General Retention and Disposal Schedule for Original Paper Records that have been Digitised

Responsible public authority: All Public Authorities

<table>
<thead>
<tr>
<th>Queensland Disposal Authority Number (QDAN)</th>
<th>656</th>
<th>Version</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of approval</td>
<td>9 September 2014</td>
<td></td>
<td></td>
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<tr>
<td>Approved by State Archivist</td>
<td>Darren Crombie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QSA File Reference</td>
<td>QSA10/214</td>
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</table>

Scope of retention and disposal schedule

This Retention and Disposal Schedule authorises the disposal of original paper records which have been successfully digitised and are deemed to be of temporary value under a current Retention and Disposal Schedule authorised by the State Archivist. It covers both administrative and core business public records.

The use of this Retention and Disposal Schedule is only permitted by public authorities which meet the minimum requirements under Queensland State Archives’ Digitisation Disposal Policy v.2.

Public authorities seeking to destroy records which are not covered by a current Retention and Disposal Schedule or which do not meet the conditions of the Digitisation Disposal Policy v. 2 should contact Queensland State Archives for further advice.

Original paper records deemed to be permanent under a current Retention and Disposal Schedule are not eligible for early disposal after digitisation. Permanent public records may be transferred to Queensland State Archives in accordance with Queensland State Archives’ publication Transferring Public Records to Queensland State Archives.

Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the Public Records Act 2002. Public records must not be disposed of if disposal would amount to a contravention of s.13.

Queensland State Archives
Department of Science, Information Technology, Innovation and the Arts
Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this Schedule is revoked. This includes previously approved Retention and Disposal Schedules authorising the early disposal of original paper records issued to individual public authorities. Public authorities should take measures to withdraw revoked disposal authorities from circulation. This includes but is not limited to:

- QDAN 639 v.1 Burdekin Shire Council – issued 22 January 2008
- QDAN 646 v.1 Logan City Council – issued 24 September 2008
- QDAN 625 v.2 Queensland University of Technology – issued 20 August 2009

Disposal

Prior to the disposal of original paper records, the digitised images must be quality checked for compliance with the public authority’s documented technical specifications. Where original paper records are destroyed under this authority, their digitised images must be retained as public records for as long as they are required under an approved Retention and Disposal Schedule.

This Retention and Disposal Schedule may be implemented without further reference to the State Archivist. However, the Chief Executive Officer or authorised delegate of the public authority must sign the Digitisation Disposal Policy Compliance Declaration.

About this Schedule

Disposal of records under this Retention and Disposal Schedule is prohibited if the records are subject to any of the following requirements:

(i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
(ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
(iii) pursuant to the Evidence Act 1977
(iv) are the subject of a Right to Information application
(v) are the subject of a current disposal freeze; or
(vi) for any other purpose required by law.

This list is not exhaustive. Documents which deal with the financial, legal or proprietorial rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document which relates to the financial, legal or proprietorial rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.
## Revision history

<table>
<thead>
<tr>
<th>QDAN</th>
<th>Date of approval</th>
<th>Extent of revision</th>
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<tbody>
<tr>
<td>Version 1</td>
<td>23/04/2010</td>
<td>Original</td>
</tr>
<tr>
<td>Version 2</td>
<td>9/09/2014</td>
<td>Updated to include changes to delegation of authority</td>
</tr>
</tbody>
</table>
Contents

1. ORIGINAL RECORDS.......................................................................................................................................................................................... 5
1. ORIGINAL RECORDS

This section covers original paper records (source records) that have been digitised.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description of records</th>
<th>Status</th>
<th>Disposal action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>ORIGINAL PAPER RECORDS</td>
<td>Temporary</td>
<td>Retain original paper record until the accuracy of the digitised image has been verified. Retain digitised record for the full retention period required under a current approved Retention and Disposal Schedule.</td>
</tr>
<tr>
<td>1.1.1</td>
<td><strong>Original temporary records</strong></td>
<td>Temporary</td>
<td>Retain original paper record until the accuracy of the digitised image has been verified. Retain digitised record for the full retention period required under a current approved Retention and Disposal Schedule.</td>
</tr>
</tbody>
</table>

The following classes cover original paper records that:

- Have a temporary disposal status under a current approved Retention and Disposal Schedule issued by the State Archivist
- Have been successfully digitised in accordance with the public authority’s documented technical specifications, and
- Are not subject to any restrictions as outlined under Queensland State Archives’ Digitisation Disposal Policy v.2.