

Office of the Governor Retention and Disposal Schedule

Responsible public authority: Office of the Governor

Queensland Disposal Authority Number (QDAN)	378	Version	3
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Approved by State Archivist	Ms Janet Prowse		
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Scope of Retention and Disposal Schedule

This Schedule applies to core business records created by the Office of the Governor including records relating to the ceremonial, civic, constitutional and legal duties of the Governor and the preservation and management of Government House and its grounds and gardens.

This Schedule is to be used in conjunction with the [General Retention and Disposal Schedule for Administrative Records \(GRDS\)](#).

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Office of the Governor should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 378 version 1 – approved 5 January 1999
- QDAN 378 version 2 – approved 6 October 2000.

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. 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. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary 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.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 328 version 3 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Office of the Governor' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on *Transferring Public Records to Queensland State Archives* available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

Revision history

QDAN	Date of approval	Extent of revision
378 version 1	5 January 1999	Original schedule covering correspondence records.
378 version 2	6 October 2000	Change of retention period for unofficial correspondence.
378 version 3	18 December 2012	Comprehensive schedule.

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1. CEREMONIAL AND CIVIC DUTIES

The function of supporting and managing ceremonial and civic events, functions, meetings, visits and calls where the Governor represents his/her office.

Ceremonial events are highly formal occasions that require the presentation of medals (e.g. Investiture Ceremonies); attending services; laying of wreaths; acknowledgement of participants in parades (e.g. ANZAC Day March); presentation of awards (e.g. Boys' and Girls' Brigade Annual Awards) and hosting formal occasions. At these events (including morning teas, lunches and dinners) formal attire is normally worn including the wearing of badges, medals, ribbons or uniforms that denote office or an occasion.

Civic events are less formal occasions in support of the Government, the community and patronage organisations such as meetings, events (including morning teas, lunches and dinners), calls, visits, external visits to Government House, charring committees and hosting events at Government House which may include the delivery of speeches by the Governor.

See the General Retention and Disposal Schedule for general Administrative Records including records relating to complaints.

Reference	Description of records	Status	Disposal action
1.1	ADDRESSES <i>The activity of giving speeches by the Governor.</i>		
1.1.1	Speeches and presentations Records of official speeches and presentations given by the Governor at ceremonial or civic events. Records may include but are not limited to: <ul style="list-style-type: none"> • speeches • transcripts • addresses • briefing documents. 	Permanent	Retain permanently.
1.2	ADVICE <i>The activity of offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</i>		

Reference	Description of records	Status	Disposal action
1.2.1	<p><i>Ceremonial and civic advice</i></p> <p>Records relating to advice sought by or provided to the Governor on ceremonial or civic matters including protocol for investitures and other formal ceremonies and flag usage and design.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • legal opinions and advice • advice provided by the Department of the Premier and Cabinet or other government agencies • advice provided by Buckingham Palace. 	Permanent	Retain permanently.
1.3	<p>APPOINTMENTS</p> <p><i>The activity of managing the appointments of the Governor.</i></p>		
1.3.1	<p><i>Diaries</i></p> <p>Diaries and appointment records of the Governor which record the occurrence of ceremonial and civic events including dates, times and attendees etc.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • diaries • appointment books • planners. 	Permanent	Retain permanently.
1.4	<p>CORRESPONDENCE MANAGEMENT</p> <p><i>The activity of managing correspondence with the Governor.</i></p>		
1.4.1	<p><i>Significant correspondence</i></p> <p>Correspondence with the Governor from individuals and groups including community and charity organisations on ceremonial and civic matters of a significant nature.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • requests to the Governor for patronage of a community or charity organisation • correspondence with community and charity organisations of which the Governor is a patron including invitations and messages of loyalty • correspondence with members of the royal family, Heads of State, The Governor-General of Australia, State Governors and other dignitaries • letters of appreciation or thanks sent to the Governor • messages and forwards provided by the Governor. 		
1.4.2	<p><i>Routine correspondence</i></p> <p>Correspondence with the Governor from individuals and community and charity organisations on ceremonial and civic matters of a routine nature.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • routine congratulatory messages e.g. 100th birthday, wedding anniversary • Christmas cards. 	Temporary	Retain for 10 years after last action.
1.4.3	<p><i>Control records</i></p> <p>Indexes and registers of correspondence with the Governor.</p>	Permanent	Retain permanently.
1.4.4	<p><i>Contact details</i></p> <p>Records relating to contact details of individuals and groups used to organise events and visits and manage correspondence.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • address lists • entries in contacts database. 	Temporary	Retain until reference ceases.

