



# General Retention and Disposal Schedule for Administrative Records QDAN 249 Version 7 (Lite) **(Superseded)**

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## 1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the public authority's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Includes the following community relations activities:

- managing celebrations relating to an award, prize and reward conferred by the public authority, including sponsorships
- arranging public authority ceremonies and celebrations and attending events organised by other public authorities
- arranging conferences organised by the public authority and attending conferences organised by other public authorities including speeches and presentations made at external conferences
- making and receiving donations, gifts, and bequests
- managing enquiries from clients
- arranging public authority exhibitions and participating in other exhibitions
- liaising with business, professional, associations and clubs about memberships and managing contact with registered lobbyists
- marketing and advertising the public authority through planning, publicising events and services, and arranging the design, production, storage and distribution of promotional material and producing films and videos
- managing media relations through authorising and issuing media releases
- handling public reaction received as complaints and suggestions
- reporting through conducting client surveys, and participating in external surveys.

See function 4 – Financial Management for financial transactions and contracting-out and tendering records.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the community relations function (e.g. administrative records supporting celebrations, exhibitions such as invitations, attendance and guest lists, venue bookings, publicity material, letters of appreciation or sympathy and seasonal greetings).

Reference	Description of records	Rolled-up disposal action
249L-01-001	<p>The following <i>permanent</i> value community relations records documenting:</p> <ul style="list-style-type: none"> <li>• <i>celebrations and ceremonies</i> of State historical interest, e.g. openings of major buildings</li> <li>• master set of transcripts of proceedings and reports of major <i>conferences</i> organised by the public authority</li> <li>• <i>donations, gifts, bequests</i> made by or to the public authority of long-term value, or of public or state significance</li> </ul>	Retain permanently.

Reference	Description of records	Rolled-up disposal action
	<ul style="list-style-type: none"><li>• film, video, photographs and paper based records of displays and exhibitions of major importance to the state (retain master copy and one reference copy permanently)</li><li>• public reaction (complaints and suggestions) which have a major impact on the public authority's policies and procedures</li><li>• master set of <i>media releases</i>.</li></ul> <p><i>See reference number <u>249L-01-003</u> for all other community relations records that do not fall into the permanent category, and are not covered in reference number 249L-01-002.</i></p>	
249L-01-002	Records documenting <i>liaison with registered lobbyists</i> defined under s.42 of the <i>Integrity Act 2009</i> . May include entries in contact register, meeting reports and records of telephone, email or written contact.	Retain for 10 years after last action.
249L-01-003	All records documenting the community relations function not covered in reference numbers 249L-01-001 or 249L-01-002. <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-01-003, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after last action.

## 2. COMPENSATION

The function of providing compensation to employees injured while proceeding to or from work, and visitors injured during working hours on the public authority's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the public authority's responsibility. Also includes insurance and claims for professional indemnity and public liability.

This section includes the requirements of the:

- Workers' Compensation and Rehabilitation Act 2003.

Includes the following compensation related activities:

- managing claims from employees and members of the public, work experience students, volunteers who are either minors or adults
- taking out and managing insurance policies.

See function 4 – Financial Management for financial transactions and contracting-out and tendering records.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See function 14 – Work Health And Safety for records of accidents, incidents and rehabilitation records.

See function 15 – Workforce Management for employee service history records.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the compensation function (e.g. drafts and working notes etc.).

Reference	Description of records	Rolled-up disposal action
249L-02-001	<p>Records relating to <i>worker's compensation claims</i> by employees processed by a public authority who is a <i>licensed self-insurer</i>. May include accident reports, agreements, appeal records, appointment of case manager or rehabilitation provider, assessment reports, claims, reviews, determinations, legal advice, medical reports, progress reports, witness statements.</p> <p>See reference number <a href="#">249L-02-003</a> for records submitted to the public authority responsible for implementing the statutory worker's compensation scheme (e.g. WorkCover Queensland) as part of a claim for worker's compensation..</p>	Retain for 50 years after settlement of claim.
249L-02-002	<p>Records relating to <i>compensation claims</i> from a claimant who was a <i>minor</i> at the time of the incident and <i>not an employee</i> of the public authority, including members of the public, work experience students and volunteers. Includes claims for personal injury, property damage, motor vehicle damage and other insurance claims.</p> <p>May include accident/incident reports, agreements, assessment reports, claims, correspondence with insurers, medical records, notifications, payment details, and witness statements.</p> <p>See reference number <a href="#">249L-02-003</a> for worker's compensation claims from a claimant who was an adult</p>	Retain until the claimant reaches the age of 25 years or 7 years after settlement of the claim, whichever is later.

Reference	Description of records	Rolled-up disposal action
	<i>at the time of the incident and not an employee of the public authority.</i>	
249L-02-003	All records documenting the compensation function not covered in reference numbers 249L-02-001 or 249L-02-002. <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-02-003, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after last action.

### 3. EQUIPMENT AND STORES

The function associated with the acquisition, supply, management, maintenance, repair and disposal of equipment and stores. Items of equipment include instruments, implements, tools, machines, plant, telephones, furniture and furnishing. Stores include chemicals, hardware (other than IT), homeware items, kitchen/cleaning items, medical supplies and stationery.

Includes the following equipment and store activities:

- acquiring equipment and stores involving no tendering or contracting-out process (non-financial)
- allocating equipment and stores
- disposing of items
- distributing equipment catalogues
- undertaking inventories
- leasing-out, lending and hiring equipment and stores
- organising the maintenance and storage of equipment and stores.

See function 4 – Financial Management for financial transactions, and contracting-out, tendering and stocktaking records.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See reference function 14 – Work Health And Safety for records relating to the acquisition, storage and disposal of radioactive materials and radiation equipment (including x-ray equipment) in accordance with the Radiation Safety Act 1999.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the equipment and stores function (e.g. distribution of equipment catalogues, inventories of equipment and stores).

Reference	Description of records	Rolled-up disposal action
249L-03-001	All records documenting equipment and stores function. <i>Note: For low level records that would be costly or inefficient to store for the longer period of reference number 249L-03-001, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after last action.

