**GRDS Disposal Authorisation Numbers - Change History Table**

**Please note:**

The date of change used in this table can differ from the date authorised listed in the GRDS when only an editorial change has been made to an existing disposal authorisation.

Editorial changes do not require authorisation by the State Archivist, so the original authorisation date remains unchanged in the GRDS.

| **Schedule** | **Disposal Authorisation** | **Superseded Disposal Authorisation Number** | **Superseded disposal trigger** | **Active Disposal Authorisation Number** | **Current disposal trigger** | **Overview of changes** | **Date of change** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GRDS Lite | COMMON ACTIVITIES | 1309 | N/A | **1331** | N/A | Disposal authorisation assigned a new number because the disposal authorisation number was duplicated. **Note:** Disposal Authorisation 1309 in the STRATEGIC MANAGEMENT function has not been superseded. | 09-Sep-16 |
| GRDS | TRANSITORY AND SHORT TERM - Routine computer operations | N/A | N/A | **1270** | N/A | Editorial change to provide further examples and to make scope clearer.  The intent of the disposal authorisation has not changed therefore a new number was not required. | 22-Dec-16 |
| GRDS + GRDS Lite | EXTERNAL RELATIONS -  Investigation records deemed irrelevant | N/A | N/A | **1759** | Until the investigation is finalised and the conclusion of any subsequent appeals or legal action. | New disposal authorisation for EXTERNAL RELATIONS function for investigation records deemed irrelevant. | 27-Apr-17 |
| GRDS | COMMON ACTIVITIES -  Liaison | 1027 | 5 years after business action completed. | **2075** | 7 years after business action completed. | Retention period updated and new disposal authorisation number assigned following amendments to the *Industrial Relations Act 2016.* | 20-Feb-18 |
| GRDS + GRDS Lite | INDUSTRIAL RELATIONS -  No agreement | 1129 | 5 years after negotiations cease. | **2076** | 7 years after negotiations cease. | Retention period updated and new disposal authorisation number assigned following amendments to the *Industrial Relations Act 2016.* | 20-Feb-18 |
| GRDS | WORKFORCE MANAGEMENT -  Position/role creation and evaluation | 1243 | 5 years after business action completed. | **2077** | 7 years after business action completed. | Retention period updated and new disposal authorisation number assigned following amendments to the *Industrial Relations Act 2016.* | 20-Feb-18 |
| GRDS | WORKFORCE MANAGEMENT - Recruitment and selection | 1257 | 3 years after recruitment finalised. | **2078** | 7 years after recruitment finalised. | Retention period updated and new disposal authorisation number assigned following amendments to the *Industrial Relations Act 2016.* **Note:** Disposal Authorisation 2078 has been superseded by Disposal Authorisations 2641 and 2642 on 22 December 2023. | 20-Feb-18 |
| GRDS | WORKFORCE MANAGEMENT - Training provision | 1261 | 5 years after business action completed. | **2079** | 7 years after business action completed. | Retention period updated and new disposal authorisation number assigned following amendments to the *Industrial Relations Act 2016.* | 20-Feb-18 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Physical source records | QDAN656 v.2 | Retain original paper record until the accuracy of the digitised image has been verified. Retain digitised record for the full retention period required under a current approved Retention and Disposal Schedule. | **2074** | Destroy physical source record after conversion to microfilm or digital format once all conditions have been met and all exclusions have been observed. | Physical source records disposal authorisation to cover disposal of a physical source record that has been converted to microfilm or digital format. | 20-Feb-18 |
| GRDS + GRDS Lite | WORKFORCE MANAGEMENT -  Employment Screening | N/A | N/A | N/A | N/A | Editorial change to move all disposal authorisations in the Employment Screening activity from WORKFORCE MANAGEMENT function to COMMON ACTIVITIES function. | 10-Jul-18 |
| GRDS | COMMON ACTIVITIES -  Client relationship management | N/A | N/A | **1026** | N/A | Editorial change to explicitly include mediation records in this disposal authorisation.  The intent of the disposal authorisation has not changed therefore a new number was not required. | 10-Jul-18 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Criminal history checks | N/A | N/A | **1240** | N/A | Editorial change to include criminal history disclosures, traffic offences disclosures and traffic offences report in the list of record examples. The intent of the disposal authorisation has not changed therefore a new number was not required. | 10-Jul-18 |
| GRDS | COMMON ACTIVITIES -  Employment screening assessments | N/A | N/A | **1241** | N/A | Editorial change to expand on existing exclusion for criminal history checks in this disposal authorisation.  The intent of the disposal authorisation has not changed therefore a new number was not required. | 10-Jul-18 |
| GRDS Lite | COMMON ACTIVITIES | N/A | N/A | **1315** | N/A | Editorial change to move Disposal Authorisation 1315 from the WORKFORCE MANAGEMENT function to the COMMON ACTIVITIES function. | 10-Jul-18 |