Reference	Description of records	Status	Disposal action
1.5	<p>EVENTS <i>The activity of organising and managing events hosted or attended by the Governor.</i></p>		
1.5.1	<p><i>Ceremonial and civic events hosted by the Governor</i> Records relating to ceremonial and civic events hosted by the Governor at Government House including honours and award ceremonies, investitures, open days and Twilight Carols. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • invitations • guest lists • menus • seating arrangements • run sheets • briefings • records of cancelled or postponed events. 	Permanent	Retain permanently.
1.5.2	<p><i>Ceremonial and civic events not hosted by the Governor</i> Records relating to ceremonial and civic events held at Government House that are not hosted by the Governor including open days, house tours and visits by community groups (e.g. Rotary or Probus clubs) Records may include but are not limited to:</p> <ul style="list-style-type: none"> • itineraries • attendance lists • run sheets. 	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
1.5.3	<p>Photographs</p> <p>Photographs of ceremonial and civic events hosted by the Governor at Government House including honours and award ceremonies, investitures, open days and Twilight Carols.</p>	Permanent	Retain permanently.
1.6	<p>GIFT MANAGEMENT</p> <p><i>The activity of managing gifts presented and received by the Governor.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the purchase of gifts.</i></p>		
1.6.1	<p>Gifts register</p> <p>Register of gifts presented and received by the Governor in their official capacity which may include details of:</p> <ul style="list-style-type: none"> • name of individual or organisation presenting the gift • date of presentation • description of gift • approximate value • event at which gift presented or received. 	Permanent	Retain permanently.
1.7	<p>MEDIA LIAISON</p> <p><i>The activity of monitoring and managing media coverage relating to the Governor.</i></p>		
1.7.1	<p>Media releases</p> <p>Media releases issued by the Office of the Governor.</p>	Permanent	Retain permanently.
1.8	<p>PROTOCOL</p> <p><i>The activity of implementing official procedures, forms of ceremony and etiquette at formal events.</i></p>		

Reference	Description of records	Status	Disposal action
1.8.1	<p><i>Civic and ceremonial protocol</i></p> <p>Records relating to the implementation of official protocol by the Governor at ceremonial and civic events.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • directives and policies issued by Buckingham Palace, the Governor-General of Australia or the Department of the Premier and Cabinet • records of flag usage and design. 	Permanent	Retain permanently.
1.9	<p>REQUESTS TO CALL</p> <p><i>The activity of managing visitors to the Governor in residence.</i></p>		
1.9.1	<p>Records relating to visits of individuals and groups to the Governor while in residence including Heads of State, State Governors, members of the royal family, ambassadors and representatives of community and charity organisations.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • requests • itineraries • briefing notes • records of refused or cancelled visits. 	Permanent	Retain permanently.
1.10	<p>VISITS</p> <p><i>The activity of arranging visits by the Governor.</i></p>		
1.10.1	<p><i>Official visits</i></p> <p>Records relating to official tours and visits undertaken by the Governor including regional, interstate and overseas tours and visits.</p> <p>Records may include but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• briefings• invitations• visit reports• itineraries• run sheets.		

2. CONSTITUTIONAL AND LEGAL DUTIES

The function of providing administrative support for the duties performed by the Governor (as representing The Queen as Head of State) pursuant to the Australian and Queensland Constitutions and other legislative instruments.

Please refer to the Department of the Premier and Cabinet Retention and Disposal Schedule for Executive Council minutes and departmental records relating to the Executive Council.

Reference	Description of records	Status	Disposal action
2.1	<p>ADVICE</p> <p><i>The activity of offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</i></p>		
2.1.1	<p>Constitutional and legal advice</p> <p>Records relating to advice sought by or provided to the Governor on constitutional and legal matters including royal prerogative and royals pardons etc.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • requests for legal advice • Crown law advice • advice provided by State or Federal departments • advice provided by external agencies. 	Permanent	Retain permanently.
2.2	<p>ACTING ARRANGEMENTS</p> <p><i>The activity of making Acting Governor arrangements in the absence of the Governor</i></p>		
2.2.1	<p>Substitute Governor (Acting or Deputy Governor) arrangements</p> <p>Records relating to making and implementing substitute Governor arrangements.</p>	Permanent	Retain permanently.
2.3	<p>CORRESPONDENCE MANAGEMENT</p> <p><i>The activity of managing correspondence with the Governor.</i></p>		

Reference	Description of records	Status	Disposal action
2.3.1	<p><i>Correspondence on constitutional and legal matters</i> Correspondence with the Governor on constitutional and legal matters and other parties including:</p> <ul style="list-style-type: none"> • Parliament • the Premier • the Department of the Premier and Cabinet • the Executive Council • Government departments • statutory authorities • the Governor-General of Australia. 	Permanent	Retain permanently.
2.3.2	<p><i>Indexes and control registers</i> Indexes and registers of correspondence with the Governor.</p>	Permanent	Retain permanently.
2.4	<p>EXECUTIVE COUNCIL <i>The activity of managing the Executive Council.</i> Please refer to the Department of the Premier and Cabinet for minutes of the Executive Council.</p>		
2.4.1	<p><i>Administrative arrangements</i> Records relating to administrative arrangements for meetings of the Executive Council. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • schedules. 	Temporary	Retain for 5 years after last action.
2.5	<p>GOVERNOR'S POWERS <i>The activity of managing the constitutional and executive powers of the Governor.</i></p>		