## 4. FINANCIAL MANAGEMENT

The function of managing the public authority's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures; financial planning; budgeting; obtaining and distributing grants; managing funds and revenue; resource allocation and accountability. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

This section includes the requirements of the:

- A New Tax System (Goods and Services Tax Administration) Act 1999 (Cwlth)
- Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cwlth)
- Corporations Act 2001 (Cwlth)
- Financial Accountability Act 2009
- Financial and Performance Management Standard 2009
- Fringe Benefits Tax Assessment Act 1986 (Cwlth)
- Government Owner Corporations Act 1993
- Income Tax Assessment Act 1939 (Cwlth)
- Local Government Act 2009
- Local Government Regulations 2012
- Payroll Tax Act 1971
- Statutory Bodies Financial Arrangements Act 1982
- Superannuation Industry (Supervision) Act 1993 (Cwlth)
- Taxation Administration Act 1953 (Cwlth).

Includes the following financial management activities of Government Owned Corporations:

- keeping records that explain the transactions, financial position and performance of the company.

Includes the following financial management activities of public authorities:

- accounting for all monies received and spent by public authorities, including:
  - keeping the principal accounting records
  - maintaining the chart of accounts
  - establishing and managing bank accounts and managing
    - accountable forms
    - the public authority's credit card facilities
    - cardholder data and sensitive authentication data
    - contingent assets and liabilities
    - debts, overpayments and material losses
    - special payments
    - taxation matters of the public authority
- receiving and providing advice
- negotiating, establishing, maintaining and reviewing financial management agreements
- allocating funds within the public authority
- managing the public authority's asset register and asset
- managing contracted-out performance of non-core business work and services
- managing corruption cases involving fraud, theft or negligence, including credit card fraud
- destroying financial information (original and reproduced) in accordance with financial legislation and standards
- managing financial transactions involving donations, gifts, benefits and other reportable items received or given by the public authority
- preparing annual and periodic financial statements
- fund management of the public authority's non-core business trust funds, loans and investments
- managing grant funding, covering grants applied for by the public authority and those administered and distributed by the authority
- preparing inventories of items, assets and accountable forms
- financial planning at an operational, business, regional and unit level
- developing internal financial policies and commenting on government-wide policies

- management processes
- managing financial internal and external audits and the internal audit program/plan and register of audit findings
- delegating financial powers and authorising permissions to public authority employees and managing statutory bodies financial approvals
- budgeting
- managing operational or administrative finance committees (e.g. risk management committees; internal audit committees)
- managing compliance requirements (e.g. financial registration and exemptions from Financial and Performance Management Standard 2009 and the Anti-Money Laundering and Counter Terrorism Financing Act 2006)
- developing financial procedures
- financial statutory and other reporting
- reviewing financial performance
- financial risk management
- stocktaking of equipment and stores
- establishing and managing superannuation funds; Trustee appointments, agreements and meetings; auditing funds, handling enquiries and managing fund membership
- managing the tendering process
- managing user charging for goods and services.

See function 8 – Information Management for records relating to the disposal of public records in accordance with the Public Records Act 2002, and for financial registers considered a master control record.

See function 9 – Legal Services for records supporting legal advice and litigation activities relating to any contractual arrangements.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See function 15 – Workforce Management for delegations (including financial) issued by a Minister, described in The Queensland Ministerial Handbook – Governing Queensland, to a Chief Executive Officer (or equivalent) or to a statutory office holder.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the financial management function (e.g. drafts, working notes and calculations).

See the other common administrative functions in this schedule for non-financial records relating to acquisition activities.

See the public authority's core business or sector schedule for contracts relating to services provided by the public authority to another authority as part of its core business functions.

Reference	Description of records	Rolled-up disposal action
249L-04-001	Records relating to <i>permanent value corruption cases</i> involving financial misappropriation, fraud, theft or negligence that have: <ul style="list-style-type: none"> <li>• <i>significant public interest</i></li> <li>• identify <i>significant systemic issues</i> resulting in major policy and/or procedural changes</li> <li>• proceed to a <i>Royal Commission or Parliamentary Inquiry</i></li> <li>• result in <i>changes to legislation or implementation of new corruption prevention systems</i></li> </ul>	Retain permanently.



Reference	Description of records	Rolled-up disposal action
	<ul style="list-style-type: none"> <li>• result in the <i>dismissal of an employee</i>.</li> </ul> May include investigation records, records of liaison with external agencies and reports. <i>See reference number <a href="#">249L-04-006</a> for all financial management records that do not fall into the permanent category, and are not covered in reference numbers 249L-04-002 to 249L-04-005.</i>	
249L-04-002	The following records relating to <i>contracting-out</i> : <ul style="list-style-type: none"> <li>• <i>approved contracts under seal</i> (speciality contracts) and supporting management documentation</li> <li>• entries in the <i>register of contracts</i>.</li> </ul> For approved contracts, may include agreements, contract performance, contract variations, contracts, guarantees and undertakings, related correspondence and terms and conditions. <i>See reference number <a href="#">249L-04-006</a> for records relating to the procurement/tendering process and the management of approved contracts, other than contracts under seal.</i>	Retain for 12 years after the expiry or termination of the contract.
249L-04-003	The following records relating to <i>superannuation fund</i> management: <ul style="list-style-type: none"> <li>• <i>minutes</i> of meetings of <i>Superannuation fund trustees</i></li> <li>• <i>records of appointments or changes to trustees</i></li> <li>• <i>member or beneficiary statements/reports</i>.</li> </ul> <i>For all other records relating superannuation fund management, see reference number <a href="#">249L-04-006</a>.</i>	Retain for 10 years after last action.
249L-04-004	Records containing <i>cardholder data</i> captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment card, including but not limited to - Primary Account Number (PAN); cardholder name; expiry date; and service code. Management of these records should be in accordance with the Payment Card Industry – Data Security Standard (PCI-DSS). <i>See reference number <a href="#">249L-04-006</a> for records relating to the use of public authority credit card facilities, including special purpose facilities e.g. fuel cards, rewards and purchase cards.</i>	Retain for 3 months after last business, legal and/or regulatory action.
249L-04-005	Records containing <i>sensitive authentication data</i> captured as part of an electronic financial transaction including but not limited to - card verification value (CAV2, CID, CVC2 or CVV2); full magnetic stripe data; and Personal Identification Number (PIN)/PIN Block. Management of these records should be in accordance with the Payment Card Industry – Data Security Standard (PCI-DSS).	Destroy after transaction completed.