| GRDS | COMMON ACTIVITIES -  Building Information Modelling (BIM) records-archival value | N/A | N/A | **2421** | Permanent.  Transfer to QSA after business action completed. | New disposal authorisation for Building Information Modelling (BIM) records with archival value. | 15-May-19 |
| GRDS | COMMON ACTIVITIES -  Building Information Modelling (BIM) records | N/A | N/A | **2422** | Retain for 12 years after the transfer, disposal or demolition of the infrastructure asset. | New disposal authorisation for Building Information Modelling (BIM) records with temporary value. | 15-May-19 |
| GRDS | TRANSITORY AND SHORT TERM - Routine computer operations | N/A | N/A | **1270** | N/A | Editorial change to include Building Information Modelling (BIM) records that are only required for a short period of time and do not have ongoing or enduring value. | 15-May-19 |
| GRDS Lite | COMMON ACTIVITIES | N/A | N/A | **1285** | N/A | Editorial change to include Building Information Modelling (BIM) records with archival value. | 12-Jun-19 |
| GRDS Lite | COMMON ACTIVITIES -  Building Information Modelling (BIM) records | N/A | N/A | **2422** | N/A | Addition of new disposal authorisation for Building Information Modelling (BIM) records with temporary value. | 12-Jun-19 |
| GRDS | COMMON ACTIVITIES -  Building Information Modelling (BIM) records-archival value | N/A | N/A | **2421** | N/A | Editorial change to correct a typographical error.  The intent of the disposal authorisation has not changed therefore a new number was not required. | 13-Jun-19 |
| GRDS | COMMON ACTIVITIES -  Specific purpose plans-final | N/A | N/A | **1030** | N/A | Editorial changes made to this disposal authorisation to explicitly include emergency or fire evacuation plans.  Addition of ‘see reference’ to direct users to Risk Management activity under the COMMON ACTIVITIES function for records relating to emergency or fire evacuation exercises. | 12-Sep-19 |
| GRDS | COMMON ACTIVITIES - Administrative/operational procedures-final | N/A | N/A | **1037** | N/A | Editorial change to include the existing exclusion statement for this disposal authorisation within the disposal authorisation itself. | 12-Sep-19 |
| GRDS | COMMON ACTIVITIES -  Risk assessment and mitigation | N/A | N/A | **1051** | N/A | Editorial change to expand upon existing inclusions for this disposal authorisation by providing examples for stakeholders. | 12-Sep-19 |
| GRDS | INFORMATION MANAGEMENT -  Data quality and integrity validation | N/A | For the life of the record. | **1137** | For the life of the related records. | Editorial change to update the disposal trigger for this disposal authorisation. This editorial change clarifies the existing length of time that the records need to be retained by public authorities therefore a new number was not required. | 12-Sep-19 |
| GRDS | TRANSITORY AND SHORT TERM -  Moveable Assets (Allocation, Distribution and Use) | N/A | N/A | **1182** | N/A | Editorial change to remove vehicle bookings from the list of example records for this disposal authorisation. Vehicle bookings are covered by Disposal Authorisations 1317 and 1100 in the GRDS.  Update to the exclusions in this disposal authorisation to align with the appraisal justification. | 12-Sep-19 |
| GRDS | TRANSITORY AND SHORT TERM -  Routine Communication | N/A | N/A | **1275** | N/A | Editorial change to add explicit example of anonymous or unidentifiable correspondence to this disposal authorisation.  This aligns with the existing ‘see reference’ in Disposal Authorisation 1074 in the GRDS which directs users to Disposal Authorisation 1275 for anonymous letters. | 12-Sep-19 |
| GRDS Lite | INFORMATION MANAGEMENT | N/A | For the life of the record. | **1301** | For the life of the related records. | Editorial change to update the disposal trigger for this disposal authorisation. This editorial change clarifies the existing length of time that the records need to be retained by public authorities therefore a new number was not required. | 12-Sep-19 |
| GRDS + GRDS Lite | Preamble/Foreword | GRDS authorised on 12/09/2019 | N/A | GRDS authorised on 27/03/2020 | N/A | Update to the preamble/foreword to provide clarification on using vulnerable persons disposal authorisations with a current public authority schedule or sector schedule. | 27-Mar-20 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Incidents, allegations, disclosures and investigations of abuse-vulnerable persons | N/A | N/A | **1558** | 100 years after creation of record. | New disposal authorisation relating to the proactive protection of vulnerable persons for records of temporary value. | 27-Mar-20 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Evidence of interactions and contact with vulnerable persons | N/A | N/A | **1559** | Retain until 31 December 2028.  QSA will undertake a reassessment of this retention period prior to 31 December 2028. | New disposal authorisation relating to the proactive protection of vulnerable persons for records of temporary value. | 27-Mar-20 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Governance practices for proactive protection of vulnerable persons | N/A | N/A | **1560** | Permanent.  Transfer to QSA after business action completed. | New disposal authorisation relating to the proactive protection of vulnerable persons for records of enduring archival value. | 27-Mar-20 |
