul>

**Activity****REVIEWS**

*Reviewing electoral administration in Queensland and other jurisdictions.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2005	<p><b><i>Electoral administration reviews – Queensland</i></b></p> <p>Records relating to reviews of electoral administration in Queensland conducted by the Commission after the completion of each electoral event.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. Disposal action has also changed - see details below. In version 2, this record class covered the internal reviews of ECQ's administration of electoral events in Queensland after the completion of each electoral event. However, such records can be covered under the <i>General Retention and Disposal Schedule</i>.</p> <p>This version is intended to cover records related to the reviews of electoral administration that are conducted by both ECQ and external bodies.</p> <p>Although the Commission is only required by legislation to produce a post-election report for State electoral events, the Commission has historically committed to publishing an <i>Evaluation Report</i> and <i>Statistical Returns</i> booklet for every event that it conducts. The <i>Evaluation Report</i> documents the operations of each electoral event, including information about timetables, costs, innovations and opportunities for improvement. The <i>Statistical Returns</i> booklet details statistical data about an electoral event, such as enrolment figures, vote counts and polling booth profiles. The <i>Evaluation Report</i> and <i>Statistical returns</i> are generally combined in the one document.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Records relating to the preparation of the <i>Annual Report</i> which documents the Commission's operations during a financial year are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>In the previous version of this schedule, records related to electoral administration reviews were:</p> <p>Version 1 – Retain permanently</p> <p>Version 2 – Retain permanently by the agency.</p> <p>The change from version 1 to 2 was based on i) records related to internal review of the ECQ's administration and ii) the Public Record Office of Victoria schedule having a 4 year retention period. Version 2 recommended that the permanent value be reappraised when the schedule was next reviewed.</p> <p>These records warrant permanent retention. Historically, electoral matters in Queensland have been subject to media and public scrutiny due to political influences. While some of the documents maybe published, there is no control how long the State Library will retain these documents.</p> <p>The recommended retention period is consistent with similar records relating to post-election reviews and reports under various other schedules.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.18</i></p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11735 Records documenting the review of products, processes, procedures, systems, programs etc. relating to the elections, ballots and referendums function – Destroy 3 years after completion of review</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <p>Reference 03.06.01 Copy of election reports as published - Permanent</p> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 10.1.0 Provision of a report to Parliament on the conduct of a Victorian State election, by-election or referendum - Permanent</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 8.3.1 Electoral administration-Queensland – Retain permanently by the Commission</li> </ul>
2006	<p><b><i>Electoral administration reviews – other jurisdictions</i></b></p> <p>Records relating to reviews of electoral administration in other jurisdictions.</p> <p><b>Disposal action –</b> 5 years after business action completed or until reference ceases, whichever is longer.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to reviews of electoral administration in other jurisdictions.</p> <p>The Commission uses these records to review the operations of electoral events in other jurisdictions and note down the key points relating to planning, feedback and recommendations. The Elections Support &amp; Change Commission business unit often summarise findings from the reviews and provide these to the Electoral Commissioner in the form of a briefing note.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from “until reference ceases” to 5 years or until reference ceases, whichever is longer as this ensures records are available to the Commission for a longer period of time in case they are required for business reference purposes.</p> <p>There is little requirement to keep these records beyond the recommended retention period as the reference value of these records diminishes over time due to changes and advances in electoral administration. Additionally, most interstate electoral commissions are required to retain their own review records permanently.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>There were no other schedules found with similar record classes.</p> <p><b>Other comments/factors for consideration:</b></p> <p>Records relating to reports provided to Parliament following the conduction of a Victorian State election, by-election and referendum are kept permanently under reference number 10.1.0 of the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p>Records relating to election reports as published are kept permanently under reference number 3.6.1 of the <i>Disposal Schedule for Tasmanian Electoral Commission</i> issued by the Tasmanian Archive &amp; Heritage Office.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Records relating to the final versions of significant reports and returns on the conduct of elections, ballots and referendums are kept permanently under reference number 11729 of the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"><li>• Reference 8.3.2 Electoral administration-other jurisdictions – Retain until reference ceases</li></ul>

Title	Scope Note
<b>ELECTORAL ROLL MANAGEMENT</b>	<i>Managing the electoral roll and the enrolment of electors in accordance with the Electoral Act 1992 and the Local Government Electoral Act 2011.</i>

Activity
<b>ACCESSIBILITY</b> <i>Producing, distributing and providing access to electoral roll information including copies of the electoral roll in printed and non-printed formats.</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2007	<p><b>Accessibility of electoral roll information</b> Records relating to the production, distribution and availability of electoral roll information.</p> <p><b>Disposal action –</b> 4 years after business action completed.</p>	<p><b>Why are these records created:</b> This is a merged record class created by combining classes 2.2.1, 2.2.2, 2.2.3 and 2.3.1 from the previous schedule which are similar in their scope and disposal requirements. This record class covers the activities relating to the production, distribution and availability of electoral roll information.</p> <p>S.61 of the <i>Electoral Act 1992</i> details:</p> <ul style="list-style-type: none"> <li>• the persons and organisations to whom the Commission must give stated information about electoral rolls</li> <li>• the information to be given and the circumstances in which it is to be given.</li> </ul> <p>Some government agencies can also make requests to obtain electoral roll data on specific individuals under different legislation.</p> <p>If a copy of the electoral roll is made available to a person or body under s.61 of the <i>Electoral Act 1992</i>, the person must only use that information for purposes set out under s.152 of the <i>Electoral Act 1992</i> (such as for an election or referendum, checking the accuracy of information on the electoral roll etc.). A person commits an offence if they misuse restricted information from the electoral roll. Records relating to investigations conducted by the Commission into such infringements are covered under disposal authorisation 1995 of this Schedule.</p> <p>The master set of electoral rolls is covered under disposal authorisation 2008 of this Schedule.</p> <p>Records relating to the printing of electoral rolls, fees for distribution of electoral rolls, and general enquiries or complaints concerning electoral rolls and enrolment are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from 5 years to 4 years to reflect the new four-year parliamentary terms introduced as the result of the 2016 State Referendum. The Commission requires</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>these records to be kept for 4 years after business action completed to ensure accessibility of the electoral roll.</p> <p>The recommended retention period is relatively consistent with similar records relating to access to electoral information under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.60, s.61  <i>Local Government Electoral Act 2011</i> – s.20, s.21</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11927 Records documenting requests for access by prescribed authorities to electoral information relating to the roll management function – Destroy 5 years after action completed</li> <li>• Reference 11928 Records documenting requests for access to electoral information by organisations that do not have a demand power and are not prescribed authorities – Destroy 5 years after action completed</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 2.1.2 Records relating to production and provision of roll data products – Retain minimum of 1 month after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 02.02.02 Routine correspondence relating to the production, use, distribution and sale of electoral rolls – Destroy 2 years after action completed</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 2.6.0 The issuing of all or parts of the electoral roll to State and Local Government Candidates, Members and/or political parties under the <i>Electoral Act (Victoria) 2002</i> – Destroy 2 years after date of issue</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.2.1 Entire electoral rolls – Retain for 5 years after last action</li> <li>• Reference 2.2.2 Publicly available part of electoral rolls – Retain for 5 years after last action</li> <li>• Reference 2.2.3 Marked rolls – Retain until completion of subsequent election</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 2.3.1 Electoral roll search requests – Retain for 5 years after last action</li> </ul>

