

MAPPING: GENERAL RETENTION AND DISPOSAL SCHEDULE TO LITE

Queensland State Archives

General retention and disposal schedule reference		Lite reference
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
1013	Advisory bodies	1285
1014	High-level committees	1285
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1156	Claims – significant	1285
1264	Claims – hazardous substance conditions	1264

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1158	Claims – involving minors	1158
1159	Claims – other	1159
1016	Compliance breaches – significant	1285
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1018	Compliance exemptions	1018
1019	Compliance with legislation and/or standards	1288
1020	Compliance inspections and quality assurance	1288
1021	Corruption cases – significant	1285
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1023	Evaluations and reviews – significant	1285
1024	Evaluations and reviews – other	1288
1025	Stakeholder engagement	1288
1026	Client relationship management	1288
1027	Liaison	1288
1028	Routine meetings	1288
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
1037	Administrative/operational procedures – final	1288
1039	Projects – significant	1285
1040	Projects – other	1288

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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
1202	Surveillance footage provided to investigative and law enforcement agencies	1202
1284	Surveillance footage captured for a specific purpose	1284
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1175	Moveable assets – business/software applications	1175
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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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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
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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
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1089	Honours, awards and prizes – other	1293
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1282	Master control records – temporary value records	1301
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1140	Data administration – other	1302
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1160	Legal advice – significant	1303
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1189	Agency property management – significant	1306
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1218	Workplace registers – asbestos, hazardous chemicals and hazardous substances	1218
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1221	Health monitoring – asbestos	1221
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1254	Employee performance management programs	1316
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