Reference	Description of records	Rolled-up disposal action
	<i>See reference number 249L-04-006 for records relating to the use of public authority credit card facilities, including special purpose facilities e.g. fuel cards, rewards and purchase cards.</i>	
249L-04-006	All records documenting the financial management function not covered in reference numbers 249L-04-001 to 249L-04-005. Includes the financial records of Government Owned Corporations. <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-04-006, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after: last action (non-financial records) OR the financial year to which the records relate (financial records).

## 5. FLEET MANAGEMENT

*The function relating to the acquisition, supply, use, maintenance and disposal of vehicles.*

*Includes the following fleet management activities:*

- *managing public authority vehicle accidents*
- *acquiring vehicles by purchase or lease (non-financial)*
- *managing allowances for driving vehicles and private use and home garaging (non-financial)*
- *managing arrangements for booking and using vehicles*
- *disposing of vehicles including through destruction, sale and replacement*
- *managing traffic infringements by public authority employees*
- *maintaining and servicing vehicles including managing registration.*

*See function 2 – Compensation for records of accidents and incidents involving compensation claims.*

*See function 4 – Financial Management for financial transactions and activities, including managing the Fringe Benefit Tax, and contracting- out and tendering.*

*See function 12 – Strategic Management for records of strategically focused administrative activities.*

*See function 14 – Work Health and Safety for records of notifiable and non-notifiable accidents.*

*See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the fleet management function (e.g. vehicle booking forms, drafts, working notes and calculations).*

Reference	Description of records	Rolled-up disposal action
249L-05-001	<p>All records documenting the fleet management function.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period of reference number 249L-05-001, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 7 years after last action.

## 6. GOVERNMENT RELATIONS

The function of administering the formal relationship between the public authority and those processes of government not covered by other general administrative function. Includes the public authority's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationship with other Local, State, Commonwealth or overseas governments.

Includes the following government relations activities:

- receiving advice on general administrative matters and providing advice on legislation formulated by other public authorities
- establishing and managing agreements with other government entities relating to the performance of the public authority's functions
- contributing to inquiries directly and not directly related to the public authority's functions or business, and public interest disclosures and Judicial Reviews
- managing joint ventures with the Commonwealth, other states and other entities
- supporting the passage of legislation e.g. providing notes for Ministers' second reading speeches and the explanatory memoranda
- reporting including responding to Parliamentary questions, reporting on core business and administrative activities, surveys and making external submissions
- making submissions i.e. ministerial briefings, Cabinet submissions, and receiving copies of Executive Council minutes once a matter has been approved
- arranging visits by dignitaries to public authority events.

Note: This schedule does not cover approved minutes of the Executive Council which are to be retained in accordance with the Department of Premier and Cabinet Retention and Disposal Schedule.

See the Queensland Cabinet Handbook for guidance on the management, maintenance and disposal of Cabinet records as described by the handbook (e.g. Cabinet Submissions).

See function 8 – Information Management for records provided in response to a discovery order or subpoena used in an inquiry.

See function 11 – Publication for records relating to the production and publication of Annual Reports.

See function 12 - Strategic Management for records of strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the government relations function (e.g. copies of records provided as part of a submission, drafts and working notes etc.).

Reference	Description of records	Rolled-up disposal action
249L-06-001	<p>The following <i>permanent</i> value records documenting:</p> <ul style="list-style-type: none"> <li>• <i>inquiries</i> directly relating to the public authority's functions. May include legal advice, index to records submitted, responses to final reports, statements, submissions</li> <li>• <i>proven public interest disclosures</i> made under the <i>Public Interest Disclosure Act 2010</i></li> <li>• <i>joint ventures</i> of major state significance e.g. with the Commonwealth and other States. Includes final</li> </ul>	Retain permanently.

Reference	Description of records	Rolled-up disposal action
	<p>agreement, objectives, summary/final reports and evaluations</p> <ul style="list-style-type: none"> <li>• support for the passage of <i>legislation</i> covering working papers for Minister's second reading speech, explanatory memorandum etc.</li> <li>• <i>major reports</i> by the public authority about its core business</li> <li>• <i>submissions of major significance</i> to external entities</li> <li>• <i>significant ministerial briefings</i> on issues that generated substantial public interest and debate, set government policy directions or made changes to the public authority or whole-of-government policy and procedures. May include background research, consultation records, drafts and final versions, ministerial speech notes, responses to ministerial enquiries</li> <li>• development and drafting of <i>cabinet submissions</i>. May include approval drafts and final submissions, supporting research, comments from other Queensland Government bodies.</li> </ul> <p>See reference number <a href="#">249L-12-001</a> for proposals for new public authority legislation and amendments to existing legislation.</p> <p>See the <a href="#">Commission of Inquiry Retention and Disposal Schedule (QDAN676v2)</a> for records created or received by a Commission of Inquiry.</p> <p>See reference number <a href="#">249L-06-003</a> for all other government relations records that do not fall into the permanent category, and are not covered in reference number 249L-06-002.</p>	
249L-06-002	<p>Records relating to <i>Judicial Review</i> which includes legal advice.</p> <p>See reference number <a href="#">249L-06-003</a> for other records relating <i>Judicial Review</i>, where there is no legal advice.</p>	Retain for 10 years after last action.
249L-06-003	<p>All records documenting the government relations function not covered in reference numbers 249L-06-001 or 249L-06-002.</p> <p>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-06-003, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</p>	Retain for 7 years after last action.

## 7. INDUSTRIAL RELATIONS

The function of establishing formal relations with the public authority's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the public authority or by an external arbiter and reports of industrial relations within the public authority.

This section includes the requirements of, but is not limited to, the:

- Child Employment Act 2006
- Fair Work Act 2009
- Fair Work Regulations 2009
- Industrial Relations Act 1999.

Includes the following industrial relations activities:

- managing appeals to an external industrial relations arbitration body e.g. Industrial Relations Commission or the Industrial Court of Queensland
- managing claims for pay and working conditions
- resolving industrial relations disputes
- handling industrial relations infringements or breaches
- managing meetings with unions and employee representative groups
- negotiating, maintaining and reviewing industrial workplace agreements and awards, includes enterprise bargaining activities.

See function 9 – Legal Services for legal advice provided to support industrial relations activities.