### Activity

#### ENROLMENT

*Maintaining electors' details on the electoral roll including liaison with the Australian Electoral Commission (AEC) in relation to the maintenance of joint electoral rolls. Includes the adding, maintaining and removing of electors to and from the electoral roll.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2008	<p><b>Electoral rolls</b></p> <p>Master set of electoral rolls for each State electoral district.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class comprises the master set of electoral rolls for each State electoral district. Each electoral roll comprises the surname and given name, address and identifying number of persons entitled to be enrolled for the electoral district. The electoral roll is generated from details in the Australian Electoral Commission Roll Management System (RMANS).</p> <p>Under s.59 of the <i>Electoral Act 1992</i>, the Commission must prepare all electoral rolls as soon as practicable after:</p> <ul style="list-style-type: none"> <li>an electoral redistribution becomes final</li> <li>the cut-off day for electoral rolls for an election or referendum, or</li> <li>2 years pass after the day on which the writ for the last general election was returned.</li> </ul> <p>After each of these events, the Commission sends one set of electoral rolls to Queensland State Archives for permanent retention. The Commission also keeps a copy of the most recent printed version of the electoral roll sent to QSA at its office for public inspection and destroyed when reference use ceases in accordance with the GRDS.</p> <p>Certified copies of the electoral roll used for electoral events are covered under disposal authorisation 2002 and 2003 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Electoral rolls provide basic biographical details of all Queensland adults who are eligible to vote and their location at a specific date. They are heavily used by family history researchers, law enforcement agencies and other researchers; therefore, these records warrant permanent retention due to their potential value to the community.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Furthermore, s.60 of the <i>Electoral Act 1992</i> and s.20 of the <i>Local Government Electoral Act 2011</i> requires the Commission to ensure that the electoral roll is made available for public inspection so a permanent retention period would support the Commission to meet this expectation.</p> <p>The recommended retention period is consistent with similar records relating to electoral rolls under various other schedules.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.59  <i>Local Government Electoral Act 2011</i> – s.17</p> <p><b>QSA permanent appraisal characteristics:</b>  These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b>  <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>• Reference 048.138.001 Certified copy of the electoral roll for each electorate used at each Legislative Assembly election – Retain as Territory Archives</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11917 Master records of Commonwealth electoral official rolls which document all people who are, or have been, eligible to vote in Australia – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 2.1.1 Master roll data used to produce roll products – Required as State archives</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 02.02.02 Annual copy of electoral roll - Permanent</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 2.1.0 Electoral roll – state elections – Retain as State Archives</li> <li>• Reference 2.2.0 Electoral roll – state by-elections – Retain as State Archives</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 2.4.1 Electoral rolls – Permanent</li> </ul>
2009	<p><b>Enrolment of MPs in other electoral districts</b> Records relating to the enrolment of Members of Parliament (MPs) in State electoral districts other than the districts in which they live in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the activities relating to the enrolment of Members of Parliament (MPs) in State electoral districts other than the districts in which they live in accordance with s.64 of the <i>Electoral Act 1992</i>. Under s.64(1) of the <i>Parliament of Queensland Act 2001</i>, a person may be elected as a member of the Legislative Assembly if the person is:</p> <ul style="list-style-type: none"> <li>an adult Australian citizen living in Queensland</li> <li>enrolled on an electoral roll for the electoral district or another electoral district</li> <li>not a disqualified person under subsection (2) or (3).</li> </ul> <p>In other words, an MP may officially represent an electoral district other than the district in which they are enrolled. Unlike most electors who are required to have lived in an electoral district for at least a month before they are entitled to be enrolled for that district, if an MP wishes to be enrolled for the electoral district they represent, an MP can apply to the Commission to have their enrolment changed from the electoral district in which they live.</p> <p><b>Why the records are retained for this retention period:</b> These records warrant permanent retention as they have the potential to be of significant historical value to researchers, media and the public who may request an explanation as to why an MP is enrolled in an electoral district other than the one in which they live. Public records also document the business processes of the Commission that are involved in transferring the enrolment of an MP and provide evidence that such activities are in line with legislative obligations. The burden of retaining these records indefinitely is minimal as requests from MPs for transfer of their enrolment are infrequent.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.64</p> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>There were no other schedules that had similar record classes.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.4.8 Enrolment of MPs in other electoral districts - Permanent</li> </ul>
2010	<p><b><i>Enrolment information from other Government entities</i></b></p> <p>Records relating to the receipt of enrolment information by the Commission from other government entities.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to cover the activities relating to the receipt of enrolment information by the Commission from other government entities in accordance with s.58 of the <i>Electoral Act 1992</i>.</p> <p>Under s.3 of the Electoral Regulation 2013, the Commission may ask the following government entities for information relating to persons enrolled:</p> <ul style="list-style-type: none"> <li>• Brisbane City Council</li> <li>• Gold Coast City Council</li> <li>• Ipswich City Council</li> <li>• Logan City Council</li> <li>• Residential Tenancies Authority, and</li> <li>• the department in which the <i>Transport Operations (Road Use Management) Act 1995</i> is administered.</li> </ul> <p>The Commission may also ask the chief executive (Corrective Services) for information about persons who are serving sentences of imprisonment for offences against the law of the Commonwealth or of a State or Territory to enable the Commission to decide the persons who are not entitled to vote.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission is unable to make updates or amendments to an elector's enrolment as only the Australian Electoral Commission (AEC) has direct access to the electoral roll; therefore, as part of the joint agreement between the Commission and the AEC, enrolment information from government entities is forwarded to the AEC immediately upon receipt by the Commission. Enrolment details are captured in the Australian Electoral Commission Roll Management System (RMANS) which is accessible by the Commission. AEC also provides the Commission with information relating to updates to enrolment as part of their Continuous Roll Update activities which is covered under disposal authorisation 2012 of this Schedule.</p> <p>Although there is no ongoing business use for these records once they have been forwarded to the AEC, the Commission considers the recommended retention period appropriate to ensure the Commission can meet short-term obligations for accountability and information accessibility and to provide evidence that the Commission is operating in accordance with legislative requirements.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The recommended retention period is consistent with similar records relating to enrolment information requests and correspondence under various other schedules.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992 – s.58</i>  <i>Referendums Act 1992 – s.21</i></p> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11929 Records documenting requests for access to electoral information by other agencies under a demand power – Destroy 2 years after action completed</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 02.01.03 Routine correspondence relating to enrolment not described in 02.01.02 – Destroy 2 years after action completed</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 2.7.1 Applications for Register of Electors Information that have been successful – Destroy 8 years after information issued</li> </ul>
2011	<p><b><i>Australian Electoral Commission (AEC) forms</i></b>  Enrolment forms that are received by the Commission and forwarded to the Australian Electoral Commission (AEC) for processing.</p> <p><b>Disposal action –</b>  Transfer to the Australian Electoral Commission (AEC).</p>	<p><b>Why are these records created:</b></p> <p>This is a merged record class created by combining record classes 2.4.3, 2.4.4, 2.4.5 and 2.4.6 from the previous schedule which are similar in their scope and disposal requirements. This record class comprises enrolment forms that are received by the Commission and forwarded to the Australian Electoral Commission (AEC) for processing.</p> <p>An elector may apply to change their name, address or other details of their enrolment on the electoral roll by completing an enrolment form.</p> <p>An elector may object against the enrolment of a person for a number of reasons such as:</p> <ul style="list-style-type: none"> <li>• the person is of unsound mind and incapable of understanding the nature and significance of enrolment and voting</li> <li>• the person does not live at the address shown on the electoral roll</li> <li>• the person is not yet 16 years of age</li> <li>• the person is not an Australian citizen or British subject who was enrolled on 25 January 1984</li> <li>• the person is enrolled more than once, or</li> <li>• the person has been convicted of treason or treachery and not pardoned.</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Under s.58(5) of the <i>Electoral Act 1992</i>, a person may register as a silent elector if the Commission is satisfied that the inclusion of the person's address on the electoral roll would place that person or another person's safety at risk. If granted silent elector status, the person's address must not be included as part of the publicly available part of the roll.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The forms are processed by the AEC and details are captured in the Australian Electoral Commission Roll Management System (RMANS) which is accessible by the Commission. AEC also provides the Commission with information relating to updates to enrolment as part of their Continuous Roll Update activities which is covered under disposal authorisation 2012 of this Schedule. The Commission does not retain any copies of enrolment forms. The recommended retention period is consistent with similar records under the <i>Retention and Disposal Authority for Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.65, s.67</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 2.3.1 Applications for enrolment to vote in Federal, State of Victoria and/or Victorian Local Government elections – Transfer to the Australian Electoral Commission (AEC) upon receipt</li> <li>• Reference 2.3.2 Applications for changes to voter status made under the <i>Electoral Act (Victoria) 2002</i> – Transfer to the Australian Electoral Commission (AEC) upon receipt</li> <li>• Reference 2.3.3 Applications for changes to voter status made under the <i>Commonwealth Electoral Act 1918</i> – Transfer to the Australian Electoral Commission (AEC) upon receipt</li> <li>• Reference 2.4.1 Applications from individuals to change their enrolment details – Transfer to the Australian Electoral Commission (AEC) upon receipt</li> </ul> <p><b>Other comments/factors for consideration:</b></p> <p>Master copies of source documents used to enrol to vote, register as a special category elector, or notify a change of address or change of other roll details are kept permanently by the AEC under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.4.3 Applications for enrolment – Transfer to the Australian Electoral Commission (AEC)</li> <li>• Reference 2.4.4 Objections to enrolment – Transfer to the Australian Electoral Commission (AEC)</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 2.4.5 Amendments to enrolment – Transfer to the Australian Electoral Commission (AEC)</li> <li>Reference 2.4.6 Silent enrolment – Transfer to the Australian Electoral Commission (AEC)</li> </ul>
2012	<p><b>Continuous roll update activities</b></p> <p>Records relating to continuous roll update (CRU) activities undertaken by the Australian Electoral Commission (AEC).</p> <p><b>Disposal action –</b></p> <p>Until completion of subsequent electoral event.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to continuous roll updates (CRU) undertaken by the Australian Electoral Commission (AEC). The Commission applies these monthly updates to the existing electoral roll and also uses the information for statistical research regarding the enrolment of specific target groups and the success of their enrolment programs.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 5 years to until completion of the subsequent electoral event as records are superseded each time the Commission receives the complete version of the electoral roll from the AEC at close of rolls for each electoral event. The recommended retention period is sufficient to ensure the Commission can meet short-term obligations for accountability and information accessibility. Electoral roll updates can be regenerated by the AEC if needed as the AEC is required to retain master records of the Commonwealth electoral rolls as national archives under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p>The recommended retention period is relatively consistent with similar records under the <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.138.002 All records related to data collection used for the maintenance of the electoral roll – Destroy 7 years after last action</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 2.3.6 The weekly notification by the Australian Electoral Commission of additions/alterations to be made to the Victorian Register of Electors – Destroy when administrative use is concluded</li> <li>Reference 2.4.3 The receipt of data from Government sources external to the VEC (with whom VEC has an agreement to share data) to identify potential changes to the Register of Electors – Destroy when administrative use is concluded</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 62.4.9 Continuous roll update activities – Retain for 5 years after last action</li> </ul>
2013	<p><b>General postal voters advice from Australian Electoral Commission (AEC)</b></p> <p>Records relating to the provision of advice from the AEC to the Commission on electors enrolled as general postal voters in accordance with the <i>Commonwealth Electoral Act 1918</i>.</p> <p><b>Disposal action –</b>  Until completion of subsequent electoral event.</p>	<p><b>Why are these records created:</b>  The scope note for this record class was amended. This record class covers the activities relating to the provision of advice from the Australian Electoral Commission (AEC) to the Commission on electors enrolled as general postal voters in accordance with s.184A of the <i>Commonwealth Electoral Act 1918</i>.</p> <p>A complete list of electors who are general postal voters is received from the AEC for each electoral event conducted by the Commission. These records are then used to determine the eligibility of electors to be registered as special postal voters in accordance with s.114(2) of the <i>Electoral Act 1992</i>.</p> <p>General postal voters and special postal voters automatically receive ballot material by post after an electoral event has been announced. Special postal voters differ from general postal voters based on the grounds on which an elector can apply to be registered.</p> <p><b>Why the records are retained for this retention period:</b>  The retention period for this record class was amended from 5 years to until completion of the subsequent electoral event as records are superseded each time the Commission receives a new report on general postal voters from the AEC for each electoral event. The recommended retention period is sufficient to ensure the Commission can meet short-term obligations for accountability and information accessibility. General postal voter advice provided to the Commission can be regenerated by the AEC if needed as the AEC is required to retain a master register of general postal voters until the register is superseded under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 2.3.7 Applications by electors for registration as a general postal voter for all future federal, state and local government elections – Destroy 5 years after elector is removed from electoral roll</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 2.4.13 General postal voters advice from AEC – Retain for 5 years after last action</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2014	<p><b>State only enrolment</b></p> <p>Records relating to the enrolment of 'State Only' electors in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b></p> <p>Until completion of subsequent electoral event.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the enrolment of 'State Only' electors – who are not entitled to be enrolled for Commonwealth elections but are entitled to be enrolled for Queensland elections – in accordance with s.64(1)(a)(ii) of the <i>Electoral Act 1992</i>. Under s.64(1)(a)(ii) of the <i>Electoral Act 1992</i>, a person is entitled to be enrolled for an electoral district in Queensland if they are entitled to be enrolled under the Commonwealth Electoral Act. However, if a person is not entitled to be enrolled under the Commonwealth Electoral Act, but was entitled to be enrolled under the repealed <i>Elections Act 1983</i> on 31 December 1991, they are entitled to be enrolled for an electoral district in Queensland.</p> <p>A complete list of 'State Only' electors is received from the Australian Electoral Commission (AEC) for each electoral event conducted by the Commission. These records are then used to determine the eligibility of persons to be enrolled and vote for Queensland electoral events. Electors' 'State Only' status is also captured in the Australian Electoral Commission Roll Management System (RMANS).</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 5 years to until completion of the subsequent electoral event as records are superseded each time the Commission receives a new report on 'State Only' electors from the AEC for each electoral event. The recommended retention period is sufficient to ensure the Commission can meet its short-term obligations for accountability and information accessibility.</p> <p>'State Only' enrolment advice provided to the Commission can be regenerated by the AEC if needed as the AEC is required to retain a master register of special category voters until the register is superseded under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>There were no other schedules that had similar record classes.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 2.4.7 State only enrolment – Retain for 5 years after last action</li> </ul>
2015	<p><b>Enrolment irregularities</b></p> <p>Records relating to irregularities of electors' enrolment details such as:</p> <ul style="list-style-type: none"> <li>assignment to incorrect State</li> </ul>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the management of enrolment irregularities such as assignment of electors to incorrect State electorates or Local Government areas, duplicate enrolments or incorrect personal or address details.</p> <p>Enrolment irregularities can potentially affect the overall enrolment numbers for a particular district which are published in the Gazette on a monthly basis by the Commission. This is significant as enrolment figures</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>electorates or Local Government areas</p> <ul style="list-style-type: none"> <li>• duplicate enrolments</li> <li>• incorrect personal or address details.</li> </ul> <p><b>Disposal action –</b> Until Gazettal of next State redistribution or Local Government Boundary review, whichever occurs first.</p>	<p>can impact fundamentally on the conduct of State redistributions or Local Government boundary reviews. The Commission notifies the Australian Electoral Commission (AEC) of these irregularities as soon as possible in order for them to make the necessary amendments to the electoral rolls.</p> <p>Records relating to the monthly publication of enrolment figures in the Gazette are covered under disposal authorisation 2017 of this Schedule.</p> <p>The circumstances by which a State redistribution or Local Government boundary review may be affected by monthly enrolment figures are covered under disposal authorisation 1977 and 1978 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “until Gazettal of the next State redistribution” to until Gazettal of the next State redistribution or Local Government boundary review in order to ensure that records relating to enrolment irregularities are available if either a State redistribution or Local Government boundary review is triggered based on the enrolment figures published by the Commission.</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11950 Records documenting the administrative arrangements for the conduct of roll reviews – Destroy 2 years after last action</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 2.3.1 Records relating to ensuring voters are registered in correct electoral district – Retain minimum of 7 years after action completed, then destroy</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.4.14 Enrolment irregularities – Retain until gazettal of next State redistribution</li> </ul>
2016	<p><b>Register of special postal voters</b> Register of special postal voters which is to be kept in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b></p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class comprises the Register of special postal voters which is to be kept in accordance with s.68 and s.114 of the <i>Electoral Act 1992</i> and s.21A and s.68 of the <i>Local Government Electoral Act 2011</i>.</p> <p>S.114 of the <i>Electoral Act 1992</i> and s.68 of the <i>Local Government Electoral Act 2011</i> defines a special postal voter as an elector whose name is included in the Register of special postal voters because of a written application that satisfies the Commission that:</p> <ul style="list-style-type: none"> <li>• the elector’s address is more than 15km but not more than 20km, by the nearest practicable route, from a polling booth, or</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Until completion of subsequent review of Register of special postal voters.</p>	<ul style="list-style-type: none"> <li>• the elector’s address is more than 20km, by the nearest practicable route, from a polling booth, or</li> <li>• the elector is entitled to be enrolled as a general postal voter under the <i>Commonwealth Electoral Act</i>, s.184A(2d) to (k).</li> </ul> <p>Special postal voters are entitled to cast a postal vote under s.114 of the <i>Electoral Act 1992</i> and s.68 of the <i>Local Government Electoral Act 2011</i>.</p> <p>The Commission manages the Register of special postal voters as a database compiled from reports received from the Australian Electoral Commission (AEC) under disposal authorisation 2011 and 2012 of this Schedule.</p> <p>The Commission must conduct reviews of the Register of special postal voters at least every three years to confirm the continuing eligibility of electors to be registered. The review must include a random check of the elector’s signature with their corresponding application for enrolment or application to become a special postal voter to ensure that the signatures are the same. The Commission is able to access the elector’s original application through a secure online site maintained by the AEC.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept until completion of the subsequent review of the Register of special postal voters to provide evidence of the business processes associated with registering special postal voters, to support the decisions of the business, and to ensure legal reference if required. The recommended retention period is sufficient to ensure that records would be available for subsequent reviews of the Register of special postal voters which is required to be conducted by the Commission at least every three years.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.68, s.114  <i>Local Government Electoral Act 2011</i> – s.21A</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11923 Master registers of special category voters, such as general postal voters, silent electors, Antarctic electors, itinerant electors and eligible overseas electors, maintained in the roll management system – Destroy when register is superseded</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.4.12 Register of special postal voters – Retain until completion of subsequent review of Register of Special Postal Voters</li> </ul>

