SENTENCING RECORDS
Queensland State Archives

Can the records be sentenced under an existing approved schedule?

Identify relevant record classes.
Do the records have a permanent or temporary retention period?

Temporary

Has the minimum retention period been met?

Is the record is still needed for ongoing business?
E.g. RTI, Legal etc.

Keep and manage records until business action completed and minimum retention met

Permanent

Are the records still required for ongoing business?

Keep and manage records until no longer needed for ongoing business

Is the permanent retention period still relevant?

NO

Seek endorsement for the destruction of records
and arrange for records to be destroyed.

See the How to destroy page for more information

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Is the retention period still relevant?
Consider whether the record class or the significance of the record has changed

Record can't be disposed of
Contact QSA Government Recordkeeping team to discuss getting disposal authorisation

NO

YES

YES