| GRDS Lite | COMMON ACTIVITIES | N/A | N/A | **1285** | N/A | Editorial change to add exclusion for records for the proactive protection of vulnerable persons that are covered by Disposal Authorisation 1560. | 27-Mar-20 |
| GRDS | COMMON ACTIVITIES -  Outsource activities-shared datasets | N/A | N/A | **2649** | 5 years after business action completed. | New disposal authorisation relating to the sharing and exchange of data between public authorities under a contractual arrangement. | 19-Nov-20 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Data-COVIDSafe App | N/A | N/A | **2650** | Destroy as soon as practicable when no longer required for contact tracing purposes, or immediately following the declaration of the end of the COVIDSafe data period, whichever is sooner. | New disposal authorisation to permit the destruction of data received through the COVIDSafe application (COVIDSafe App), within Queensland, after it has been used or disclosed. | 03-Dec-20 |
| GRDS | COMMON ACTIVITIES -  Identity Documents | N/A | N/A | N/A | N/A | Addition of new activity - Identity Documents - to the COMMON ACTIVITIES function. | 22-Dec-23 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Identity verification-no legal requirement to retain documents | N/A | N/A | **2643** | Until identity is verified  AND Until evidence is recorded by the agency to demonstrate that identity verification has occurred. | New disposal authorisation for managing identity documents received or collected during identity verification processes where there is no legal requirement to retain the identity documents. | 22-Dec-23 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Identity verification-evidence | N/A | N/A | **2644** | Until disposal of the related records for the business transaction or business process. | New disposal authorisation for records used as evidence that identity verification has occurred in a business transaction or business process. | 22-Dec-23 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Identity documents-legal requirement to retain documents | N/A | N/A | **2645** | In accordance with the related legal requirement. | New disposal authorisation for identity documents collected during a business transaction or business process that must be retained to meet a legal requirement. | 22-Dec-23 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Identity documents-no legal requirement to retain documents | N/A | N/A | **2646** | Until business action completed. | New disposal authorisation for identity documents where there is no legal requirement to retain the documents. | 22-Dec-23 |
| GRDS + GRDS Lite | COMMON ACTIVITIES -  Legacy identity documents-evidence | N/A | N/A | **2647** | Until disposal of the related records for the business transaction or business process. | New disposal authorisation for keeping evidence of the receipt or collection of identity documents under a legacy business process in place of retaining the legacy identity documents. | 22-Dec-23 |
| GRDS + GRDS Lite | PROPERTY MANAGEMENT -  Deeds and certificates of title | 1194 | Return to Titles Registry on sale or transfer of property. | **2640** | Until sale or transfer of property. | Change to retention period and trigger to align with amendments to the *Land Title Act 1994* relating to deeds and Certificates of Title. | 22-Dec-23 |
| GRDS + GRDS Lite | WORKFORCE MANAGEMENT -  Recruitment and selection-shortlisted applicants | 2078 | 7 years after recruitment finalised. | **2641** | 7 years after recruitment is finalised. | Change to split Disposal Authorisation 2078 into two new disposal authorisations to allow for some recruitment and selection records to be disposed of earlier by public authorities. | 22-Dec-23 |
| GRDS + GRDS Lite | WORKFORCE MANAGEMENT -  Recruitment and selection-all other unsuccessful applicants | 2078 | 7 years after recruitment finalised. | **2642** | 1 year after expiry of any related appeals process. | Change to split Disposal Authorisation 2078 into two new disposal authorisations to allow for some recruitment and selection records to be disposed of earlier by public authorities. | 22-Dec-23 |
| GRDS | TRANSITORY AND SHORT TERM -  Copies | N/A | N/A | **1271** | N/A | Editorial change to remove birth certificates from example records covered by Disposal Authorisation 1271. | 18-Jan-24 |
| GRDS + GRDS Lite | Preamble/Foreword | GRDS authorised on 03/12/2020 | N/A | GRDS authorised on 22/12/2023 | N/A | Editorial changes to update the preamble/foreword for the GRDS and GRDS Lite. | 18-Jan-24 |
| GRDS + GRDS Lite | Function Scope Notes -  See references to Vulnerable Persons-Relevant Records activity | GRDS authorised on 03/12/2020 | N/A | GRDS authorised on 22/12/2023 | N/A | Editorial changes to include see references to navigate to the Proactive Protection of Vulnerable Persons-Relevant Records activity. | 18-Jan-24 |
| GRDS | Disposal Authorisations - See references to Identity Documents activity | GRDS authorised on 03/12/2020 | N/A | GRDS authorised on 22/12/2023 | N/A | Editorial changes to include see references to navigate to the new Identity Documents activity. | 18-Jan-24 |
| GRDS Lite | COMMON ACTIVITIES -  Surveillance footage provided to investigative and law enforcement agencies | N/A | N/A | **1202** | N/A | Addition of Disposal Authorisation 1202 to the COMMON ACTIVITIES function in the GRDS Lite. | 18-Jan-24 |