See function 12 - Strategic Management for records of strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the industrial relations function (e.g. drafts and working notes etc.).

Reference	Description of records	Rolled-up disposal action
249L-07-001	<p>Permanent value records documenting the following <i>significant</i> activities where the <i>public authority</i> is a <i>key party</i> to the negotiations or resolution of a significant dispute that <i>impacts to a large extent on the provision of services; impacts on a particular sector or whole-of-government; sets a precedent; and/or results in innovative or significant changes to working conditions</i>:</p> <ul style="list-style-type: none"> <li>• <i>appeals made to an external industrial relations arbitration body</i>. May include decisions, notices, orders, submissions</li> <li>• <i>industrial disputes</i>. May include notifications to the Minister, records of liaison/communications between parties, refusals to attend or perform work and reports</li> <li>• <i>workplace relations agreements and awards</i>. May include records of consultation, draft versions of awards/agreements, final approved versions of awards/agreements.</li> </ul> <p>See reference number <u>249L-07-003</u> for all other industrial relation records that do not fall into the permanent category, and are not covered in reference number 249L-07-002.</p>	Retain permanently.

Reference	Description of records	Rolled-up disposal action
249L-07-002	<p>Records relating to the development and negotiation of <i>industrial and workplace agreements and awards</i> that <i>do not generate substantial public interest and debate or set a precedent</i>. May include minutes of meetings, draft awards or agreements and final versions.</p> <p><i>See reference number <a href="#">249L-07-001</a> for records relating to workplace agreements and awards that are determined to be significant.</i></p>	Retain for 10 years after expiry of agreements or award.
249L-07-003	<p>All records documenting the industrial relations function not covered in reference numbers 249L-07-001 or 249L-07-002.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-07-003, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 7 years after last action.

## 8. INFORMATION MANAGEMENT

The function of providing services based on information and information products. Includes library and records management services.

Includes the following information management activities:

- complying with regulatory requirements for responding to access requests and internal and external reviews under the Right to Information Act 2009 or Freedom of Information
- carrying out conservation activities to preserve public authority records
- creating and maintaining mechanisms to control information sources e.g. managing library services and record and mail services including the creation of control records such as indexes and registers
- disposing of information sources e.g. destruction of records, transfer of archives to archival storage, compiling disposal schedules
- managing donations of library or manuscript material
- managing record inspections e.g. by a monitoring authority such as the Queensland State Archives, and managing discovery orders and subpoenas
- managing intellectual property in published and unpublished material where Crown copyright is held by the public authority or by other individuals/ organisations, includes establishing ownership, handling reproduction permissions, managing infringements and agreements and obtaining legal advice
- compiling inventories of legal documents e.g. contract documents, deeds, certificates of title, and contractor's security bonds
- developing the public authorities records management policies and procedures and commenting on public authority or Queensland State Archives proposals
- managing the application of the privacy principles, includes planning for implementation of privacy controls, investigating privacy breaches and managing confidentiality agreements
- reporting through gathering statistical data and consolidating workload statistics
- managing security arrangements to protect sensitive records and provide physical security for vital records.

See function 4 – Financial Management for financial transactions and contracting-out and tendering records.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See function 13 – Technology and Telecommunications for records relating to the implementation of privacy controls into information and communications technology and systems.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the information management function (e.g. routine recordkeeping operation records such as file census sheets; file movement cards not showing the ultimate disposal of files; transit, location and requisition advice; reference or duplicate control records; reports generated from master control records; workflow tracking systems; registered certificate or hand-delivered mail documentation; postage stamp, franking machine, postage meter registers or remittances; file withdrawals and returns; metadata maintenance logs).

Reference	Description of records	Rolled-up disposal action
249L-08-001	The following <i>permanent</i> value records: <ul style="list-style-type: none"> <li>• <i>master control records</i> (both electronic and hard copy) used as the primary method of control e.g. file registers, indexes, correspondence registers</li> </ul>	Retain permanently.



Reference	Description of records	Rolled-up disposal action
	<ul style="list-style-type: none"> <li>• <i>transfer and access documentation</i> for records transferred to the Queensland State Archives or another public authority following a change in administrative arrangements</li> <li>• <i>master set of records relating to disposal matters</i> e.g. disposal authorities issued by the Queensland State Archives; details of record destructions, and notifications of destruction issued by the Archives for the early disposal of original paper records which have been digitised;</li> <li>• legal opinions regarding major <i>copyright issues</i></li> <li>• records of individual <i>privacy cases</i> that are contentious or of a precedent-setting nature.</li> </ul> <p>See reference number <a href="#">249L-04-006</a> for the destruction of financial information in accordance with legislative requirements.</p> <p>See reference number <a href="#">249L-08-005</a> for all other information management records that do not fall into the permanent category, and are not covered in reference numbers 249L-08-002 to 249L-08-004.</p>	
249L-08-002	Records relating to <i>ownership by the public authority of Crown copyright</i> .	Retain permanently by the public authority.
249L-08-003	<p><i>Original documents</i> subject to an application for access under <i>Right to Information or Freedom of Information legislation</i>.</p> <p><i>Note: This refers to the original documents which may be subject to disposal under a class in the GRDS v7 or in another schedule approved by the State archivist. Copies of documents provided to applicants should be maintained with the application file.</i></p> <p>See reference number <a href="#">249L-08-005</a> for all requests received under the <i>Right to Information or Freedom of Information legislation</i>.</p>	<p>Retain disclosed documents for 5 years after RTI/FOI review processes have been finalised.</p> <p>AND</p> <p>The expiry of the minimum retention period in an approved retention and disposal schedule.</p> <p>These sentences are to run concurrently.</p>
249L-08-004	Records documenting <i>specialised preservation treatment</i> undertaken on permanent records e.g. for specific formats such as photographs.	Retain until records are transferred to QSA then offer to Preservation Services, QSA, for ongoing reference.
249L-08-005	All records documenting the information management function not covered in reference numbers 249L-08-001 to 249L-08-004.	Retain for 7 years after last action.

Reference	Description of records	Rolled-up disposal action
	<i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-08-005, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	

## 9. LEGAL SERVICES

The function of providing legal services to the public authority regarding administrative matters. Includes the interpretation and provision of advice to the public authority regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including Crown Law.

