



SUMMARY OF CHANGES

General retention and disposal schedule (GRDS) Lite

Queensland State Archives

Date: 1 September 2016

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
249L-01-001	1291	Community Relations permanent value record classes	Moved to External Relations. New disposal authorisation number.
249L-01-002	1292	Contact with lobbyists	Moved to External Relations. New disposal authorisation number.
249L-01-003	1293	Community Relations default class	Moved to External Relations. New disposal authorisation number.
249L-02-001	1157	Claims – self-insurance scheme	Moved to Common Activities. Retention period has increased to 55 years after settlement of claim. New disposal authorisation number.
249L-02-002	1158	Claims – involving minors	Moved to Common Activities. Retention period has changed to when child reaches 27 years of age. New disposal authorisation number.
249L-02-003	1288	Compensation default class	Moved to Common Activities. New disposal authorisation number.
249L-03-001	1289	Equipment & Stores default class	Moved to Asset Management. New disposal authorisation number.
249L-04-001	1285	Financial Management permanent value record classes	Moved to Common Activities. New disposal authorisation number.
249L-04-002	1286	Agreements and contracts	Moved to Common Activities. New disposal authorisation number.
249L-04-003	1118	Appointment of trustees	New disposal authorisation number.
	1119	Superannuation committees	New disposal authorisation number.

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
249L-04-004	1102	Cardholder data	This record class has moved to Transitory and Short Term and this function is not covered in the GRDS Lite.
249L-04-005	1103	Sensitive authentication data	This record class has moved to Transitory and Short Term and this function is not covered in the GRDS Lite.
249L-04-006	1098	Financial records of Government Owned Corporations	This record class has been split into 2. New disposal authorisation number.
	1294	Financial records	This record class has been split into 2. New disposal authorisation number.
249L-05-001	1289	Fleet Management default class	Moved to Asset Management. New disposal authorisation number.
249L-06-001	1291	Government Relations permanent value record classes	Moved to External Relations. New disposal authorisation number.
249L-06-002	1293	Judicial Review	Moved to External Relations. The retention period has been reduced to 7 years after business action completed. New disposal authorisation number.
249L-06-003	1293	Government Relations default class	Moved to External Relations. New disposal authorisation number.
249L-07-001	1298	Industrial Relations permanent value record classes	New disposal authorisation number.
249L-07-002	1128	Workplace agreements and awards – standard	New disposal authorisation number.
249L-07-003	1299	Industrial Relations default class	New disposal authorisation number.
249L-08-001	1300	Information Management permanent value	New disposal authorisation number.

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
		record classes	
249L-08-002	1326	Agency copyright	Retention period has decreased to 7 years after expiry of copyright. New disposal authorisation number.
249L-08-003	1318	Right to Information & Information Privacy applications – documents requested	Retention period has increased to 7 years after all appeal processes have been finalised. New disposal authorisation number.
249L-08-004	1141	Specialised preservation – permanent value records	Retention period has changed to Transfer to Queensland State Archives when records are transferred. New disposal authorisation number.
249L-08-005	1302	Information Management default class	New disposal authorisation number.
249L-09-001	1303	Legal Services permanent value records	New disposal authorisation number.
249L-09-002	1305	Legal Services default class	New disposal authorisation number.
249L-10-001	1306	Property Management permanent value records	New disposal authorisation number.
249L-10-002	1194	Deeds and certificates of title	Retention period has changed to Return to Titles Registry on sale or transfer of property. New disposal authorisation number.
249L-10-003	1203	Hazardous substances – asbestos, lead and radioactive materials	New disposal authorisation number.
249L-10-004	1204	Hazardous waste – excluding asbestos, lead and radioactive materials	New disposal authorisation number.
249L-10-005	1277	Routine surveillance and monitoring	This record class has moved to Transitory and Short Term and this function is not covered in the GRDS Lite.

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
249L-10-006	1202	Surveillance footage provided to investigative and law enforcement agencies	Moved to Common Activities. Retention period has changed to 1 year after recordings sent to relevant law enforcement agency. New disposal authorisation number.
249L-10-007	1307	Property Management default class	New disposal authorisation number.
249L-11-001	1300	Publications permanent value record classes	Moved to Information Management. New disposal authorisation number.
249L-11-002	1302	Significant articles	Moved to Information Management. Retention period has decreased to 7 years after business action completed. New disposal authorisation number.
249L-11-003	1302	Publications default class	Moved to Information Management. New disposal authorisation number.
249L-12-001	1308	Strategic Management permanent value record classes	New disposal authorisation number.
249L-12-002	1285	Advisory boards	Moved to Common Activities. Retention period has increased to Permanent. New disposal authorisation number.
249L-12-003	1285	Internal standards, guidelines and advisory products	Moved to Common Activities. Retention period has increased to Permanent. New disposal authorisation number.
249L-12-004	1309	Strategic Management default class	Retention period has decreased to 7 years after business action completed. New disposal authorisation number.
249L-13-001	1289	Technology & Telecommunications default class	This record class has been split into 2. Moved to Asset Management. New disposal authorisation number.
	1302	Technology & Telecommunications default class	This record class has been split into 2. Moved to Information Management. New disposal authorisation number.

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
249L-14-001	1218	Workplace registers – asbestos, hazardous chemicals and hazardous substances	New disposal authorisation number.
249L-14-002	1310	Safe management of hazardous substances and dangerous goods	New disposal authorisation number.
249L-14-003	1311	Workplace health & safety management	New disposal authorisation number.
249L-14-004	1220	Health monitoring – radiation	New disposal authorisation number.
249L-14-005	1258	Rehabilitation programs	Moved to Workforce Management. Retention period has increased to 55 years after business action completed. New disposal authorisation number.
249L-14-006	1312	Workplace health & safety monitoring	New disposal authorisation number.
249L-14-007	1217	Work health & safety committees	New disposal authorisation number.
249L-14-008	1224	Safety data sheets	New disposal authorisation number.
249L-14-009	1313	Work health & safety default class	New disposal authorisation number.
249L-15-001	1314	Workforce Management permanent value record classes	New disposal authorisation number.
249L-15-002	1233	Employee service history	New disposal authorisation number.
249L-15-003	1248	Employee misconduct investigations by external bodies	New disposal authorisation number.
249L-15-004	1235	Employee medical examinations	New disposal authorisation number.
249L-15-005	1315	Employee screening	New disposal authorisation number.
249L-15-006	1240	Criminal history checks	New disposal authorisation number.

Previous class reference in QDAN249 v.7 Lite	Disposal Authorisation in GRDS Lite	Description	Details of change
249L-15-007	1316	Workforce Management default class	New disposal authorisation number.