**Activity****REPORTING**

*Reporting electoral roll information in accordance with the Electoral Act 1992.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2017	<p><b><i>Gazettal of enrolment figures</i></b> Records relating to the monthly publication of enrolment figures in the <i>Queensland Government Gazette</i> in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Until completion of next State redistribution.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the activities relating to the monthly publication of enrolment figures in the <i>Queensland Government Gazette</i> in accordance with s.63 of the <i>Electoral Act 1992</i>. Records include reports of enrolment figures received by the Commission from the Australian Electoral Commission (AEC). S.39 and s.45 of the <i>Electoral Act 1992</i> provide a mechanism for triggering a State Redistribution based on the figures Gazetted under s.63 of the <i>Electoral Act 1992</i>.</p> <p><b>Why the records are retained for this retention period:</b> There is little requirement to retain these records beyond completion of the next State Redistribution as enrolment figures are published monthly in the <i>Queensland Government Gazette</i> which is publically available; therefore, the Commission would only require these records for business reference purposes and to support the decisions of the Commission, particularly with regards to conducting a State Redistribution.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.63</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11944 Periodic reports produced for information purposes, generated by the roll management system – Destroy when reference ceases</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 2.5.1 Gazettal of enrolment figures – Retain until completion of next State redistribution</li> </ul>



Title	Scope Note
<b>FUNDING AND DISCLOSURE MANAGEMENT</b>	<i>Managing claims for electoral funding and the disclosure of donations and electoral expenditure by associated entities, broadcasters, candidates, donors, publishers, registered political parties and third parties.</i>

**Activity****AGENT REGISTRATION**

*Registering agents for registered political parties, candidates and groups of candidates for the purposes of lodging claims for election expenses and disclosure returns for donations and electoral expenditure.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2018	<p><b>Register of agents for registered political parties</b></p> <p>Register of agents for registered political parties which is to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended and comprises the Register of agents which is to be kept in accordance with s.211 of the <i>Electoral Act 1992</i>.</p> <p>Under s.211 of the <i>Electoral Act 1992</i>, the appointment of an agent takes effect on the entry of the name and address of the agent in the Register of agents.</p> <p>Under s.212 of the <i>Electoral Act 1992</i>, the appointment of an agent ceases to have effect if the name and address of the agent are removed from the Register of agents when:</p> <ul style="list-style-type: none"> <li>• the person resigns, dies, ceases to be an agent of an entity, or</li> <li>• is convicted of an offence against pt.11 (Election funding and financial disclosure) of the <i>Electoral Act 1992</i>, or</li> <li>• when the party's registration is cancelled.</li> </ul> <p>Information removed from the Register of agents is then retained by the Commission.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept permanently as they document the processes that lead to the successful registration of party agents and assist the Commission with managing the funding and disclosure of registered political parties. These records would also have historical interest to researchers and the public. The recommended retention period is consistent with similar records relating to the Register of party agents under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.211</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11867 Register of party agents – Disposal not authorised</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 5.1.1 Register of Party Agents - Permanent</li> </ul>
2019	<p><b>Notifications</b></p> <p>Records relating to notifications received by the Commission in regards to agents for registered political parties, candidates and groups of candidates.</p> <p><b>Disposal action –</b></p> <p>1 year after appointment is resigned, revoked or ceases.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended and covers the activities relating to the notification of appointment, resignation, removal or death of agents for registered political parties, candidates and groups of candidates.</p> <p>An agent is the nominated legal representative of a registered political party, candidate or group of candidates. They are the Commission's first point of contact and bear legal responsibility for obligations relating to election funding and financial disclosure.</p> <p>A registered political party must have an agent under s.206 of the <i>Electoral Act 1992</i>. Under s.207 of the <i>Electoral Act 1992</i>, a candidate in an election may appoint a person to be the agent of the candidate else the candidate is taken to be his or her own agent for election funding and financial disclosure.</p> <p>Under s.42 of the <i>Local Government Electoral Act 2011</i>, a group of candidates in an election must appoint an agent for the group for the election.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended to replace the word “lapses” with “ceases” to reflect the wording in legislation. The Commission requires these records to be kept for 1 year after appointment of an agent is resigned, revoked or ceases for business reference purposes.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.210, s.212, s.216, s.217</p> <p><i>Local Government Electoral Act 2011</i> – s.42, s.43</p> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>There were no schedules found with similar record classes.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 5.1.1 Notification of agent appointments/resignation/removal/death – Retain for 1 year after appointment is resigned, revoked or lapses</li> </ul>
2020	<p><b>Register of agents for candidates and groups of candidates</b></p> <p>Register of agents for candidates and groups of candidates which is to be kept in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b></p> <p>Until completion of subsequent election.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended and comprises the Register of agents which is to be kept for candidates in accordance with s.211 of the <i>Electoral Act 1992</i>, as well as the Register of group agents which is to be kept for groups of candidates in accordance with s.43 of the <i>Local Government Electoral Act 2011</i>.</p> <p>Under s.211 of the <i>Electoral Act 1992</i> and s.43 of the <i>Local Government Electoral Act 2011</i>, the appointment of an agent for a candidate or a group of candidates takes effect on the entry of the name and address of the agent in the Register of agents.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class has changed over time:</p> <p>Version 1 – Permanent</p> <p>Version 2 – Permanent – retain in agency</p> <p>In this version the retention period was amended to retain until completion of the subsequent election. ECQ have reviewed their requirements to retain this information permanently. ECQ advised the appointments of agents for candidates and groups of candidates are only valid for one election and cease to have effect once all requirements by the agents have been met; therefore, the Commission only requires these records to be kept temporarily for business reference purposes.</p> <p>The business purpose of these records is:</p> <ul style="list-style-type: none"> <li>to have contact details of agents lodge that can provide disclosure returns and make claims for election funding from ECQ on behalf of their candidate.</li> <li>to be consistent with their practice of maintaining a Register of Party Agents.</li> </ul> <p>There is no apparent long term permanent value for these records.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992</i> – s.211</p> <p><i>Local Government Electoral Act 2011</i> – s.43</p> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>There were no schedules found with similar record classes.</p> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 5.1.3 Register of Agents Appointed by Candidates – Retain permanently by the Commission</li> </ul> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.1</i></p> <ul style="list-style-type: none"> <li>Reference 2.15 Register of Candidates – Retain permanently.</li> </ul>

### Activity

#### CLAIMS MANAGEMENT

*Receiving and settling claims for reimbursement of electoral expenses.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2021	<p><b>Claims</b></p> <p>Records relating to the settlement of claims from candidates and registered political parties for election expenses incurred during an electoral event.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the settlement of claims from candidates and registered political parties for election expenses incurred during an electoral event, including the lodgement and amendment of claims, and the Commission’s decision-making on whether to accept or refuse claims.</p> <p>Under s.230 of the <i>Electoral Act 1992</i>, a claim for election funding for an election must be lodged with the Commission during the period of 20 weeks after polling day for the election or, under justified circumstances, within a longer period fixed by the Commission. A candidates can stand for, and serve, multiple terms of office in Queensland.</p> <p>The Commission must then decide whether to accept or refuse the claim, in whole or in part, by considering whether expenditure claimed is indeed electoral expenditure and, if so, whether the electoral expenditure was incurred for the election and whether the registered political party or candidate is entitled to the amount claimed.</p> <p>The Commission may vary their decision to accept an amount of electoral expenditure stated in a claim if the Commission is satisfied the amount of electoral expenditure should not have been accepted or only a lesser amount of electoral expenditure should have been accepted.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>If the Commissioner is satisfied that a claim made in relation to election funding and financial disclosure contains a formal error or is subject to a formal defect, the Commissioner may amend the claim to the extent necessary to correct the error or remove the defect. Additionally, a person who has lodged a claim may ask permission of the Commission to make a specified amendment of the claim for correcting an error or omission.</p> <p>A candidate or candidate's agent may also, at any time, give the Commission a direction (a payment direction) that election funding to which the candidate is, or may be, entitled for an election should be paid to a registered political party that endorsed the candidate in the election.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from retain permanently agency to permanent, transfer to QSA after business action completed. This is inconsistent with other jurisdictions, that have a temporary retention period. See below.</p> <p>Following is the rationale for a permanent retention:</p> <p>The financing of political activity from the public purse is a topic of enduring controversy. In Australia, where voting is compulsory, the question of the extent to which public funds should be applied to facilitating election campaigns and political party activity has a special resonance.<sup>1</sup></p> <p>The allocation of public funding to political parties is only a recent phenomenon in Australia, starting with the Australian Electoral Commission in 1983.</p> <p>Queensland started funding political parties in 1994 following the recommendation of the independent Electoral and Administrative Review Commission. This followed a major anticorruption Royal Commission report, which included concerns about 'the possibility of improper favour being shown or being seen to have been shown by the government to political donors'.<sup>2</sup> For example:</p> <p style="padding-left: 40px;">A longstanding conservative Coalition Government was found to have presided over corruption in the police force. There was also evidence of businessmen making cash donations directly to the premier and to the secretary of the National Party, both to assist the governing party and to influence factional battles within it. After the NP lost government, the new Australian Labour Party administration supported public funding, while the Liberal and National parties at the time opposed it as an 'attack on the fundamental freedom of the individual' and a 'pollie tax'.<sup>3</sup></p> <p>In addition, another aim of a public funding scheme is to have a 'level playing field' so that those without the support of powerful financial interest groups could participate in politics and ensure a wide range of political views in the political arena. Some have argued that it is hard for new players to enter the arena and have</p>