Reference	Description of records	Status	Disposal action
2.5.1	<p><i>Ministerial appointments</i></p> <p>Records relating to the appointment of persons to Ministerial positions including Parliamentary Secretaries and Assistant Ministers. Includes the management of temporary appointments for those ministers taking leave or who will be absent from the State.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Crown law advice • arrangements for swearing-in ceremonies • instrument of appointment (e.g. appointment letter) • correspondence with the department of the Premier and Cabinet. 	Permanent	Retain permanently.
2.5.2	<p><i>Petitions for pardon</i></p> <p>Records relating to granting an offender, in the name of The Queen, a pardon or commutation of sentence or reprieve of the carrying out of a sentence or the remission of a fine or penalty.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • petitions or requests for pardon • correspondence with the Department of the Premier and Cabinet • advice from the Attorney-General • correspondence with the requestor granting or denying the pardon. 	Permanent	Retain permanently.
2.5.3	<p><i>Sitting of Parliament</i></p> <p>Records relating to the summoning, proroguing and dissolution of Parliament on the advice of the Premier.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • advice provided by the Department of the Premier and Cabinet. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
2.5.4	<p><i>Writs</i> Records relating to issuing writs for State elections, and for the election of Queensland representatives in the Australian Senate. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • election writs. 	Permanent	Retain permanently.
2.6	<p>LEGISLATION <i>The activity of making laws.</i></p>		
2.6.1	<p><i>Royal Assent</i> Records relating to the granting of Royal Assent to Bills passed by Parliament. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • letters from Parliament forwarding Bills to the Governor • letters from the Governor indicating the Bill has been assented to • letters to Ministers regarding Acts of Parliament • signed Acts of Parliament • Bill messages 	Permanent	Retain permanently.
2.7	<p>REQUESTS TO CALL <i>The activity of managing visitors to the Governor in residence.</i></p>		
2.7.1	<p>Records relating to visits of Government officials to the Governor while in residence including the Prime Minister, the Premier of Queensland, other State Premiers and diplomats. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • itineraries 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• briefing notes• records of refused or cancelled visits.		

3. ESTATE PRESERVATION AND MANAGEMENT

The function of providing administrative support for the duties performed by the Governor (as representing The Queen as Head of State) pursuant to the Australian and Queensland Constitutions and other legislative instruments.

Please refer to the Department of the Premier and Cabinet Retention and Disposal Schedule for Executive Council minutes and departmental records relating to the Executive Council.

Reference	Description of records	Status	Disposal action
3.1	<p>DESIGN, CONSTRUCTION AND MAINTENANCE</p> <p><i>The activities of designing, constructing and maintaining Government House and its grounds and gardens.</i></p> <p><i>Please refer to the General Retention and Disposal Schedule for Administrative Records for records of regular and ongoing maintenance e.g. pest control, minor repairs etc.</i></p>		
3.1.1	<p>Government House, grounds and gardens</p> <p>Records relating to significant works relating to the design, construction and maintenance of Government House and its surrounding grounds and gardens.</p> <p>Significant works may include:</p> <ul style="list-style-type: none"> • construction of new buildings • refurbishments • design and layout of gardens. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • plans and drawings including as built drawings and concept drawings • design briefs and specifications • planting schedules • information on significant plants e.g. trees planted for special events • submissions and briefings 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.2	ART COLLECTION MANAGEMENT <i>The activity of managing the Government House art, artefacts and furniture collection, including the heritage and cultural collection.</i>		
3.2.1	Art works, artefacts and furniture Records relating to the acquisition, restoration and management of art works, artefacts and furniture held by Government House.	Permanent	Retain permanently.
3.2.2	Asset registers Asset registers of art works, artefacts and furniture held by Government House. Records may include but are not limited to: <ul style="list-style-type: none">• Register of the Queensland Art Gallery assets held at Government House• Government House Heritage and Cultural Asset Register• The Royal Collection Asset Register	Permanent	Retain permanently.

4. LEGACY RECORDS

Legacy records of the Office of the Governor including records previously covered by QDAN 378 v2.

Reference	Description of records	Status	Disposal action
4.1	LEGACY RECORDS		
4.1.1	Official and unofficial correspondence with the Office of the Governor.	Permanent	Retain permanently.
4.1.2	Indexes to official and unofficial correspondence.	Permanent	Retain permanently.
4.1.3	Register of inwards and outwards despatches and telegrams.	Permanent	Retain permanently.