*Includes the following legal services activities:*

- *obtaining legal advice*
- *managing litigation activities.*

*See function 4 – Financial Management for financial transactions, and contracting-out and tendering records.*

*See function 8 – Information Management for records relating to subpoenas, discovery orders and records that are the subject of a Right to Information request or privacy complaint and for legal advice on copyright.*

*See function 12 – Strategic Management for records of strategically focused administrative activities.*

*See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the legal services function (e.g. drafts and working notes).*

Reference	Description of records	Rolled-up disposal action
249L-09-001	<p>The following <i>permanent</i> value legal services records documenting:</p> <ul style="list-style-type: none"> <li>• <i>Crown Law and legal advice from inside and outside the public authority relating to interpretation of legislation administered by the public authority; proposals for new or amended legislation; major issues of public interest; set precedents, or matters which have a major impact on the public authority policies and procedures</i></li> <li>• <i>litigation relating to major issues of public interest, controversial, precedent setting or have a major impact on policies and procedures.</i></li> </ul> <p><i>See reference number <u>249L-09-002</u> for all other legal services records that do not fall into the permanent category.</i></p>	Retain permanently.
249L-09-002	<p>All records documenting the legal services function not covered in reference number 249L-09-001. Records that are or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceedings, must be retained for longer.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-09-002, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 10 years after last action.

## 10. PROPERTY MANAGEMENT

The function of managing land and working, storage or living spaces within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings, land allotments owned, rented or leased by the public authority and infrastructure development.

Includes the following property management activities:

- acquiring capital assets including buildings and structures required for administrative purposes (non-financial)
- managing conservation activities involved in the preservation, protection, maintenance, restoration and enhancement of buildings and land
- managing the construction of structures and buildings
- disposing of buildings and structures by sale, transfer or demolition
- leasing of premises and land
- leasing-out premises or real estate by the public authority i.e. authority is the lessor
- maintaining premises carrying out upkeep, repair, servicing and modifications, including acquisition, storage, removal and disposal of hazardous substances (asbestos, lead and radiation) and hazardous waste (chemicals and pesticides)
- property management planning, e.g. acquisition and maintenance planning, physical asset planning, and includes organising the use of building space; arranging personnel residential housing and receiving requests for the temporary use of public authority premises
- managing property security covering arranging fire safety and emergency services including fire warden training, maintenance and renovations for fire prevention, arranging access, developing procedures and instructions for physical security and investigating and reporting on security breaches.

See function 4 – Financial Management for all financial records relating to the procurement (including purchase and leasing, tendering and contacting), maintenance and disposal of property.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See function 14 – Work Health and Safety for the management of hazardous substances and dangerous goods in the workplace.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the property management function (e.g. property controls such as safe combination registers, key allocation registers, surveillance tapes not required for investigation).

Reference	Description of records	Rolled-up disposal action
249L-10-001	<p>The following permanent value records relating to <i>buildings and structures of historical significance</i> listed on the <i>Heritage Register</i> under the <i>Queensland Heritage Act 1992</i>, listed on the <i>National Trust</i> list; listed with the <i>Australian Heritage Commission</i> or have been <i>subject to controversy</i> or received <i>architectural or design awards</i>:</p> <ul style="list-style-type: none"> <li>• non-financial <i>acquisition</i> records</li> <li>• records relating to <i>conservation</i> activities on places and structures</li> <li>• records relating to <i>construction</i> activities (including submissions, programs, tenders and contracts)</li> <li>• records relating to <i>disposal</i> through sale, transfer or demolition;</li> </ul>	Retain permanently.

Reference	Description of records	Rolled-up disposal action
	<p>and <i>other permanent</i> value property management records documenting:</p> <ul style="list-style-type: none"> <li>• <i>environmental impact statements</i></li> <li>• <i>conservation of sites</i> of Aboriginal and Torres Strait Islander significance</li> <li>• <i>air, land and water pollution</i> including trade waste and reports on pollution.</li> </ul> <p>See reference number <a href="#">249L-10-007</a> for all other property management records that do not fall into the permanent category, and are not covered in reference numbers 249L-10-002 to 249L-10-006.</p>	
249L-10-002	<i>Deeds and Certificates of Title</i> relating to public authority-owned land and buildings.	Retain in public authority until property is sold, when documents should be transferred to new owner.
249L-10-003	Records relating to the acquisition, storage, removal and disposal of <i>hazardous substances</i> (including asbestos, lead and radioactive material) from buildings or structures.	Retain for 100 years after last action.
249L-10-004	Records relating to the removal, storage and disposal of <i>hazardous waste</i> (e.g. chemicals from laboratories and pesticides, but excludes asbestos and radioactive material).	Retain 30 years after removal of hazardous waste.
249L-10-005	<p><i>Surveillance video tapes</i> used for monitoring security of premises <i>not required for investigations</i>.</p> <p><i>Note: the Transitory Records and Short Term Retention and Disposal Schedule can also be used for this class.</i></p>	Retain until tape has been reviewed and verified by public authority that it has no further administrative use.
249L-10-006	<i>Surveillance video tapes</i> used for monitoring security of premises which are <i>required for investigations</i> .	Retain for 1 year after finalisation of investigative processes or court proceedings and any appeals processes.
249L-10-007	<p>All records documenting the property management function not covered in reference numbers 249L-10-001 to 249L-10-006.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-10-007, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 7 years after last action.

## 11. PUBLICATION

The function of drafting, production, marketing and supply of public authority publications. Includes external publications and leaflets which aim to promote services and public image and internal publications which are not produced for public relations reasons. Also includes multi-media publications, CD ROMs, DVDs and online information services.

Includes the following publication activities:

- developing and administering a corporate style detailed in style manuals, distributing publications, and drafting
- managing the publication production process, including arranging for art works, design and printing of the public authority's publication, contributing articles to journals and internal publications about the authority and managing master copies.

See function 4 – Financial Management for financial transactions and contracting-out and tendering activities.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the publication function (e.g. background research gathered when preparing a publication, copies of public authority's external and internal publications).