<sup>1</sup> [http://www.aph.gov.au/About\\_Parliament/Parliamentary\\_Departments/Parliamentary\\_Library/pubs/BN/2011-2012/ElectoralFinancing#\\_Toc320870059](http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/pubs/BN/2011-2012/ElectoralFinancing#_Toc320870059)

<sup>2</sup> <http://press-files.anu.edu.au/downloads/press/n2109/pdf/ch05.pdf>

<sup>3</sup> *ibid*

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>their voices heard if campaigning has become so expensive that the cost is prohibitive, especially when there is no guarantee that a new party will attract enough votes for their campaign costs to be reimbursed with public funding.<sup>4</sup></p> <p>Keeping these records permanently will help to provide concrete information about how much is actually spent on election campaigns in Queensland. The information will be a valuable source for historical, social and political researchers in the future as the funding of political activity and structures, from holding elections to assisting parties to perform their vital democratic role is crucial consideration for modern democracies.</p> <p>Appraisal panel review was these records should have a permanent retention. These records meet the following QSA Appraisal Statement –</p> <p>Characteristic 2 – Primary functions and programs of Government</p> <p>Characteristic 3 - Enduring Rights and Entitlements</p> <p>Characteristic 5 – Substantial contribution to community memory.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.227, s.231, s.233, s.234, s.235, s.238, s.315</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Retention and Disposal Authority for Records of the Victorian Electoral Function PROS 06/05 var 3</i>, reference 1.7 records related to public funding of political parties – Destroy 7 years after conclusion of funding period.  <i>National Archives of Australia – Records Disposal Authority – Australian Electoral Commission Job No 2005/210284</i> reference 11802 Records documenting the management of payments for election funding. Includes calculations and payment details – Destroy 7 years after payment completed.</p> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 5.2.1 Claims – Retain permanently by the Commission</li> </ul>

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<sup>4</sup> ibid.

**Activity****COMPLIANCE MANAGEMENT**

*Ensuring compliance with election funding and financial disclosure requirements and managing apparent contraventions to the legislation under the Electoral Act 1992, the Referendums Act 1997 and the Local Government Electoral Act 2011.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2022	<p><b><i>Inspections – significant</i></b></p> <p>Records relating to the conduct of significant inspections for compliance with funding and financial disclosure requirements of the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b> 25 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>These are new record classes created to cover the activities relating to the conduct of inspections for compliance with funding and financial disclosure requirements of the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i>. Inspections are only carried out by the Commission as part of an investigation into non-compliance and are not regular or programmed.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The proper administration of election funding and financial disclosure requirements is an important function of the Commission that contributes significantly to its image as an accountable, transparent and impartial authority; therefore, any breaches in compliance with these requirements is likely to attract considerable interest from the public and media and could negatively impact the community's trust in the Commission as a whole. Under s.308(14) of the <i>Electoral Act 1992</i>, a prosecution for an offence against a provision of the section may be started at any time within 3 years after the offence was committed. Under s.195 of the <i>Local Government Electoral Act 2011</i>, a prosecution for an offence against a provision of the section may be started at any time within 4 years after the offence was committed. The recommended retention period is consistent with similar records under various other schedules.</p>
2023	<p><b><i>Inspections – other</i></b></p> <p>Records relating to the conduct of other inspections for compliance with funding and financial disclosure requirements.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>The Commission requires records relating to significant inspections to be retained for 25 years to document the Commission's response to non-compliance and to provide confidence to the community that these incidents are taken seriously.</p> <p>Records relating to less significant inspections are only required to be retained for 7 years as they are less likely to attract public or media interest but will remain available for business and legal reference if required.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.334, s.335, s.338, s.351, s.355, s.358, s.363, s.366, s.378, s.380</p> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.202.001 All records relating to breaches of the election funding and disclosure scheme – Retain as Territory Archives.</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2024	<p><b>Authorised officers</b></p> <p>Records relating to the appointment of authorised officers for the purpose of dealing with compliance issues relating to election funding and financial disclosure.</p> <p><b>Disposal action –</b> 7 years after appointment ceases.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to cover the activities relating to the appointment of authorised officers for the purpose of helping the Commission properly deal with compliance issues relating to election funding and financial disclosure in accordance with the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Act 2011</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be retained for 7 years.</p> <p>The recommended retention period is consistent with similar records relating to the appointment of authorised officers under various other schedules.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.321</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>QSA General retention and disposal schedule</i></p> <ul style="list-style-type: none"> <li>Disposal authorisation 1011 Delegations – other staff – Retention period and trigger: 7 years after authorisation ceases.</li> </ul>

### Activity

#### POLICY DEVELOPMENT PAYMENT MANAGEMENT

*Managing policy development payments for registered political parties.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2025	<p><b>Policy development payments</b></p> <p>Records relating to the management of policy development payments for registered political parties in accordance with the <i>Electoral Act 1992</i>.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to cover the activities relating to the management of policy development payments for registered political parties.</p> <p>A policy development payment simply means a payment made to a registered political party under pt.11, div.5 of the <i>Electoral Act 1992</i>. Under s.241 of the <i>Electoral Act 1992</i>, the Commission must decide for a financial year which registered political parties are eligible for a policy development payment for the year and the amount to which an eligible registered political party is entitled for the year. The Commission must</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>make the policy development payment to each eligible registered political party entitled to the payment for a financial year in 2 equal instalments, on or before 31 July and 31 January.</p> <p>Financial records relating to the payment of policy development payments are covered in the latest release of the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be retained for 7 years. The recommended retention period is aligned with the retention period for other financial records which is 7 years under the <i>General retention and disposal schedule (GRDS)</i>.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.239, s.242, s.243</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11802 Records documenting the management of payments for election funding – Destroy 7 years after payment completed</li> </ul>

### Activity

#### RETURNS MANAGEMENT

*Managing disclosure returns submitted to the Commission in relation to donations and electoral expenditure by associated entities, broadcasters, candidates, donors, publishers, registered political parties and third parties.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2026	<p><b><i>Electronic Disclosure System [EDS]</i></b></p> <p>Summary records of biannual returns and disclosures of political contributions and gifts received and electoral expenditure incurred by candidates, groups,</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class.</p> <p>All political parties, candidates, agents and third parties are required to comply with the electoral funding and disclosure requirements of the <i>Electoral Act 1992 and Local Government Electoral Act 2011</i>.</p> <p>Changes to the Electoral Act in February 2017 mean donors and recipients must disclose reportable gifts and loans within seven business days of the transaction. EDS publishes most of these records as soon as they are entered, giving the public access to funding information.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>political parties and donors at State and Local Government elections. System includes electronic applications utilised by the organisation to publish disclosure reports to the Internet.</p> <p><b>Disposal Action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>From March 2017, ECQ introduced the Electronic Disclosure System (EDS) to deliver transparency to political funding in real-time disclosure.</p> <p>All returns received prior to the introduction of EDS are published on the ECQ website. These returns are covered by the disposal authorisations 2027 to 2031 All reportable transactions received after that date are published on EDS.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The rationale for prohibition and restrictions on donations, gifts and loans is to minimise the influence, or the perception of influence, of donors on the political process (integrity) and support a 'level playing field' between the key participants in the political process (equity). For example:</p> <p>Corporate donations have the potential to undermine the perception of integrity and transparency of a political financing scheme. The main concern with such donations relates to a corporation's motivations for donating and an increased perception of undue influence.<sup>5</sup></p> <p><b>Applicable legislation/standards:</b></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>State Records Authority of New South Wales Administration of political funding functional retention and disposal authority FA 297, reference 1.3.1 Summary records of disclosures of political contributions received and electoral expenditure incurred by candidates, groups, political parties and donors at State and Local government elections – Required as State archives</i></p> <p><i>ACT Records Disposal Schedule – Elections and Referendums for the ACT Legislative Assembly Records Approval 2014 (No 1) reference 048.417.001 Records documenting the receipt and processing of annual election and gift returns required to be submitted by political entities under the Electoral Act – Retain as Territory Archives</i></p>
2027	<p><b>Biannual returns</b></p> <p>Biannual returns submitted to the Commission in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> 50 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended.</p> <p>This record class covers the activities relating to the lodgement of biannual returns to the Commission on donations and electoral expenditure that are not event related.</p> <p>The agent of a registered political party and financial controller of an associated entity are required to lodge a disclosure return for each six month reporting period in accordance with s.197 of the <i>Electoral Act 1992</i>. The return must be certified by a qualified auditor and lodged with the Commission within eight weeks of the end of the reporting period. Returns must include:</p> <ul style="list-style-type: none"> <li>total amount of gifts or donations received by the party</li> </ul>

<sup>5</sup> Parliament of Australia 2011, pp77-8 in CCC Report – The regulation of political donations and gifts in Queensland: a comparative analysis 2012

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• total amount paid by the party</li> <li>• total amount of outstanding debts, incurred by the party, at the end of the reporting period.</li> </ul> <p>These returns are reviewed for legislative compliance in accordance with a risk based methodology. See disposal authorisation 2028 to 2031 of this Schedule for event related returns.</p> <p>Under s.197 of the <i>Electoral Act 1992</i>, a third party means an entity other than a registered political party, an associated entity or a candidate.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was changed from retain permanently in agency to destroy 50 years after business action completed from. Since the last version of the schedule, there has been a change in the management of disclosure and financial returns. The EDS was introduced in 2017 which provides summary information about the returns from political parties. The requirement to retain the returns permanently in the agency is no longer necessary.</p> <p>There is a requirement however to retain records for a long period of time. The political environment in Queensland differs to the rest of Australia. Queensland has no Upper House so decisions made by the Legislative Assembly are highly significant.</p> <p>Donating to a political party or candidate is considered legitimate exercise of freedom of political association and expression.<sup>6</sup></p> <p>Political donations can be motivated by a general interest in the system of government, a demonstration of freedom of political association and expression of an affinity with the view of a particular party or candidate. However, political donations can also be motivated by a desire to purchase influence. The risk of corruption, or even the perception that it can occur, can severely undermine the integrity of the electoral system and the public's confidence in it.</p> <p>Political parties, candidates and third parties are only required to keep their copy of the return and their associated records for three years<sup>7</sup>. However, ECQ consider the long term retention of the records they receive is warranted to meet community expectations. Specifically to demonstrate government's transparency and accountability in the electoral and political process.</p> <p>There are many examples over the past decades of media and public scrutiny of donations to the political process, e.g. projects related to mining, coal-seam gas, Great Barrier Reef and donations made by large companies to Queensland political parties, state and local government candidates.</p> <p>The life of political parties, candidates and large companies and their relationships can be long. A 50 year retention is not seen as excessive but justifiable to ensure openness of government activities continues.</p>

<sup>6</sup> Australian Government 2008, p.41 in the Crime and Corruption Commission's Comparative Analysis – The Regulation of Political Donations and Gifts in Queensland December 2012

