Mapping: General retention and disposal schedule (GRDS) to GRDS Lite

**Queensland State Archives**

| **GRDS Reference** | | **Lite Reference** |
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| **COMMON ACTIVITIES** | | |
| 1000 | Advice – significant | 1285 |
| 1001 | Advice – other | 1288 |
| 1002 | Agreements and contracts – significant | 1285 |
| 1003 | Agreements and contracts – under seal | 1286 |
| 1004 | Agreements and contracts – not under seal | 1004 |
| 1005 | Agreements and contracts not proceeded with | 1288 |
| 1006 | Agreements and contracts register | 1286 |
| 1007 | Audits – significant | 1285 |
| 1008 | Audits – other | 1288 |
| 1010 | Delegations – Chief Executive Officers and statutory office holders | 1285 |
| 1011 | Delegations – other staff | 1011 |
| 1012 | Vehicle authorisations | 1288 |
| 1263 | Travel authorisations/approvals | 1288 |
| 2421 | Building Information Modelling (BIM) records – archival value | 1285 |
| 2422 | Building Information Modelling (BIM) records | 2422 |
| 1013 | Advisory bodies | 1285 |
| 1014 | High-level committees | 1285 |
| 1015 | Committees – other | 1288 |
| 1156 | Claims – significant | 1285 |
| 1264 | Claims – hazardous substance conditions | 1264 |
| 1157 | Claims – self-insurance scheme | 1157 |
| 1158 | Claims – involving minors | 1158 |
| 1159 | Claims – other | 1159 |
| 1016 | Compliance breaches – significant | 1285 |
| 1017 | Compliance breaches – other | 1288 |
| 1018 | Compliance exemptions | 1018 |
| 1019 | Compliance with legislation and/or standards | 1288 |
| 1020 | Compliance inspections and quality assurance | 1288 |
| 1021 | Corruption cases – significant | 1285 |
| 1022 | Corruption cases – other | 1288 |
| 1240 | Criminal history checks | 1240 |
| 1241 | Employment screening assessments | 1315 |
| 1242 | Criminal history check registers | 1315 |
| 1023 | Evaluations and reviews – significant | 1285 |
| 1024 | Evaluations and reviews – other | 1288 |
| 2643 | Identity verification – no legal requirement to retain documents | 2643 |
| 2644 | Identity verification – evidence | 2644 |
| 2645 | Identity documents – legal requirement to retain documents | 2645 |
| 2646 | Identity documents – no legal requirement to retain documents | 2646 |
| 2647 | Legacy identity documents – evidence | 2647 |
| 1025 | Stakeholder engagement | 1288 |
| 1026 | Client relationship management | 1288 |
| 2075 | Liaison | 1288 |
| 1028 | Routine meetings | 1288 |
| 2074 | Physical Source records | 2074 |
| 1029 | Plans – significant | 1285 |
| 1030 | Specific purpose plans – final | 1331 |
| 1031 | Operational plans – final | 1331 |
| 1032 | Plan development | 1288 |
| 1033 | Core/functional policy – final | 1285 |
| 1034 | Administrative policy – final | 1288 |
| 1558 | Incidents, allegations, disclosures and investigations of abuse – vulnerable persons | 1558 |
| 1559 | Evidence of interactions and contact with vulnerable persons | 1559 |
| 1560 | Governance practices for proactive protection of vulnerable persons | 1560 |
| 1037 | Administrative/operational procedures – final | 1288 |
| 1039 | Projects – significant | 1285 |
| 1040 | Projects – other | 1288 |
| 1265 | Projects that do not proceed | 1288 |
| 1042 | Reports – significant | 1285 |
| 1044 | Reports – other | 1288 |
| 1045 | Reports development | 1288 |
| 1046 | Research – significant | 1285 |
| 1047 | Research – other | 1288 |
| 1048 | Research – short term | 1288 |
| 1051 | Risk assessment and mitigation | 1288 |
| 1052 | Security breaches – significant | 1285 |
| 1053 | Security breaches – other | 1288 |
| 2649 | Outsource activities – shared datasets | 1288 |
| 2650 | Data – COVIDSafe App | 2650 |
| 1202 | Surveillance footage provided to investigative and law enforcement agencies | 1202 |
| 1284 | Surveillance footage captured for a specific purpose | 1284 |