Reference	Description of records	Rolled-up disposal action
249L-11-001	Publications and material published by the public authority required for Legal Deposit. Includes Annual Reports, newsletters, pamphlets, magazines, journals, maps, plans, charts and also material such as audio tapes, video recordings, films, disks, microfilms or microfiche. <i>See reference number 249L-11-003 for all other publication records that do not fall into the permanent category, and are not covered in reference number 249L-11-002.</i>	One copy to be deposited with the State Library of Queensland and the Parliamentary Library in accordance with the <i>Libraries Act 1988</i> , and one copy deposited with the National Library of Australia in accordance with the <i>Copyright Act 1968 (Cwlth)</i> .
249L-11-002	Significant articles contributing to external journals, magazines, newspapers etc., about the public authority or its functions.	Retain for 10 years after last action.
249L-11-003	All records documenting the publication function not covered in reference numbers 249L-11-001 and 249L-11-002. <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-11-003, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after last action.

## 12. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the public authority. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, work plans, corporate plans and other long-term strategies. Also includes the development of the corporate mission, objectives, continuous improvements processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the public authority.

Includes the following strategic management activities:

- quality and external performance auditing (non-financial)
- managing internal committees/management groups, the public authority's involvement in external committees, and the management of advisory boards and committees
- managing compliance activities associated with the development of public authority codes of conduct
- disaster recovery planning
- evaluating programs
- implementing government-wide policies and practices and procedures based on standards
- developing proposals for new public authority legislation (Acts, Regulations and Ordinances) and amending existing legislation
- restructuring, managing establishments (forward staffing estimates, managing staffing levels, organisation charts) and setting up and developing a new public authority, including transfer agreements
- planning at the strategic, operational and business development levels
- developing policies for core functions and non-functional or administration activities
- developing procedures to support quality procedures in the Australian Standards 9000 series and to support core functional operations
- reviewing public authority functions and activities
- managing risks
- developing whole-of-government, administrative and internal administrative standards.

See function 4 – Financial Management for financial audits and financial risk management.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the strategic management function (e.g. committee meeting arrangements, and drafts and working notes).

Reference	Description of records	Rolled-up disposal action
249L-12-001	<p>The following <i>permanent</i> value strategic management records documenting:</p> <ul style="list-style-type: none"> <li>• <i>major internal committees/management groups</i> that determine and manage strategic and core functional policy and implement major public authority programs. Includes agenda, minutes, related papers</li> <li>• <i>major external or inter-public authority committees/management groups</i> which the public authority provides Secretariat support, and to which it has significant input. Includes agenda, minutes, related papers</li> <li>• proposals for <i>new public authority legislation</i> (Acts, Regulations, Ordinances) and amendments to existing legislation. Includes consultation records, explanatory notes, drafts documenting significant amendments, submission</li> </ul>	Retain permanently.

Reference	Description of records	Rolled-up disposal action
	<ul style="list-style-type: none"> <li>• <i>significant reviews and restructures affecting major functional sections or the whole of the public authority (e.g. amalgamations or transfers to another authority)</i></li> <li>• <i>formulation of core authority functional policies, and whole-of-government policies formulated by the public authority, including master set of instructions or circulars for core functions</i></li> <li>• <i>major reviews of functions and activities resulting in changes to policies and procedures</i></li> <li>• <i>whole-of-government standards development issued by the public authority</i></li> <li>• <i>transfer agreements for the transfer of responsibilities and assets (e.g. premises, information, records etc.) following restructure</i></li> <li>• <i>final versions of public authority wide strategic and corporate plans.</i></li> </ul> <p><i>See reference number <a href="#">249L-15-007</a> for records relating to position/role creation and evaluation of restructures.</i></p> <p><i>See reference number <a href="#">249L-12-004</a> for all other strategic relation records that do not fall into the permanent category and are not covered by reference numbers 249L-12-002 and 249L-12-003.</i></p>	
249L-12-002	Records of <i>external advisory boards/ advisory committees</i> that have a direct impact on the public authority's operations.	Retain for 25 years after last action.
249L-12-003	Records related to the development of <i>internal standards, guidelines and advisory products</i> for core functional activities.	Retain for 20 years after last action.
249L-12-004	All records documenting the strategic management function not covered in reference numbers 249L-12-001 to 249L-12-003.  <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-12-004, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 10 years after last action.



### 13. TECHNOLOGY AND TELECOMMUNICATIONS

Records relating to the acquisition or development, implementation, maintenance, use and disposal of information and communications technology and systems.

Includes the following technology and telecommunication activities:

- acquiring information and communications technology and systems (non-financial)
- application development covering developing (including testing), modifying, maintaining (e.g. data logging with and without legal significance) and migrating data
- evaluating information and communications technology and systems
- installing and disposing of information and communications technology and systems, both public authority wide and individual deployments
- maintaining and repairing information and communications technology and systems
- supporting the effective operations of information and communications technology hardware and software, including user access arrangements and monitoring user breaches
- information and communications technology systems strategic planning
- implementing privacy controls in information and communication technology and systems
- managing security of information and communication technology and systems, including managing security breaches.

See function 4 – Financial Management for all financial records relating to the procurement (including purchase and leasing, tendering and contacting), maintenance and disposal of technology and communication systems.

See function 12 – Strategic Management for records of strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the technology and telecommunications function (e.g. computer support documentation such as public authority wide data dictionaries, SQL statements, error or control reports, system reports, superseded computer logs, test data etc.).

Reference	Description of records	Rolled-up disposal action
249L-13-001	All records documenting the technology and telecommunications function. <i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-13-001, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i>	Retain for 7 years after last action.

## 14. WORK HEALTH AND SAFETY

The function of implementing and coordinating work health and safety legislation internally throughout the public authority. Includes the development and implementation of safety policies and the monitoring of safe work practices, procedures and preventive measures.

This section includes the requirements of the:

- Radiation Safety Act 1999
- Safety in Recreational Water Activities Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011.

Includes the following work health and safety activities:

- dealing with notifiable and non-notifiable accidents and incidents
- auditing health and safety management systems or processes
- managing work health and safety committees
- complying with standards and legislative requirements e.g. monitoring airborne contaminant levels; managing \*hazardous substances and dangerous goods in the workplace; monitoring individuals involved in using, handling, generating and storing hazardous substances and dangerous goods; keeping safety data sheets, and managing breaches
- promoting health and safety programs which encourage a healthy and safe work environment and safe work practices
- carrying out inspections to identify and monitor work health and safety risks or hazards
- developing policies e.g. hazardous substances and dangerous goods policies and work health and safety policies
- managing employee rehabilitation programs
- managing work health and safety risks.