<sup>7</sup> s.309 of the *Electoral Act 1992*

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.265 (gifts), s.290 (gifts and loans), s.294, s.315  <i>Referendums Act 1999</i> – s.96D</p> <p><b>Comparison with other schedules' retention period:</b>  <i>State Records Authority of New South Wales Administration of political funding functional retention and disposal authority FA 297</i>, reference 1.3.2 Records relating to processing disclosures of political contributions received and electoral expenditure incurred by candidates, groups, political parties and donors at State and Local Government elections – Retain minimum of 7 years after the period to which the declaration relates then destroy  <i>ACT Records Disposal Schedule – Elections and Referendums for the ACT Legislative Assembly Records Approval 2014 (No 1)</i> reference 048.417.001 Records documenting the receipt and processing of annual election and gift returns required to be submitted by political entities under the Electoral Act – Retain as Territory Archives  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i> reference 11810 Disclosure returns relating to the funding and disclosure function – Disposal not authorised</p> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 5.3.1 Biannual returns – Retain permanently by the Commission</li> </ul>
2028	<p><b>Local Government election disclosure returns</b>  Disclosure returns submitted to the Commission in relation to a Local Government election in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b>  50 years after business action completed.</p>	<p><b>Why are these records created:</b>  This is a new record class created to cover the activities relating to the lodgement of disclosure returns with the Commission in relation to a Local Government election in accordance with the <i>Local Government Electoral Act 2011</i>.  Under s.123 of the <i>Local Government Electoral Act 2011</i>, a third party for an election means any entity other than the following:</p> <ul style="list-style-type: none"> <li>a political party, an associated entity or a candidate</li> <li>persons appointed to form a committee to help the election campaign of a candidate who has been nominated for election by the registered officer of a registered political party, if the committee is recognised by the political party as forming part of the political party; or</li> <li>a person who is a member of a committee for the election of a candidate or members of a group of candidates for the election.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The retention period for this record class was changed from retain permanently in agency to destroy 50 years after business action completed from. Since the last version of the schedule, there has been a change in the management of disclosure and financial returns. The EDS was introduced in 2017 which provides summary information about the returns from political parties. The requirement to retain the returns permanently in the agency is no longer necessary.</p> <p>There is a requirement however to retain records for a long period of time. The political environment in Queensland differs to the rest of Australia. Queensland has no Upper House so decisions made by the Legislative Assembly are highly significant.</p> <p>Donating to a political party or candidate is considered legitimate exercise of freedom of political association and expression.<sup>8</sup></p> <p>Political donations can be motivated by a general interest in the system of government, a demonstration of freedom of political association and expression of an affinity with the view of a particular party or candidate. However, political donations can also be motivated by a desire to purchase influence. The risk of corruption, or even the perception that it can occur, can severely undermine the integrity of the electoral system and the public's confidence in it.</p> <p>Political parties, candidates and third parties are only required to keep their copy of the return and their associated records for five years<sup>9</sup>. However, ECQ consider the long term retention of the records they receive is warranted to meet community expectations. Specifically to demonstrate government's transparency and accountability in the electoral and political process.</p> <p>There are many examples over the past decades of media and public scrutiny of donations to the political process, e.g. projects related to mining, coal-seam gas, Great Barrier Reef and donations made by large companies to Queensland political parties, state and local government candidates.</p> <p>The life of political parties, candidates and large companies and their relationships can be long. A 50 year retention is not seen as excessive but justifiable to ensure openness of government activities continues.</p> <p><b>Applicable legislation/standards:</b>  <i>Local Government Electoral Act 2011 – s.117, s.118, s.120, s.122, s.124, s.125, s.132</i></p> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11810 Disclosure returns relating to the funding and disclosure function – Disposal not authorised</li> </ul>

<sup>8</sup> Australian Government 2008, p.41 in the Crime and Corruption Commission's Comparative Analysis – The Regulation of Political Donations and Gifts in Queensland December 2012

<sup>9</sup> s.196 of the *Local Government Electoral Act 2011*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2029	<p><b>State elections &amp; referenda disclosure returns</b></p> <p>Disclosure returns submitted to the Commission in relation to a State electoral or referenda event in accordance with the <i>Electoral Act 1992</i> and the <i>Referendums Act 1997</i>.</p> <p><b>Disposal action –</b> 50 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This record class was revised to combine classes 5.3.2, 5.3.3, 5.3.4, 5.3.5 and 5.3.6 of the previous schedule which are similar in their scope and disposal requirements. This record class covers the activities relating to the lodgement of disclosure returns with the Commission in relation to a State electoral event in accordance with the <i>Electoral Act 1992</i> and the <i>Referendums Act 1997</i>.</p> <p>Under s.197 of the <i>Electoral Act 1992</i>, a third party means an entity other than a registered political party, an associated entity or a candidate.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was changed from retain permanently in agency to destroy 50 years after business action completed from. Since the last version of the schedule, there has been a change in the management of disclosure and financial returns. The EDS was introduced in 2017 which provides summary information about the returns from political parties. The requirement to retain the returns permanently in the agency is no longer necessary.</p> <p>There is a requirement however to retain records for a long period of time. The political environment in Queensland differs to the rest of Australia. Queensland has no Upper House so decisions made by the Legislative Assembly are highly significant.</p> <p>Donating to a political party or candidate is considered legitimate exercise of freedom of political association and expression.<sup>10</sup></p> <p>Political donations can be motivated by a general interest in the system of government, a demonstration of freedom of political association and expression of an affinity with the view of a particular party or candidate. However, political donations can also be motivated by a desire to purchase influence. The risk of corruption, or even the perception that it can occur, can severely undermine the integrity of the electoral system and the public's confidence in it.</p> <p>Political parties, candidates and third parties are only required to keep their copy of the return and their associated records for three years<sup>11</sup>. However, ECQ consider the long term retention of the records they receive is warranted to meet community expectations. Specifically to demonstrate government's transparency and accountability in the electoral and political process.</p> <p>There are many examples over the past decades of media and public scrutiny of donations to the political process, e.g. projects related to mining, coal-seam gas, Great Barrier Reef and donations made by large companies to Queensland political parties, state and local government candidates.</p>

<sup>10</sup> Australian Government 2008, p.41 in the Crime and Corruption Commission's Comparative Analysis – The Regulation of Political Donations and Gifts in Queensland December 2012

<sup>11</sup> s.309 of the *Electoral Act 1992*

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The life of political parties, candidates and large companies and their relationships can be long. A 50 year retention is not seen as excessive but justifiable to ensure openness of government activities continues.</p> <p><b>Applicable legislation/standards:</b>  <i>Electoral Act 1992</i> – s.261, s.262, s.263, s.264, s.283, s.284, s.285, s.286, s.315  <i>Referendums Act 1997</i> – s.96A, s.96B</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11810 Disclosure returns relating to the funding and disclosure function – Disposal not authorised</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 5.3.2 Disclosure returns – candidates – Retain permanently by the Commission</li> <li>• Reference 5.3.3 Disclosure returns – donors to candidates – Retain permanently by the Commission</li> <li>• Reference 5.3.4 Disclosure returns – third parties – Retain permanently by the Commission</li> <li>• Reference 5.3.5 Disclosure returns – broadcasters – Retain permanently by the Commission</li> <li>• Reference 5.3.6 Disclosure returns – publishers – Retain permanently by the Commission</li> </ul>
2030	<p><b>Local Government electoral gifts register</b>  Gifts register which is to be kept in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b>  50 years after business action completed.</p>	<p><b>Why are these records created:</b>  This is a new record class that comprises the Gifts Register which is to be kept in accordance with s.128-130 of the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Why the records are retained for this retention period:</b>  The retention period for this record class was changed from retain permanently in agency to destroy 50 years after business action completed from. Since the last version of the schedule, there has been a change in the management of disclosure and financial returns. The EDS was introduced in 2017 which provides summary information about the returns from political parties. The requirement to retain the returns permanently in the agency is no longer necessary.</p> <p>There is a requirement however to retain records for a long period of time. The political environment in Queensland differs to the rest of Australia. Queensland has no Upper House so decisions made by the Legislative Assembly are highly significant.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Donating to a political party or candidate is considered legitimate exercise of freedom of political association and expression.<sup>12</sup></p> <p>Political donations can be motivated by a general interest in the system of government, a demonstration of freedom of political association and expression of an affinity with the view of a particular party or candidate. However, political donations can also be motivated by a desire to purchase influence. The risk of corruption, or even the perception that it can occur, can severely undermine the integrity of the electoral system and the public's confidence in it.</p> <p>Political parties, candidates and third parties are only required to keep their copy of the return and their associated records for five years<sup>13</sup>. However, ECQ consider the long term retention of the records they receive is warranted to meet community expectations. Specifically to demonstrate government's transparency and accountability in the electoral and political process.</p> <p>There are many examples over the past decades of media and public scrutiny of donations to the political process, e.g. projects related to mining, coal-seam gas, Great Barrier Reef and donations made by large companies to Queensland political parties, state and local government candidates.</p> <p>The life of political parties, candidates and large companies and their relationships can be long. A 50 year retention is not seen as excessive but justifiable to ensure openness of government activities continues.</p> <p><b>Applicable legislation/standards:</b> <i>Local Government Electoral Act 2011 – s.128</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.417.001 Records documenting the receipt and processing of annual election and gift returns required to be submitted by political entities under the Electoral Act – Retain as Territory Archives</li> </ul>
2031	<p><b>Special reporting events</b></p> <p>Disclosure returns submitted to the Commission in relation to large gifts made in a special reporting period by entities (other than</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the lodgement of disclosure returns with the Commission in relation to large gifts made in a special reporting period by entities (other than registered political parties, associated entities or candidates in an election) to a registered political party or an associated entity of a registered political party in accordance with s.266 of the <i>Electoral Act 1992</i>.</p>

<sup>12</sup> Australian Government 2008, p.41 in the Crime and Corruption Commission's Comparative Analysis – The Regulation of Political Donations and Gifts in Queensland December 2012

<sup>13</sup> s.196 of the *Local Government Electoral Act 2011*



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>registered political parties, associated entities or candidates in an election) to a registered political party or an associated entity of a registered political party in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> 50 years after business action completed.</p>	<p>A special reporting event occurs when a donor gives a gift or gifts to the total sum of \$100,000 in one special reporting period. Under s.266A of the <i>Electoral Act 1992</i>, the special reporting period means each of the following periods in any year: the period starting on 1 January and ending 30 June; the period starting on 1 July and ending on 31 December.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was changed from retain permanently in agency to destroy 50 years after business action completed from. Since the last version of the schedule, there has been a change in the management of disclosure and financial returns. The EDS was introduced in 2017 which provides summary information about the returns from political parties. The requirement to retain the returns permanently in the agency is no longer necessary.</p> <p>There is a requirement however to retain records for a long period of time. The political environment in Queensland differs to the rest of Australia. Queensland has no Upper House so decisions made by the Legislative Assembly are highly significant.</p> <p>Donating to a political party or candidate is considered legitimate exercise of freedom of political association and expression.<sup>14</sup></p> <p>Political donations can be motivated by a general interest in the system of government, a demonstration of freedom of political association and expression of an affinity with the view of a particular party or candidate. However, political donations can also be motivated by a desire to purchase influence. The risk of corruption, or even the perception that it can occur, can severely undermine the integrity of the electoral system and the public's confidence in it.</p> <p>Political parties, candidates and third parties are only required to keep their copy of the return and their associated records for three years<sup>15</sup>. However, ECQ consider the long term retention of the records they receive is warranted to meet community expectations. Specifically to demonstrate government's transparency and accountability in the electoral and political process.</p> <p>There are many examples over the past decades of media and public scrutiny of donations to the political process, e.g. projects related to mining, coal-seam gas, Great Barrier Reef and donations made by large companies to Queensland political parties, state and local government candidates.</p> <p>The life of political parties, candidates and large companies and their relationships can be long. A 50 year retention is not seen as excessive but justifiable to ensure openness of government activities continues.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.266B</i></p>

<sup>14</sup> Australian Government 2008, p.41 in the Crime and Corruption Commission's Comparative Analysis – The Regulation of Political Donations and Gifts in Queensland December 2012