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| **GRDS Reference** | | **Lite Reference** |
| **ASSET MANAGEMENT** | | |
| 1174 | Moveable assets – hazardous substances | 1174 |
| 1175 | Moveable assets – business/software applications | 1175 |
| 1180 | Moveable assets – other | 1289 |
| 1179 | Moveable assets – registered plant | 1179 |
| 1181 | Moveable assets installation | 1289 |
| 1183 | Acquisitions not proceeded with | 1289 |
| 1186 | Warranties and guarantees | 1289 |
| 1187 | Agency operating manuals | 1187 |
| 1178 | Moveable assets – vehicles (maintenance) | 1178 |
| 1184 | Vehicle registrations | 1289 |
| 1317 | Vehicle bookings | 1289 |

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| **GRDS Reference** | | **Lite Reference** |
| **COLLECTION MANAGEMENT** | | |
| 1063 | Preventive conservation | 1290 |
| 1054 | Cultural collections – development and management | 1054 |
| 1055 | Loan arrangements | 1290 |
| 1056 | Acquisitions not proceeded with | 1290 |
| 1060 | Collections – acquisitions and disposals | 1290 |
| 1280 | Parent/guardian permissions | 1280 |

| **GRDS Reference** | | **Lite Reference** |
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| **EXTERNAL RELATIONS** | | |
| 1065 | Addresses, presentations or speeches – significant | 1291 |
| 1066 | Addresses, presentations or speeches – other | 1293 |
| 1067 | Management of customer services | 1293 |
| 1068 | Service charters and directives – development | 1320 |
| 1070 | Gifts, donations and bequests – significant | 1291 |
| 1071 | Gifts, donations and bequests – other | 1071 |
| 1058 | Exhibitions organised by an agency or with input from an agency – significant | 1291 |
| 1059 | Exhibitions organised by an agency or with input from an agency – other | 1293 |
| 1072 | Enquiries, complaints and suggestions – significant | 1291 |
| 1073 | Enquiries, complaints and suggestions – investigations or legal significance | 1293 |
| 1074 | Complaints – routine | 1293 |
| 1075 | Inquiries – directly related | 1291 |
| 1076 | Inquiries – not directly related | 1293 |
| 1077 | Public interest disclosures – substantiated | 1291 |
| 1078 | Public interest disclosures – unsubstantiated | 1292 |
| 1079 | Public interest disclosures – no action required | 1293 |
| 1759 | Investigation records deemed irrelevant | 1759 |
| 1080 | Judicial reviews | 1293 |
| 1081 | Contact with lobbyists | 1292 |
| 1082 | Marketing campaigns – significant | 1291 |
| 1083 | Marketing campaigns – other | 1293 |
| 1084 | Master set of agency media releases | 1291 |
| 1085 | Programs and events – significant | 1291 |
| 1086 | Programs and events – other | 1293 |
| 1088 | Honours, awards and prizes – significant | 1291 |
| 1089 | Honours, awards and prizes – other | 1293 |
| 1090 | Ministerial briefings – significant | 1291 |
| 1091 | Ministerial briefings – other | 1329 |
| 1092 | Submissions – development and drafting | 1291 |
| 1093 | Executive Council Minutes – approved prior to 2010 | 1291 |
| 1094 | Executive Council Minutes – approved from 2010 onwards | 1329 |
| 1095 | Visits – official major delegations | 1291 |
| 1096 | Visits – other | 1293 |