\*Note: Hazardous substances may include but are not limited to chemicals, asbestos, lead and radioactive material.

See function 10 – Property Management for the acquisition, storage, removal and disposal of hazardous substances (including asbestos, lead and radioactive material) and the removal, storage and disposal of hazardous wastes from buildings and structures.

See function 12 – Strategic Management for strategically focused administrative activities.

See Transitory Records and Short Term Retention and Disposal Schedule for routine administrative records relating to the work health and safety function (e.g. drafts and working notes etc.).

Reference	Description of records	Rolled-up disposal action
249L-14-001	<p>Permanent value hazardous substances* registers that document the use, presence, handling or storage by the public authority. May include but are not limited to:</p> <ul style="list-style-type: none"> <li>• asbestos registers including (presence and removal details)</li> <li>• hazardous chemicals register</li> <li>• exposure of employees and contractors to hazardous substances register.</li> </ul> <p>See reference number <u>249L-14-009</u> for all other work health and safety records that do not fall into the permanent category, and are not covered by 249L-14-002 to 249L-14-008.</p>	Retain permanently by the public authority.

Reference	Description of records	Rolled-up disposal action
249L-14-002	<p>The following records supporting the safe management of <i>hazardous substances* and dangerous goods</i>:</p> <ul style="list-style-type: none"> <li>records documenting the development of hazardous substances <i>policies</i> covering their use, presence, handling, monitoring and storage. May include final polices, policy proposals, research papers, supporting reports, major drafts</li> <li>records relating to the <i>management</i> of hazardous substances* in the workplace. May include the following activities - acquisition, storage and disposal of radioactive materials and radiation equipment (including x-ray equipment) in accordance with the <i>Radiation Safety Act 1999</i>; exposure of individual employees to hazardous substances; monitoring of quality and safety procedures against approved plans; neutralisation and removal of hazardous substances from workplaces; registration or licensing requirements. May include reports, licence applications and renewals and radiation safety, security, transport and emergency management plans.</li> </ul> <p>See reference number <a href="#">249L-14-004</a> for monitoring of an employee's exposure to radiation.</p>	Retain for 100 years after last action.
249L-14-003	<p>The following records documenting <i>work health and safety management policies, high risk assessments and notifiable occurrences</i>:</p> <ul style="list-style-type: none"> <li>records documenting the development of work health and safety <i>policies</i> includes final polices, policy proposals, research papers, supporting reports, major drafts</li> <li><i>risk assessments</i> of work health and safety hazards where the risk is <i>high</i> to employees and where health surveillance and/or monitoring of employees is necessary</li> <li>records relating to <i>notifiable accidents, incidents and complaints</i> including death, serious injury or serious illness of a person, or one that involves a dangerous incident. Includes notifications required under legislation e.g. <i>Work Health and Safety Act 2011</i> and the <i>Safety in Recreational Water Activities Act 2011</i>. May include incident, inspection and medical/first aid treatment records, and investigation reports</li> <li><i>registers of accidents, incidents and complaints</i>.</li> </ul> <p>See reference number <a href="#">249L-14-006</a> for low risk assessments and <a href="#">249L-14-009</a> where risk assessments show no risk to employees.</p> <p>See reference number <a href="#">249L-14-009</a> for non-notifiable accident, incidents and complaints; routine inspections i.e. not related to hazardous substances or a notifiable incident, and breaches of work health and safety compliance requirement.</p>	Retain for 80 years after last action.

Reference	Description of records	Rolled-up disposal action
249L-14-004	Records relating to the <i>personal monitoring of an employee's exposure to radiation</i> in accordance with the <i>Radiation Safety Act 1999</i> . May include results from personal radiation monitoring devices; assessments; and information required to be collected and retained under legislation.	Retain for 75 years from date of birth or 30 years after last assessment, whatever is later.
249L-14-005	Records relating to <i>rehabilitation of employees</i> following injury and illness. May include correspondence or reports from medical and allied health professionals and with superannuation or workers compensation agencies; medical certificates and return to work agreements and plans.	Retain 50 years after last action.
249L-14-006	<p>The following records documenting <i>work health and safety hazards low risk assessments and monitoring practices</i>:</p> <ul style="list-style-type: none"> <li>• <i>risk assessments</i> of work health and safety hazards where the assessment is <i>low</i> and where health surveillance and/or monitoring of employees is necessary and records relating to the following <i>monitoring activities</i>:</li> <li>• <i>monitoring of airborne contaminant levels</i>, including but not limited to statistics and reports</li> <li>• <i>ongoing health monitoring of individuals engaged in the use, handling, generation or storage of hazardous chemicals</i> in accordance with the <i>Work Health and Safety Regulations 2011</i>.</li> </ul> <p>See reference number <a href="#">249L-14-003</a> for records of work health and safety hazards policies, high risk assessments and accident/ incidents and complaint management and reference number <a href="#">249L-14-009</a> for risk assessments where the outcome is that there is no risk to employees.</p>	Retain 30 years after last action.
249L-14-007	Records of <i>work health and safety committees</i> . May include agendas, minutes, recommendations and resolutions, committee establishment records, briefing and discussion papers.	Retain 10 years after last action.
249L-14-008	<i>Safety data sheets</i> (SDS) prepared by the manufacturers or importers of hazardous chemicals. Previously known as Material Safety Data Sheets (MSDS).	Retain until data sheets are superseded or until hazardous chemical is disposed of.
249L-14-009	<p>All records documenting the work health and safety function not covered in reference numbers 249L-14-001 to 249L-14-008.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number 249L-14-009, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 7 years after last action.

## 15. WORKFORCE MANAGEMENT

The function of hiring and developing employees so that they become more valuable to the public authority. An employee is someone directly employed by the public authority including permanent, temporary, casual and part-time employees and people working under scholarships, traineeships and apprenticeships. Includes appeals, overtime, salaries, superannuation, working hours, training and employee travel.

This section includes the requirements of, but is not limited to, the:

- Code of Conduct for the Queensland Public Service
- Fair Work Act 2009 (Cwlth)
- Industrial Relations Act 1999
- Public Interest Disclosure Act 2010
- Public Service Act 2008
- Public Sector Ethics Act 1994
- Public Service Regulations 2008.