<sup>15</sup> s.309 of the *Electoral Act 1992*

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b> There were no schedules found that had similar record classes.</p> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 5.3.7 Special reporting event reports – Retain permanently by the Commission</li> </ul>
2032	<p><b><i>Incomplete disclosure returns</i></b> Records relating to the processing of incomplete disclosure returns submitted to the Commission in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Why are these records created:</b> This is a new record class created to cover the activities relating to the processing of incomplete disclosure returns submitted to the Commission in accordance with s.312 of the <i>Electoral Act 1992</i> and s.131 of the <i>Local Government Electoral Act 2011</i>.</p> <p><b>Why the records are retained for this retention period:</b> The Commission only requires these records to be kept for 5 years after last action as incomplete returns are not considered to be official disclosure returns and therefore carry less significance historically and in terms of community expectation. The recommended retention period is also sufficient to cover the condition under s.198 of the <i>Local Government Electoral Act 2011</i> that a person must provide information or particulars in relation to an incomplete return up to 5 years after the conclusion of an election if they are able to obtain them within that period.</p> <p>If information or particulars required to complete a return are received by the Commission, the returns must be included with other completed returns under this Schedule and, as a result, must be retained for 50 years after last action.</p> <p>The recommended retention period is relatively consistent with similar records relating to supporting documentation associated with disclosure returns under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.312, s.313 <i>Local Government Electoral Act 2011</i> – s.131, s.198</p> <p><b>Comparison with other schedules' retention period:</b> There were no schedules found that had similar record classes.</p>

Title	Scope Note
<b>INDUSTRIAL ELECTION MANAGEMENT</b>	<i>Conducting elections for industrial organisations, proposed amalgamation or withdrawal ballots, and protected action ballots in accordance with the Industrial Relations Act 1999 and the Industrial Relations Regulation 2011.</i>

**Activity****ADMINISTRATIVE ARRANGEMENTS & PLANNING FOR INDUSTRIAL ELECTIONS OR BALLOTS**

*Planning and performing administrative arrangements for the conduct of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots. Includes liaison with employers, employees, candidates, organisations and the Queensland Industrial Relations Commission (QIRC).*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2033	<p><b>Administrative arrangements</b> Records relating to the administrative arrangements and preparations for the conduct of industrial elections or ballots.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This is a record class created by combining record classes 3.1.1 and 3.1.2 from the previous schedule which are similar in their scope and disposal requirements. This record class covers activities relating to the administrative arrangements and preparations for the conduct of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots.</p> <p>Under s.483 of the <i>Industrial Relations Act 1999</i>, an industrial election must only be conducted by the Commission. The Commission regularly conducts elections for organisations such as the Queensland Teachers' Union of Employees, Queensland Firefighters' Union of Australia and Queensland Police Union of Employees among others. Applications seeking an election of office-bearers may be lodged with the QIRC and, if the application is approved, the QIRC will issue a decision instructing the Commission to conduct the election.</p> <p>The Commission is also responsible for conducting amalgamation or withdrawal ballots, and protected action ballots. Organisations and constituent parts may apply to the QIRC for an amalgamation or withdrawal ballot and, once approved, the ballot must be conducted by the Commission in accordance with s.92 of the <i>Industrial Relations Regulation 2011</i>. Similarly, an employee or organisation may apply to the QIRC for a protected action ballot order which must also be conducted by the Commission in accordance with sch.4, s.13 of the <i>Industrial Relations Act 1999</i>.</p> <p>An electoral officer is appointed by the Commission as manager of the election or ballot.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Under s.436 of the <i>Industrial Relations Act 1999</i>, an officer must not hold office for more than 4 years without re-election; however, the rules may extend the maximum term for a period of not more than 1 year to synchronise elections for other offices in the organisation. For this reason, the Commission requires these records to be kept for 5 years after last action so that records from the previous election can be</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>referred to if necessary. The recommended retention period also ensures that records remain available to support the decisions of the Commission and to provide evidence of the business processes associated with conducting industrial elections and ballots.</p> <p>There is no consistent retention period under other schedules for similar records relating to administrative arrangements for industrial elections and ballots, highlighting that the specific requirements for retention of these records varies across Australia.</p> <p><b>Applicable legislation/standards:</b>  <i>Industrial Relations Act 1999</i> – sch.4, s.5; sch.4, s.9; sch.4, s.11; sch.4, s.15  <i>Industrial Relations Regulation 2011</i> – s.80, s.90, s.93, s.98; sch.2, s.5; sch.2, s.6; sch.2, s.7; sch.2, s.21</p> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11724 Records documenting the conduct of industrial elections – Destroy 1 year after electoral event is completed</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.7.1 Records relating to the administration of elections on a fee for service basis – Retain minimum of 7 years after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 04.02.01 Routine correspondence and administrative records relating to the conduct of elections – Destroy after the following election or after 2 years whichever is the earlier</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 11.5.1 Plans and activities that support the establishment of arrangements for the holding of elections and which review the conduct of the election – Destroy 4 years after conclusion of the election</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 3.1.1 Candidate nominations – Retain for 5 years after last action</li> <li>• Reference 3.1.2 Liaison – Retain for 5 years after last action</li> </ul>

**Activity****DISPUTES**

*The activity of managing the Commission's involvement in industrial elections, proposed amalgamation or withdrawal ballots, or protected action ballots where the conduct or the results of the election or ballot are challenged.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2034	<p><b>Disputes</b></p> <p>Records relating to industrial elections or ballots where the conduct of, or challenges to, the result of the election or ballot have resulted in court proceedings.</p> <p><b>Disposal action –</b> Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This record class is a rewording of class 3.2.1 of the previous schedule and covers the activities relating to industrial elections, proposed amalgamation or withdrawal ballots, or protected action ballots where the conduct of, or challenges to, the result of the election or ballot have resulted in court proceedings. Records for any disputes are kept on the same file as other records relating to the conduct of that industrial election or ballot such as correspondence and administration records, nominations, and voters rolls. Proceedings are heard in the Industrial Court of Queensland and the Supreme Court.</p> <p>Under s.503 of the <i>Industrial Relations Act 1999</i> and s.125 of the <i>Industrial Relations Regulation 2011</i>, the Queensland Industrial Relations Commission may authorise the registrar to inspect and take possession of ballot records for an election or ballot as part of an inquiry into that election or ballot.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept permanently as disputes of electoral events are uncommon and have the ability to set a precedent or result in significant changes to electoral processes and policies. Because disputes are infrequent, the burden of retaining records indefinitely is minimal.</p> <p>The recommended retention period amply covers the time period by which an application to conduct an industrial election or ballot inquiry must be actioned which, for an election, ends six months after the election under s.501 of the <i>Industrial Relations Act 1999</i> and, for a ballot, ends 60 days after the result of the ballot has been declared under s.123 of the <i>Industrial Relations Regulation 2011</i>.</p> <p>These records warrant permanent retention as disputes of electoral events are likely to generate significant interest from media and the public. Additionally, public records provide evidence of the Commission's response to disputes and may reassure the community of the Commission's commitment to integrity and impartiality.</p> <p>The recommended retention period is consistent with similar records relating to disputed returns under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b>  <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11706 Records documenting the process of disputing elections or returns, in the courts, that establish a precedent – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 3.4.1 Records relating to complaints concerning election related matters – Required as State archives</li> </ul> <p><i>QSA Courts Sector retention and disposal schedule</i></p> <ul style="list-style-type: none"> <li>• Reference 2.2.7 – Civil – Supreme and District Courts – significant cases. Retain permanently.</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 3.2.1 Disputed elections - Permanent</li> </ul>

### Activity

#### REPORTING

*Reporting about the conduct and results of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2035	<p><b><i>Protected action ballot conduct reports</i></b>  Records relating to reporting on the conduct of protected action ballots in accordance with the <i>Industrial Relations Act 1999</i>.</p>	<p><b>Why are these records created:</b>  This is a new record class created to cover the activities relating to reporting on the conduct of protected action ballots by the Commission. Protected action ballots are conducted to determine whether employees support the taking of industrial action in relation to a proposed agreement. Under sch. 4, s.13 of the <i>Industrial Relations Act 1999</i>, a protected action ballot must be conducted by the Commission.  Under sch.4, s.23 of the <i>Industrial Relations Act 1999</i>, if the Commission receives any complaints about the conduct of a protected action ballot, or if the Commission becomes aware of any irregularities in relation to</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> 5 years after business action completed.</p>	<p>the conduct of the ballot, the Commission must prepare a written report about the conduct of the protected action ballot and give it to the Queensland Industrial Relations Commission (QIRC).</p> <p><b>Why the records are retained for this retention period:</b> The Commission requires these records to be kept for 5 years after last action as they provide evidence of the business processes associated with reporting on the conduct of protected action ballots, they support the decisions of the business, and they ensure legal reference if required. The recommended retention period also provides consistency and ease of disposal with other record classes under this activity. There is no consistent retention period under other schedules for similar records relating to reporting for industrial ballots, highlighting that the specific requirements for retention of these records varies across Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Industrial Relations Act 1999 – sch.4, s.23</i></p> <p><b>Comparison with other schedules’ retention period:</b> <i>Australian Electoral Commission Elections, Ballots and Referendums maintenance amendments Records Authority 2010/00735424</i></p> <ul style="list-style-type: none"> <li>• Reference 21932 Records documenting post election operations for the conduct of industrial elections, protected action ballots, fee for service elections such as elections to boards, committee members and other representatives, fee for service ballots such as enterprise agreement ballots and other yes/no ballots – Destroy 1 year after last action</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 1.7.1 Records relating to the administration of elections on a fee for service basis – Retain minimum of 7 years after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 04.02.01 Routine correspondence and administrative records relating to the conduct of elections – Destroy after the following election or after 2 years whichever is the earlier</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function</i></p> <ul style="list-style-type: none"> <li>• Reference 11.6.1 – Commercial, Community and Other Government Elections – Planning and Review. Dispose of in accordance with the acts, regulations or rules of the body for whom the statutory election was conducted.</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2036	<p><b>Results</b></p> <p>Records relating to the recording, notifying and reporting of results of industrial elections and ballots.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This record class is a rewording of record class 3.3.1 of the previous schedule and covers the activities relating to the recording, notifying and reporting of results of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept for 5 years after last action as they provide evidence of the business processes associated with declaring and reporting on results of industrial elections or ballots, they support the decisions of the business, and they ensure legal reference if required. The recommended retention period also provides consistency and ease of disposal with other record classes under this activity.</p> <p>Under s.436 of the <i>Industrial Relations Act 1999</i>, an officer must not hold office for more than 4 years without re-election; however, the rules may extend the maximum term for a period of not more than 1 year to synchronise elections for other offices in the organisation. For this reason, the Commission requires these records to be kept for 5 years after last action so that records from the previous election can be referred to if necessary. There is no consistent retention period under other schedules for similar records relating to declaring or reporting on results for industrial elections or ballots, highlighting that the specific requirements for retention of these records varies across Australia.</p> <p><b>Applicable legislation/standards:</b></p> <p>Industrial Relations Regulation 2011 – s.10F, s.36, s.116, s.119  <i>Industrial Relations Act 1992</i> – s.488; sch.4, s.22</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.7.1 Records relating to the administration of elections on a fee for service basis – Retain minimum of 7 years after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 04.02.01 Routine correspondence and administrative records relating to the conduct of elections – Destroy after the following election or after 2 years whichever is the earlier</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 11.5.2 Includes ballot papers, consolidated returns of votes received and other election records – Dispose of in accordance with the acts, regulations or rules of the body for whom the statutory election was conducted</li> </ul>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 3.3.1 Election result reports/certificate of election – Retain for 5 years after last action</li> </ul>