| **GRDS Reference** | | **Lite Reference** |
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| **FINANCIAL MANAGEMENT** | | |
| 1097 | Accounts – banking, loans and investments | 1097 |
| 1098 | Financial records of Government Owned Corporations | 1098 |
| 1099 | Asset and money management | 1294 |
| 1100 | Taxation | 1295 |
| 1101 | Accountable forms | 1294 |
| 1105 | Statutory body financial approvals | 1295 |
| 1106 | Budget | 1294 |
| 1107 | Budget progress | 1295 |
| 1110 | Trusts – establishment | 1110 |
| 1112 | Loans, investments and trusts that do not proceed | 1295 |
| 1113 | Grant funds, subsidies and sponsorships – successful | 1295 |
| 1114 | Grant funds, subsidies and sponsorships – unsuccessful | 1295 |
| 1251 | Payroll authorisations | 1251 |
| 1252 | Salary and wage records | 1294 |
| 1253 | Salary and wage supporting documentation | 1295 |
| 1116 | Financial registration | 1116 |
| 1117 | Superannuation fund establishment | 1117 |
| 1118 | Appointment of trustees | 1118 |
| 1119 | Superannuation committees | 1119 |
| 1108 | Register of destroyed financial information | 1295 |
| 1109 | Register of reproduced financial information | 1295 |

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| **GRDS Reference** | | **Lite Reference** |
| **GOVERNING BODIES** | | |
| 1279 | Governing body appointments and separations – not managed by the Department of the Premier and Cabinet | 1296 |
| 1120 | Governing body appointments and separations – other | 1120 |
| 1121 | Fees and allowances | 1121 |
| 1266 | Unsuccessful nominations | 1297 |
| 1278 | Staff elections | 1297 |
| 1122 | Governing bodies – establishment, alteration and operation | 1296 |

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| **GRDS Reference** | | **Lite Reference** |
| **INDUSTRIAL RELATIONS** | | |
| 1123 | Appeals – significant | 1298 |
| 1124 | Appeals – other | 1299 |
| 1125 | Pay and working conditions claims | 1299 |
| 1126 | Industrial disputes – significant | 1298 |
| 1127 | Industrial disputes – other | 1299 |
| 1128 | Workplace agreements and awards – standard | 1128 |
| 2076 | No agreement | 2076 |

| **GRDS Reference** | | **Lite Reference** |
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| **INFORMATION MANAGEMENT** | | |
| 1130 | Master control records – permanent value records | 1300 |
| 1282 | Master control records – temporary value records | 1301 |
| 1281 | Records transferred to Queensland State Archives | 1281 |
| 1131 | Record destruction documentation | 1131 |
| 1132 | Recovery of lost records | 1302 |
| 1133 | Secure mail processing | 1302 |
| 1134 | Retention and disposal schedule development | 1302 |
| 1135 | Agency copyright | 1326 |
| 1136 | Copyright applications | 1330 |
| 1137 | Data quality and integrity validation | 1301 |
| 1138 | Control mechanisms | 1138 |
| 1139 | System migration | 1139 |
| 1140 | Data administration – other | 1302 |
| 1267 | Privacy and Right to Information applications | 1302 |
| 1318 | Privacy and Right to Information applications – documents requested | 1318 |
| 1154 | Administrative release of information | 1302 |
| 1141 | Specialised preservation – permanent value records | 1141 |
| 1142 | Specialised preservation – temporary value records | 1302 |
| 1143 | Ongoing preservation measures | 1302 |
| 1147 | Agency publications – significant | 1300 |
| 1148 | Agency publications – other | 1302 |
| 1149 | Production process | 1302 |
| 1155 | Security arrangements – handling and storage | 1328 |

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| **GRDS Reference** | | **Lite Reference** |
| **LEGAL SERVICES** | | |
| 1163 | Infringements – legislation and statutory regulations | 1305 |
| 1164 | Vehicle infringements | 1305 |
| 1165 | Patents, trademarks and designs | 1165 |
| 1167 | Intellectual property administration | 1305 |
| 1160 | Legal advice – significant | 1303 |
| 1161 | Legal advice – matters involving minors | 1304 |
| 1162 | Legal advice – other | 1162 |
| 1168 | Legislative drafting | 1303 |
| 1169 | Matters – significant | 1303 |
| 1170 | Matters – involving minors | 1304 |
| 1171 | Matters – other | 1305 |
| 1172 | Discovery orders, summons, subpoenas and warrants | 1305 |