Includes the following workforce management activities:

- authorising and delegating powers
- providing internal and external employee counselling and assistance services, programs and professional coaching
- managing employee complaints (also referred to as grievances) handled internally, referred to an external body or for external review
- managing employment histories (summaries and consolidations) of employees, contractors, volunteers and work placement personnel; organising medical examinations, reimbursement of relocation expenses and managing routine workforce activities, and personnel work diaries
- employment screening includes organising criminal history checks and employment screening assessments e.g. security screening and background checks, suitability for working with children
- evaluating the creation, variation, abolition, transfer, and review of positions, roles and duties against existing or planning organisational structures
- administering leave requests and approvals and documenting attendance
- handling investigations of misconduct by external bodies or internal investigations
- managing the payment of employee wages and salaries (non-financial activities)
- developing employee performance management programs, including reward and recognition schemes, and assessing and evaluating an employee's work performance including annual assessment and performance improvement and conferring individual awards, honours and prizes for achievements or service
- recruiting and selecting employees
- reporting on workforce management activities and personnel matters
- managing employee separations, including by resignation, retirement, redeployment, redundancy, termination, dismissal and retrenchment
- managing employee suggestions (e.g. through surveys)
- managing training activities, including handling administrative arrangements for training organised by the public authority or attended by employees, and the development and delivery of training by a public authority who is not a Registered Training Organisation
- managing employee interstate and overseas travel
- workforce and succession planning

See function 4 – Financial Management for financial transactions supporting workforce management activities (e.g. payment for relocation expenses, travel and for wage and salary payments).

See function 12 – Strategic Management for records relating to reviews and restructures of public authorities and records of strategically focused administrative activities.

See *Transitory Records and Short Term Retention and Disposal Schedule* for routine administrative records relating to the workforce management function (e.g. travel arrangements – itineraries, passports, visas, determination of allowances; appointment diaries not required as evidence of attendance and duty rosters).

Reference	Description of records	Rolled-up disposal action
249L-15-001	<p>The following <i>permanent</i> value workforce management records:</p> <ul style="list-style-type: none"> <li>• <i>delegations</i> (including financial) issued by a Minister, described in The Queensland Ministerial Handbook – Governing Queensland, to a Chief Executive Officer (or equivalent) or to a statutory office holder. Including, but not limited to, authorisations, delegation conditions, delegations register, instrument of delegations</li> <li>• <i>employment history summaries</i> of all employees including but not limited to date of birth, education and qualifications, appointment and separation dates, employment/service position and dates, superannuation contributions. Includes records in business systems, or in paper e.g. index cards, registers, summary sheets</li> <li>• <i>work diaries of Chief Executive Officers</i> documenting information about significant issues e.g. decision and actions, not recorded elsewhere. Includes electronic diaries/calendars e.g. Microsoft Outlook. Excludes private appointments not related to official duties.</li> </ul> <p>See reference number <a href="#">249L-15-002</a> for consolidated employee service histories (personnel file).            See reference number <a href="#">249L-15-007</a> for non-financial delegations issued to staff other than CEO or a statutory office holder. See reference number <a href="#">249L-04-006</a> for financial delegations to other staff.            See reference number <a href="#">249L-15-007</a> for work diaries of staff other than Chief Executive Officers and all other workforce management records not covered in reference numbers 249L-15-001 to 249L-15-006.</p>	Retain permanently.
249L-15-002	<p>The following <i>employee</i> records:</p> <ul style="list-style-type: none"> <li>• <i>Consolidated employee service histories</i> (historically have been held on a personnel/personal file). Included but not limited to records documenting employee's appointment, cessation, contracts, employment history, medical reports, outcomes of disciplinary matters, pecuniary interests/ declarations of interest, records of training in hazardous substances, successful job applications and resumes and terms of employment</li> <li>• <i>employee leave summaries</i> can include information held in business systems and on paper e.g. index cards, registers, summary sheets.</li> </ul> <p>See reference number <a href="#">249L-15-001</a> for employment history summaries.            See reference number <a href="#">249L-15-007</a> for leave requests, approvals, service histories of contractors, volunteers and work placements.</p>	Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.

Reference	Description of records	Rolled-up disposal action
249L-15-003	<p>Records relating to investigations of <i>misconduct</i> conducted by an external body e.g. the Crime and Misconduct Commission. May include – appeal, complaint, investigation and remedial and/or disciplinary action records, reviews and written allegations.</p> <p><i>See reference number <a href="#">249L-15-007</a> for employee complaints not related to misconduct investigations.</i></p>	Retain for 15 years after last action.
249L-15-004	<p>Records relating to the implementation and administration of <i>medical examinations</i> of employees to determine fitness for duty.</p> <p><i>See reference numbers <a href="#">249L-14-005</a> and <a href="#">249L-14-006</a> for records relating to health monitoring.</i></p> <p><i>See reference numbers <a href="#">249L-02-001</a> and <a href="#">249L-02-003</a> for compensation claims.</i></p>	Retain for 10 years after last action.
249L-15-005	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• <i>employment screening</i> on an employee performing relevant or prescribed duties to assess their ongoing risk and suitability e.g. for child-related duties, past adverse disciplinary action, security screening and background checks</li> <li>• entries in <i>criminal history check registers</i>. May include roles being considered for, whether check was completed and date of completion.</li> </ul> <p><i>See reference <a href="#">249L-15-006</a> for criminal history check assessments for employees, contractors, students and volunteers.</i></p>	Retain for 7 years after separation.
249L-15-006	<p>Records relating to employee, contractors, students and volunteers <i>criminal history checks</i> to assess ongoing risk and suitability for a role. May include – correspondence with the Queensland Police Service, consent form and supporting documentation, criminal history report and notices issued under s. 170 of the <i>Public Service Act 2008</i>.</p> <p><i>See reference <a href="#">249L-15-005</a> for entries in criminal history check registers.</i></p>	Retain until assessment of individual is complete.
249L-15-007	<p>All records documenting the workforce management function not covered in reference numbers 249L-15-001 to 249L-15-006.</p> <p><i>Note: For low level records that would be costly or inefficient to store for the longer period under reference number <a href="#">249L-15-007</a>, the lesser retention period in the GRDS v7 or the Transitory Records and Short Term Retention and Disposal Schedule can be used.</i></p>	Retain for 7 years after action completed.