**Activity****VOTING**

*Regulating voting in industrial elections and ballots.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2037	<p><b><i>Industrial elections &amp; proposed amalgamation or withdrawal ballots voters rolls</i></b></p> <p>Records relating to the preparation of the voters roll used by the Commission in the conduct of industrial elections and proposed amalgamation or withdrawal ballots.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This record class is a rewording of class 3.4.4 of the previous schedule and covers the activities relating to the preparation of the voters roll used by the Commission in the conduct of industrial elections and proposed amalgamation or withdrawal ballots.</p> <p>Records relating to the voters roll used in the conduct of protected action ballots are covered under disposal authorisation 2040 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be kept for 5 years after business action completed as they provide evidence of the business processes associated with compiling the voters roll for industrial elections or proposed amalgamation or withdrawal ballots, they support the decisions of the business, and they ensure legal reference if required. The recommended retention period also provides consistency and ease of disposal with other record classes under this activity.</p> <p>Under s.436 of the <i>Industrial Relations Act 1999</i>, an officer must not hold office for more than 4 years without re-election; however, the rules may extend the maximum term for a period of not more than 1 year to synchronise elections for other offices in the organisation. For this reason, the Commission requires these records to be kept for 5 years after last action so that records from the previous election can be referred to if necessary. There is no consistent retention period under other schedules for similar records relating to voters rolls for industrial elections or ballots, highlighting that the specific requirements for retention of these records varies across Australia.</p> <p><b>Applicable legislation/standards:</b></p> <p>Industrial Relations Regulation 2011 – s.108</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b>  <i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.7.2 Election materials from commercial election events – Retain in accordance with retention periods specified in rules of the election or, if not specified, retain 3 months after finalisation of election results, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 04.02.01 Routine correspondence and administrative records relating to the conduct of elections – Destroy after the following election or after 2 years whichever is the earlier</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 11.6.3 Master copy of voters for commercial, community and other Government elections – Destroy when administrative use has concluded</li> </ul> <p><b>Previous schedule references:</b>  <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 3.4.4 Voters roll – Retain for 5 years after last action</li> </ul>
2038	<p><b><i>Industrial elections ballots</i></b></p> <p>Ballot records resulting from industrial elections required to be kept in accordance with the <i>Industrial Relations Act 1999</i>.</p> <p><b>Disposal action –</b> 1 year after completion of the election.</p>	<p><b>Why are these records created:</b>  This record class is a rewording of class 3.4.1 of the previous schedule and comprises any ballot envelopes, papers or other records that have been prepared or used for an industrial election required to be kept under s.490 of the <i>Industrial Relations Act 1999</i>.</p> <p><b>Why the records are retained for this retention period:</b>  The Commission requires these records to be retained and disposed of in accordance with legislative provisions which are specified in the <i>Industrial Relations Act 1999</i>. The retention period is sufficient to meet the Commission's short-term obligations for accountability and information accessibility.</p> <p>The recommended retention period is relatively consistent with similar records relating to ballot records for industrial elections under various other schedules.</p> <p><b>Applicable legislation/standards:</b>  <i>Industrial Relations Act 1999 – s.490</i></p> <p><b>Comparison with other schedules' retention period:</b>  <i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 1.7.2 Election materials from commercial election events – Retain in accordance with retention periods specified in rules of the election or, if not specified, retain 3 months after finalisation of election results, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 04.02.02 Ballot papers and voter declarations – Destroy after the period specified in the rules of the election, or if not specified, 3 months after the election is declared</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 11.5.2 Includes ballot papers, consolidated returns of votes received and other election records – Dispose of in accordance with the acts, regulations or rules of the body for whom the statutory election was conducted</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 3.4.1 Ballot records – Retain for 1 year after completion of election</li> </ul>
2039	<p><b><i>Proposed amalgamation or withdrawal ballots</i></b></p> <p>Ballot records resulting from proposed amalgamation or withdrawal ballots required to be kept in accordance with the Industrial Relations Regulation 2011.</p> <p><b>Disposal action –</b></p> <p>1 year after completion of the ballot.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to meet legislative requirements regarding the storage and disposal of any ballot envelopes, papers or other records that have been prepared or used for a proposed amalgamation or withdrawal ballot in accordance with s.116 of the Industrial Relations Regulation 2011.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be retained and disposed of in accordance with legislative provisions which are specified in the Industrial Relations Regulation 2011. The retention period is sufficient to meet the Commission’s short-term obligations for accountability and information accessibility. The recommended retention period is relatively consistent with similar records relating to ballot records for industrial ballots under various other schedules.</p> <p><b>Applicable legislation/standards:</b></p> <p>Industrial Relations Regulation 2011 – s.116</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11725 Records documenting certified agreement ballots conducted by the agency for external organisations – Destroy after external organisation’s next certified agreement ballot is completed</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 1.7.2 Election materials from commercial election events – Retain in accordance with retention periods specified in rules of the election or, if not specified, retain 3 months after finalisation of election results, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 04.02.02 Ballot papers and voter declarations – Destroy after the period specified in the rules of the election, or if not specified, 3 months after the election is declared</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 11.6.2 Commercial, community and other government elections – ballots and declarations of results – Transfer to the commercial, community or other government body for whom the election was conducted</li> </ul>
2040	<p><b><i>Protected action ballots and voters roll</i></b></p> <p>Ballot and voters roll records resulting from protected action ballots required to be kept in accordance with the <i>Industrial Relations Act 1999</i>.</p> <p><b>Disposal action –</b> 1 year after completion of the election.</p>	<p><b>Why are these records created:</b></p> <p>This is a new record class created to meet legislative requirements regarding the storage and disposal of the roll of voters, ballot papers, envelopes, other documents and records that have been prepared or used for a protected action ballot, and any other documents prescribed under a regulation in accordance with sch.4, s.25 of the <i>Industrial Relations Act 1999</i>.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The Commission requires these records to be retained and disposed of in accordance with legislative provisions which are specified in the <i>Industrial Relations Act 1999</i>. The retention period is sufficient to meet the Commission's short-term obligations for accountability and information accessibility. The recommended retention period is relatively consistent with similar records relating to ballot records for industrial ballots under various other schedules.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Industrial Relations Act 1999 – sch.4, s.25</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 1.7.2 Election materials from commercial election events – Retain in accordance with retention periods specified in rules of the election or, if not specified, retain 3 months after finalisation of election results, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 04.02.02 Ballot papers and voter declarations – Destroy after the period specified in the rules of the election, or if not specified, 3 months after the election is declared</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 11.6.2 Commercial, community and other Government elections-ballots and declarations of results – Transfer to the commercial, community or other government body for whom the election was conducted</li> </ul>
2041	<p><b>Union rules</b> Rules of unions used by the Commission in the conduct of industrial elections.</p> <p><b>Disposal action –</b> Until superseded.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class comprises the copies of rules of unions used by the Commission in the conduct of industrial elections on behalf of the union. Under s.484 of the <i>Industrial Relations Act 1999</i>, the rules of the organisation or branch for which an election or a step in an election is being conducted must be complied with. The Commission also uses the rules to respond to any enquiries received from members of unions between industrial elections.</p> <p><b>Why the records are retained for this retention period:</b> The Commission requires these records to be retained until they are superseded as copies of union rules are only required for business reference purposes while they are current. Rules become superseded once they are amended by the union.</p> <p><b>Comparison with other schedules' retention period:</b> There were no schedules found that had similar record classes.</p> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 3.4.2 Copies of union rules – Retain until superseded</li> </ul>

Title	Scope Note
<b>POLITICAL PARTY REGULATION</b>	<i>Registering political parties for electoral events and performing investigations/audits of political party preselection ballots.</i>

Activity
<p data-bbox="136 383 887 414"><b>PRESELECTION BALLOT INTEGRITY MANAGEMENT</b></p> <p data-bbox="136 422 1664 454"><i>Investigating and auditing preselection ballots conducted by registered political parties for the selection of candidates.</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2042	<p data-bbox="362 612 465 644"><b>Audits</b></p> <p data-bbox="362 655 707 922">Records relating to audits conducted by the Commission into preselection ballots of candidates of registered political parties in accordance with the <i>Electoral Act 1992</i>.</p> <p data-bbox="362 933 658 1042"><b>Disposal action –</b> 2 years after business action completed.</p>	<p data-bbox="739 612 1182 644"><b>Why are these records created:</b></p> <p data-bbox="739 655 2107 788">The scope note for this record class was amended. This record class covers the activities relating to random audits conducted by the Commission into preselection ballots of candidates of registered political parties to identify any ballots in which someone voted in contravention of the model procedures and the party's constitution in accordance with s.171 and s.172 of the <i>Electoral Act 1992</i>.</p> <p data-bbox="739 799 1496 831"><b>Why the records are retained for this retention period:</b></p> <p data-bbox="739 842 2123 940">There is little requirement to retain these records beyond a 2 year period as reports on audits are provided to the Minister and are then tabled in Parliament. Tabled documents are publically available; therefore, the Commission would only require these records for business reference purposes.</p> <p data-bbox="739 951 2107 1048">The recommended retention period is consistent with similar records documenting the planning and conduct of audits relating to political parties under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p data-bbox="739 1059 1205 1091"><b>Applicable legislation/standards:</b></p> <p data-bbox="739 1102 1178 1134"><i>Electoral Act 1992 – s.171, s.172</i></p> <p data-bbox="739 1145 1462 1177"><b>Comparison with other schedules' retention period:</b></p> <p data-bbox="739 1189 1711 1220"><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul data-bbox="792 1232 2114 1374" style="list-style-type: none"> <li data-bbox="792 1232 2040 1295">• Reference 11795 Records documenting compliance audits on annual disclosure returns from political parties and associated entities – Destroy 7 years after last action</li> <li data-bbox="792 1308 2114 1374">• Reference 11854 Final versions of audit reports relating to the party registration function – Destroy 5 years after last action</li> </ul> <p data-bbox="739 1385 1171 1417"><b>Previous schedule references:</b></p> <p data-bbox="739 1428 1859 1460"><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>Reference 4.1.4 Audits – Retain for 2 years after last action</li> </ul>
2043	<p><b>Investigations</b></p> <p>Records relating to investigations conducted by the Commission into preselection ballots of candidates of registered political parties in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to investigations conducted by the Commission into preselection ballots of candidates of registered political parties in accordance with s.168 of the <i>Electoral Act 1992</i>.</p> <p>Under s.168 of the <i>Electoral Act 1992</i>, the Commission may inquire into a preselection ballot of a candidate from an election on its own initiative, or on receiving a complaint from a candidate, or a party member who is eligible to vote, in the preselection ballot that the ballot has not been, or is not to be, conducted in accordance with the model procedures and the party's constitution. The Commission may conduct the inquiry before or after voting in the ballot takes place.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 3 years to 2 years to provide consistency and ease of disposal with other record classes under this activity. There is little requirement to retain these records beyond a 2 year period as reports on investigations are provided to the Minister and are then tabled in Parliament. Tabled documents are publically available; therefore, the Commission would only require these records for business reference purposes.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.168</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11797 Records documenting investigations into irregularities in financial returns relating to the funding and disclosure function – Destroy 4 years after last action</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 9.1.2 Investigations into minor incidents, occurrences and reported offences in the lead up to an election/referendum and on polling day – Destroy 7 years after conclusion of the investigation</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.2 Investigations – Retain for 3 years after report is tabled in Parliament</li> </ul>
2044	<p><b>Complaints not investigated</b></p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class covers the activities relating to the processing of complaints concerning preselection ballots that are not investigated by the Commission in</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to complaints concerning preselection ballots that are not investigated by the Commission in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>accordance with s.168 and s.169 of the <i>Electoral Act 1992</i>. Records include complaints received by the Commission and notices to the complainants that their complaints will not be investigated.</p> <p>Under s.168 of the <i>Electoral Act 1992</i>, a candidate, or a party member who is eligible to vote, in the preselection ballot may make a complaint to the Commission that the ballot has not been, or is not to be, conducted in accordance with the model procedures and the party's constitution. The Commission may refuse to investigate a complaint if it is not made within 30 days after voting in the preselection ballot takes place, is not in writing, or does not state in detail the grounds on which the complaint is made.</p> <p>Additionally, under s.168 of the <i>Electoral Act 1992</i>, the Commission may not investigate a complaint if it appears to concern a frivolous matter or if it appears to have been made vexatiously.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 3 years to 2 years to provide consistency and ease of disposal with other record classes under this activity. The recommended retention period amply covers the time period by which a complaint must be made to the Commission under s.168 of the <i>Electoral Act 1992</i> – which is within 30 days after voting in the preselection ballot takes place.</p> <p>The recommended retention period is consistent with similar records under the <i>Australian Electoral Commission Records Disposal Authority</i> issued by the National Archives of Australia.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.169</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11857 Records documenting the handling of enquiries relating to the party registration function – Destroy 2 years after last action</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.3 Complaints not investigated – Retain for 3 years after last action</li> </ul>
2045	<p><b>Notifications</b></p> <p>Notices of preselection ballots lodged with the Commission by the registered officer of a political party.</p> <p><b>Disposal action –</b></p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class comprises the notices of preselection ballots lodged with the Commission by the registered officer of a political party, including notices that a preselection ballot is to be held, and notices about whether the selection of a candidate involved a preselection ballot.</p> <p><b>Why the records are retained for this retention period:</b></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	2 years after business action completed.	<p>The retention period for this record class was amended from 3 years to 2 years to provide consistency and ease of disposal with other record classes under this activity. The recommended retention period is sufficient to ensure that these records would be available for audits of preselection ballots of candidates by the Commission as the selection of ballots for random audit must take place as soon as practicable after the 30th day after polling day for an election.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.167, s.170</p> <p><b>Comparison with other schedules' retention period:</b> There were no schedules found with similar record classes.</p> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.1 Notifications – Retain for 3 years after last action</li> </ul>
2046	<p><b>Membership lists &amp; party records</b> Membership lists of political parties and copies of party records used during an investigation or audit of a preselection ballot of candidates in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Until conclusion of audit or investigation process and then return to political party.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class is a rewording of class 4.1.5 of the previous schedule and comprises the membership lists of political parties and copies of party records used during an investigation or audit of a preselection ballot of candidates in accordance with s.168 and s.172 of the <i>Electoral Act 1992</i>.</p> <p>Membership lists of political parties used to verify eligibility for registration are covered under disposal authorisation 2051 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b> In order to protect the privacy of members of political parties, the Commission returns the membership list and other party records to the party at the conclusion of the investigation or audit.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992</i> – s.168, s.172</p> <p><b>Comparison with other schedules' retention period:</b> There were no schedules found with similar record classes.</p> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.5 Membership lists – Retain until conclusion or audit or investigation process then return to political party</li> </ul>

