



**Responsible Public Authority:** Department of Justice and Attorney-General

<b>Queensland Disposal Authority Number (QDAN)</b>	<b>: 647</b>	<b>Version: 1</b>
<b>Date of approval</b>	<b>: 6/1/2009</b>	
<b>Approved by State Archivist</b>	:	(Signature)
<b>QSA File Reference</b>	: QSA07/472	

### Scope of Retention and Disposal schedule

This Schedule covers the records of the Freedom of Information Independent Review Panel. The establishment of the Review Panel was announced in a joint media statement issued by the Premier and the Attorney-General on 17 September 2007 to review and identify ways to improve and modernise the *Freedom of Information Act 1992*. *The Right to Information Report* was delivered by the Freedom of Information Independent Review Panel to the Queensland Government on 10 June 2008.

### 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* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

### Disposal

All of the retention periods outlined in this approved Schedule are the minimum periods for which the sentenced records must be maintained. Additionally, any record class may be required to be retained longer if subject to 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; or
- (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; or

- (iii) pursuant to the *Evidence Act 1977*; or
- (iv) for any other purpose required by law.

This list is not exhaustive.

Documents which deal with the financial, legal or proprietary 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 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 Freedom of Information application are to be retained for a period greater than the time specified to ensure that all avenues for appeals for review under the legislation are exhausted, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).



## 1. Reports

Reference	Description of records	Status	Disposal Action
1.1	<b>REPORTS</b>		
1.1.1	Discussion paper <i>Enhancing Open and Accountable Government</i> released by the Freedom of Information Independent Review Panel.	Permanent	Retain permanently. One copy also to be deposited with the State Library of Queensland, one copy to be deposited with the Queensland Parliamentary Librarian in accordance with section 68 of the <i>Libraries Act 1988</i> ; and one copy to be deposited with the National Library of Australia in accordance with the <i>Copyright Act 1968</i> .
1.1.2	Final Report <i>The Right to Information</i> published by the Freedom of Information Independent Review Panel.	Permanent	Retain permanently. One copy also to be deposited with the State Library of Queensland, one copy to be deposited with the Queensland Parliamentary Librarian in accordance with section 68 of the <i>Libraries Act 1988</i> ; and one copy to be deposited with the National Library of Australia in accordance with the <i>Copyright Act 1968</i> .



Reference	Description of records	Status	Disposal Action
1.1.3	Terms of Reference for the Freedom of Information Independent Review Panel.	Permanent	Retain permanently.

## 2. Public Hearings

Reference	Description of records	Status	Disposal Action
2.1	<b>TRANSCRIPTS</b>		
2.1.1	Records relating to public hearings of the Freedom of Information Independent Review Panel including agendas, transcripts, attendee lists and presentations.	Permanent	Retain permanently.
2.1.2	Audiocassette tapes of the public hearings of the Freedom of Information Independent Review Panel that have been transcribed and covered by reference number 2.1.1.	Temporary	Retain for 10 years after last action.

## 3. Information supplied to the Freedom of Information Review Panel

Reference	Description of records	Status	Disposal Action
3.1	<b>SUBMISSIONS</b>		
3.1.1	Register/list of submissions made to the Freedom of Information Independent Review Panel.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
3.1.2	Submissions and statements from individuals, public authorities and organisations provided to the Freedom of Information Independent Review Panel.	Permanent	Retain permanently.
3.1.3	Surveys, questionnaires and responses on the operation and administration of Freedom of Information legislation and provisions in other legislation to access information.	Permanent	Retain permanently.

#### 4. Notebooks

Reference	Description of records	Status	Disposal Action
4.1	<b>NOTEBOOKS</b>		
4.1.1	Notebooks of officers assigned to assist the Panel.	Temporary	Retain for 10 years after last action.

#### 5. General Administrative Records Specific to the Inquiry

See the *General Retention and Disposal Schedule for Administrative Records* for reference to other administrative records.

Reference	Description of records	Status	Disposal Action
5.1	<b>ADMINISTRATIVE RECORDS AND CORRESPONDENCE FILES</b>		
5.1.1	Correspondence files – significant. <i>Includes correspondence with the Information Commissioner and the Crime</i>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<i>and Misconduct Commission.</i>		
5.1.2	Correspondence files – routine.	Temporary	Retain for 10 years after last action.
5.1.3	Emails in hardcopy format relating to the Freedom of Information Independent Review Panel produced by the Panel’s secretariat.	Permanent	Retain permanently.
5.1.4	Records relating to media releases and newspaper advertisements published by the Panel.	Temporary	Retain for 10 years after last action.
5.1.5	Reference documentation provided to the Panel for information purposes only.	Temporary	Retain for 10 years after last action.
5.1.6	Meeting papers and agendas for meetings of the Panel.	Permanent	Retain permanently.