| **GRDS Reference** | | **Lite Reference** |
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| **PROPERTY MANAGEMENT** | | |
| 1188 | Contaminated agency property – restoration | 1306 |
| 1189 | Agency property management – significant | 1306 |
| 1190 | Agency property management – other | 1190 |
| 1191 | Agency property – equipment and utility installation | 1191 |
| 1192 | Agency property – inspections | 1307 |
| 1193 | Acquisition, construction and maintenance not proceeded with | 1307 |
| 2640 | Deeds and certificates of title | 2640 |
| 1195 | Utilities – maintenance and repair | 1307 |
| 1196 | Building and energy management – monitoring | 1307 |
| 1197 | Routine maintenance | 1307 |
| 1198 | Office fit outs | 1307 |
| 1199 | Office relocation | 1307 |
| 1200 | Property access controls | 1327 |
| 1201 | Security operations | 1307 |
| 1203 | Hazardous substances – asbestos, lead and radioactive materials | 1203 |
| 1204 | Hazardous waste – excluding asbestos, lead and radioactive materials | 1204 |
| 1205 | Rubbish removal and recycling | 1307 |

| **GRDS Reference** | | **Lite Reference** |
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| **STRATEGIC MANAGEMENT** | | |
| 1206 | Disaster recovery – significant | 1308 |
| 1207 | Disaster recovery – other | 1309 |
| 1208 | Government-wide policy implementation | 1309 |
| 1209 | Agency-wide policy implementation | 1309 |
| 1210 | Performance management | 1309 |
| 1211 | Restructures – significant | 1308 |
| 1212 | Restructures – transfer arrangements | 1309 |
| 1213 | Restructures – other | 1309 |

| **GRDS Reference** | | **Lite Reference** |
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| **WORK HEALTH AND SAFETY** | | |
| 1214 | Notifiable incidents | 1311 |
| 1215 | Non-notifiable incidents | 1313 |
| 1216 | Accidents and incidents registers | 1311 |
| 1217 | Work health and safety committees | 1217 |
| 1218 | Workplace registers – asbestos, hazardous chemicals and hazardous substances | 1218 |
| 1219 | Workplace monitoring – hazardous substances and dangerous goods | 1310 |
| 1220 | Health monitoring – radiation | 1220 |
| 1221 | Health monitoring – asbestos | 1221 |
| 1222 | Health monitoring – hazardous chemicals | 1312 |
| 1223 | Airborne contaminants | 1312 |
| 1224 | Safety data sheets | 1224 |
| 1225 | Routine inspections | 1313 |
| 1226 | Hazardous substances and dangerous goods policies | 1310 |
| 1227 | Work health and safety policies | 1311 |
| 1228 | High risk | 1311 |
| 1229 | Low risk | 1312 |
| 1230 | No risk | 1313 |

| **GRDS Reference** | | **Lite Reference** |
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| **WORKFORCE MANAGEMENT** | | |
| 1231 | Employee complaints | 1316 |
| 1248 | Investigations by external bodies | 1248 |
| 1249 | Internal investigations | 1316 |
| 1250 | Frivolous or vexatious allegations | 1316 |
| 1232 | Employment history – summaries | 1314 |
| 1233 | Employee service history | 1233 |
| 1234 | Service history – contractors, volunteers and work placements | 1316 |
| 1235 | Employee medical examinations | 1235 |
| 1236 | Relocation expenses | 1316 |
| 1238 | Work diaries – Chief Executive Officer – significant | 1314 |
| 1239 | Work diaries – Chief Executive Officer – other | 1316 |
| 2077 | Position/role creation and evaluation | 1316 |
| 1244 | Health and wellbeing programs | 1316 |
| 1245 | Attendance | 1316 |
| 1254 | Employee performance management programs | 1316 |
| 1255 | Employee performance | 1316 |
| 1256 | Employee awards, honours and prizes | 1316 |
| 2641 | Recruitment and selection – shortlisted applicants | 2641 |
| 1319 | Recruitment/employment schemes | 1316 |
| 2642 | Recruitment and selection – all other unsuccessful applicants | 2642 |
| 1258 | Rehabilitation programs | 1258 |
| 1259 | Employee separation | 1316 |
| 1262 | Registered Training Organisation (RTO) status | 1262 |
| 2079 | Training provision | 1316 |