**Activity****REGISTRATION**

*Registering political parties for electoral events in accordance with the Electoral Act 1992.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2047	<p><b>Register of political parties</b></p> <p>Records relating to the Register of political parties which is to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>This record class was revised to combine classes 4.2.1, 4.2.2 and 4.2.3 of the previous schedule which are similar in their scope and disposal requirements. This record class comprises the Register of political parties which is to be kept in accordance with s.70 of the <i>Electoral Act 1992</i>.</p> <p>Under s.75 of the <i>Electoral Act 1992</i>, the Commission may refuse to register a political party on the grounds that:</p> <ul style="list-style-type: none"> <li>• an application for registration was not made in accordance with s.71 of the <i>Electoral Act 1992</i></li> <li>• the Commission believes the information set out in, or documents required to accompany, the application are incorrect</li> <li>• the political party's application name does not comply with the Commission's requirements</li> <li>• the political party's constitution is not a complying constitution, or</li> <li>• any other reason given under s.75 of the <i>Electoral Act 1992</i>.</li> </ul> <p>Under s.78 of the <i>Electoral Act 1992</i>, the Commission may cancel the registration of a political party at the request of the party's registered officer or of the Commission's own accord based on the reasonable grounds set out in subsection (2).</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Political parties form an intrinsic part of the democratic electoral process and their ideologies can have a significant impact on society as a whole, whether they are elected to government or not.</p> <p>These records warrant permanent retention as they provide a holistic view of all the political parties that have been, or have attempted to be, registered in the past. The records include documentation of the processes that have led to the successful registration of a political party as well as the circumstances and reasons for unsuccessful or cancelled registrations. These records assist the Commission with reviews of the eligibility of registered political parties and with funding and disclosure management activities. These records would also be of significant interest to researchers, media and the public.</p> <p>Furthermore, s.79 of the <i>Electoral Act 1992</i> requires the Commission to ensure that the Register of political parties is made available for public inspection, without fee, at its office so a permanent retention period would support the Commission's ability to meet this expectation from the community.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The recommended retention period is consistent with similar records relating to the Register of political parties under various other schedules.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.70</i></p> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – primary functions &amp; programs of government</li> <li>• 5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>• Reference 048.155.001 Records documenting the registration of, and any particulars registered or altered in relation to, a political party – Retain as Territory Archives</li> </ul> <p><i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11866 Register of political parties – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 4.1.1 Register of political parties – Required as State archives</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 01.01.01 Records relating to the registration, review and cancellation of registration of political parties and the updating of party information - Permanent</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 1.1.0 The registration of political parties and the provision of written notification to the political party that registration has occurred – Retain as State Archives</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 4.2.1 Register of Political Parties – Permanent</li> <li>• Reference 4.2.2 Records of cancelled registrations – Permanent</li> <li>• Reference 4.2.3 Applications for registration – unsuccessful - Permanent</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2048	<p><b>Quarterly reports</b></p> <p>Quarterly reports notifying whether or not an amendment has been made to a registered political party's constitution, including a summary of any amendments.</p> <p><b>Disposal action –</b> 4 years after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class comprises the quarterly reports notifying whether or not an amendment has been made to a registered political party's constitution (including a summary of any amendments) since the last report date submitted to the Commission by the registered officer in accordance with s.80 of the <i>Electoral Act 1992</i>. The report dates are 31 March, 30 June, 30 September and 31 December in each year.</p> <p>Under s.78 of the <i>Electoral Act 1992</i>, the Commission may cancel the registration of a political party if the Commission is satisfied on reasonable grounds that the party's constitution is not a complying constitution or the party's registered officer has failed to comply with s.80 of the <i>Electoral Act 1992</i> including, for example, by giving false or misleading information under the provision.</p> <p>Copies of amended constitutions provided to the Commission as part of the quarterly reports are covered under disposal authorisation 2047 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period for this record class was amended from 3 years to 4 years to reflect the new four-year parliamentary terms introduced as the result of the 2016 State Referendum in Queensland. As these records can be used to determine the ongoing eligibility of registered political parties, the recommended retention period is sufficient to adequately cover the review cycle for the Register of political parties which occurs on a triennial basis. The recommended retention period is relatively consistent with similar records under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.80</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.3 Records relating to managing registration of parties – Retain minimum of 3 years after action completed, then destroy</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.2.7 Quarterly reports – Retain for 3 years after last action</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2049	<p><b>Registration amendments</b> Records relating to applications for amendment of the Register of political parties in accordance with the <i>Electoral Act 1992</i>.</p> <p><b>Disposal action –</b> 3 years after business action completed.</p>	<p><b>Why are these records created:</b> The scope note for this record class was amended. This record class covers the activities relating to applications to amend information or replace documents in the Register of political parties in accordance with s.77 of the <i>Electoral Act 1992</i>.</p> <p><b>Why the records are retained for this retention period:</b> The retention period for this record class was amended from “permanent” to 3 years as there is no ongoing business requirement to retain these records indefinitely. The information contained in these records that would be of high value to the organisation and community would be captured in the Register of political parties which is to be retained permanently under disposal authorisation ... of this Schedule and would also be available from published resources. The recommended retention period is relatively consistent with similar records relating to changes to the registered details of political parties under the <i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function</i> issued by the Public Record Office Victoria.</p> <p><b>Applicable legislation/standards:</b> <i>Electoral Act 1992 – s.77</i></p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>• Reference 11851 Records documenting applications for party registration or changes to party registration that are approved – Retain as national archives</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>• Reference 4.1.3 Records relating to managing registration of parties – Retain minimum of 3 years after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>• Reference 01.01.02 Routine correspondence relating to party registration – Destroy 2 years after action completed</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>• Reference 1.3.0 The processing of applications to the Victorian Electoral Commission (VEC) to amend the registration details of political parties – Destroy 1 year after action completed</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>• Reference 4.2.4 Registration amendments – Retain permanently by Commission</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2050	<p><b>Reviews of the Register of political parties</b> Records relating to triennial reviews conducted by the Commission into registered political parties to ensure they continue to meet the eligibility criteria for registration.</p> <p><b>Disposal action –</b> 3 years after completion of review.</p>	<p><b>Why are these records created:</b> This record class covers the activities relating to the triennial reviews conducted by the Commission into registered political parties to ensure they continue to meet the eligibility criteria for registration. Party membership lists provided to the Commission for the purposes of the review are covered under disposal authorisation 2051 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b> The Commission requires these records to be kept for 3 years to ensure that records are available for reference for the subsequent review of the Register of political parties which takes place on a triennial basis. These records also provide evidence of the business processes associated with reviews into the eligibility of political parties for registration and support the decisions of the Commission regarding the outcomes of the reviews. The recommended retention period is consistent with similar records under the <i>New South Wales Functional Retention and Disposal Authority</i> issued by the State Records Authority of New South Wales.</p> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Electoral Commission Records Disposal Authority 2005/210284</i></p> <ul style="list-style-type: none"> <li>Reference 11869 Records documenting reviews of political party registration that do not result in deregistration – Destroy 7 years after last action</li> </ul> <p><i>NSW Electoral Commission and Electoral Districts Commissioners Functional Retention and Disposal Authority FA357</i></p> <ul style="list-style-type: none"> <li>Reference 4.1.3 Records relating to managing registration of parties – Retain minimum of 3 years after action completed, then destroy</li> </ul> <p><i>Disposal Schedule for Tasmanian Electoral Commission DS2101</i></p> <ul style="list-style-type: none"> <li>Reference 01.01.02 Routine correspondence relating to party registration not described in 01.01.01 – Destroy 2 years after action completed</li> </ul> <p><i>Retention &amp; Disposal Authority for the Records of the Victorian Electoral Function PROS 06/05</i></p> <ul style="list-style-type: none"> <li>Reference 1.4.0 The management of periodic or post-election reviews of the registration of political parties under section 52 of the <i>Electoral Act (Victoria) 2002</i> to determine whether a party is eligible to remain registered – Retain as State Archives</li> </ul> <p><b>Previous schedule references:</b> <i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.2.6 Reviews of the register of political parties – Retain for 3 years after completion of review</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2051	<p><b>Membership lists</b></p> <p>Membership lists of political parties used to verify eligibility for registration.</p> <p><b>Disposal action –</b></p> <p>Until eligibility for registration is determined and then return to political party.</p>	<p><b>Why are these records created:</b></p> <p>The scope note for this record class was amended. This record class comprises the membership lists of political parties used to verify eligibility for registration including those provided to the Commission as part of applications for registration and those provided in the conduct of reviews of the Register of political parties.</p> <p>Membership lists of political parties used during an investigation or audit of a preselection ballot of candidates are covered under disposal authorisation 2043 &amp; 2042 of this Schedule.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>In order to protect the privacy of members of political parties, the Commission returns the membership list to the party once their eligibility for registration has been determined.</p> <p>The Commission considers the retention period appropriate as s.73(2)(a) of the <i>Electoral Act 1992</i> specifically excludes information provided under s.71(4)(e) from being entered or included in the Register of political parties and s.295 of the <i>Electoral Act 1992</i> specifically excludes lists of party membership from forming part of political parties' disclosure returns.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Electoral Act 1992 – s.71</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Territory Records (Records Disposal Schedule – Elections &amp; Referendums for the ACT Legislative Assembly Records) NI2014-288</i></p> <ul style="list-style-type: none"> <li>Reference 048.155.002 Lists of party members, including correspondence to and from members regarding individual membership – Destroy as soon as the decision is made to either register or not register the party and relevant appeals periods have expired</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Electoral Commission of Queensland Retention and Disposal Schedule QDAN497 v.2</i></p> <ul style="list-style-type: none"> <li>Reference 4.2.5 Membership lists – Retain until eligibility for registration is determined then return to applicant party</li> </ul>