



Responsible Public Authorities: Office of a Minister of the Crown and Parliamentary Secretaries

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Scope of disposal schedule

This Schedule covers records created during the term of the commission of a Minister of the Crown or a Parliamentary Secretary that relate to the functioning and exercise of a Ministerial Office.

In this Schedule, reference to a Minister or Ministerial Office applies equally to a Parliamentary Secretary.

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records*.

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.

Revocation of previously issued disposal authorities

All previous Retention and Disposal Schedules issued to Ministerial Offices are revoked. The relevant Ministerial Office should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 328 version 5.



Disposal

All of the retention periods in this approved Schedule are the minimum period 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 the *General Retention and Disposal Schedule for Administrative Records*).

Permanent Records

Records of permanent status may be transferred to Queensland State Archives with the approval of the State Archivist. 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. 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.



CONTENTS

| | |
|--|-----------|
| 1. MINISTERIAL PORTFOLIO MANAGEMENT | 4 |
| AGENCY/PORTFOLIO MANAGEMENT | 4 |
| ENQUIRIES..... | 6 |
| FINANCIAL MANAGEMENT..... | 7 |
| GOVERNMENT GREETINGS..... | 7 |
| HUMAN RESOURCE MANAGEMENT..... | 8 |
| LEGISLATIVE RESPONSIBILITIES..... | 9 |
| MEDIA RELATIONS..... | 9 |
| MINISTERIAL OFFICE MANAGEMENT | 10 |
| VISITS AND FUNCTIONS..... | 11 |
| 2. CABINET DELIBERATIONS | 13 |
| 3. PORTFOLIO AGENCY RECORDS | 15 |
| 4. NON-PUBLIC RECORDS..... | 17 |
| INDEX | 19 |



1. Ministerial Portfolio Management

Records created during the term of office of a Minister that relate to the functioning and exercise of a Ministerial Office. Such records do not include portfolio agency records, Cabinet documents, private personal records, party political records or records a Minister or Parliamentary Secretary may hold in their capacity as a Member of the Legislative Assembly.

Administrative public records not included in this Schedule must be sentenced under the General Retention and Disposal Schedule for Administrative Records, available online from Queensland State Archives.

For copies of portfolio agency records please refer to Section 3 of this Schedule.

| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 1.1 | AGENCY/PORTFOLIO MANAGEMENT <i>The activity of documenting the relationship between the Minister or Parliamentary Secretary and their portfolio agency, changing the responsibilities or functions of an existing agency within the Minister's portfolio, or of creating new agencies.</i> | | |
| 1.1.1 | Records dealing with the development and implementation of policy relating to the portfolio of the Minister. | Permanent | Retain permanently. |
| 1.1.2 | Records related to portfolio business which originated in a portfolio agency; have been significantly annotated by the Minister or Parliamentary Secretary or staff, and are not referred back to the portfolio agency. | Permanent | Retain permanently. |
| 1.1.3 | Correspondence between the Premier, Cabinet, other Ministers and members of Parliament and the Minister or Parliamentary Secretary | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| | relating to significant matters concerning the administration of the Minister's portfolio. This includes: <ul style="list-style-type: none">• The creation of new agencies or a major restructure of an agency within the Minister's portfolio; and• A major change to a Minister's responsibilities. | | |
| 1.1.4 | Significant Ministerial briefs and reports which are retained by the Ministerial Office and are not returned to the portfolio agency. This includes all briefs to the Premier and any Ministerial briefs dealing with significant portfolio issues or which attract media attention, public controversy/debate or result in public inquiries. | Permanent | Retain permanently. |
| 1.1.5 | Other minor Ministerial briefs and reports which are retained by the Ministerial Office and are not returned to the portfolio agency. | Temporary | Retain for 7 years after last action. |
| 1.1.6 | Records relating to Ministerial duties outside the Minister's current portfolio which are official assignments from the Premier and may lead to the creation of a new agency. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 1.1.7 | <p>Records relating to Ministerial duties outside the Minister's current portfolio which are of a minor or temporary nature. (For example, when a Minister is acting in another Minister's role and all public statements made by the acting Minister are captured by the originating Ministerial Office).</p> <p>N.B. -This excludes records which may be permanent elsewhere, for example, Media Statements.</p> | Temporary | Retain until administrative use ceases. |
| 1.2 | <p>ENQUIRIES</p> <p><i>The activity involving correspondence between the Minister, Parliamentary Secretary, members of the public and private organisations related to portfolio issues.</i></p> | | |
| 1.2.1 | <p>Correspondence between members of the public, private organisations and the Minister or Parliamentary Secretary on business related to the Minister's portfolio which is of major significance to the State.</p> <p>This includes:</p> <ul style="list-style-type: none">• Petitions or lobbying of a Minister where the authorship of the lobbyist is significant or the lobbying results in new or amended legislation;• Community enquiries or reaction resulting in the reversal of a government decision. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 1.2.2 | Correspondence between members of the public, private organisations and the Minister or Parliamentary Secretary on business related to the Minister's portfolio which is not of major significance to the State but requires considerable investigation and a specific response. | Temporary | Retain for 7 years after last action. |
| 1.2.3 | Correspondence between members of the public, private organisations and the Minister or Parliamentary Secretary on business related to the Minister's portfolio which requires only a routine response or referral to another Minister or Parliamentary Secretary. | Temporary | Retain for 2 years after last action. |
| 1.3 | FINANCIAL MANAGEMENT <i>The activity of managing the financial resources of the Ministerial Office.</i> | | |
| 1.3.1 | Financial records covered by the Ministerial Handbook. This includes Ministerial office financial records provided to Ministerial Services Branch for action. | Temporary | Transfer to Ministerial Services Branch for disposal in accordance with the <i>General Retention and Disposal Schedule for Administrative Records</i> . |
| 1.4 | GOVERNMENT GREETINGS <i>The activity of sending and receiving greetings by the Minister's Office on behalf of the Government.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 1.4.1 | Records relating to the sending and receipt of Government greetings by the Minister's Office. This includes letters of invitation, appreciation or thanks, condolences or introductions. | Temporary | Retain until administrative use ceases. |
| 1.5 | HUMAN RESOURCE MANAGEMENT <i>The activity of managing appointments to boards and committees within the Minister's portfolio and of maintaining pecuniary interest records for Ministerial staff and departmental Chief Executive Officers.</i> | | |
| 1.5.1 | Records relating to boards and committees specific to the Minister's portfolio, which document the appointment/termination of members to statutory bodies, boards, commissions, councils and tribunals, excluding those appointments documented by the Cabinet process and Executive Council. | Permanent | Retain permanently. |
| 1.5.2 | Pecuniary interest records of Ministerial staff. | Temporary | Retain for 10 years after last action. |
| 1.5.3 | Pecuniary interest records of Chief Executive Officers. | Temporary | Retain for incoming Minister. Upon departure of Chief Executive Officer transfer to the Public Service Commission. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 1.5.4 | <p>Records of Ministerial delegations and authorisations as described in the Public Service Commission's <i>Whole-of-Government Guidelines for Managing Ministerial Delegations</i> where the Register of Delegations is maintained in the Ministerial Office.</p> <p>This includes the Instrument of Delegation and Register of Delegations and Authorisations.</p> | Permanent | Retain permanently. |
| 1.6 | <p>LEGISLATIVE RESPONSIBILITIES</p> <p><i>The activity of administering legislation that involved the Minister on behalf of their portfolio.</i></p> | | |
| 1.6.1 | <p>Records relating to the Minister's legislative responsibilities. For example, where the Minister is the last point of appeal under legislation or has additional discretionary powers, and the records are not duplicated or held by the Minister's portfolio agency.</p> | Permanent | Retain permanently. |
| 1.6.2 | <p>Records relating to liaison between shareholding Ministers and Government Owned Corporations (GOCs) under the <i>Government Owned Corporations Act 1993</i> which are not captured by the Minister's department.</p> | Permanent | Retain permanently. |
| 1.7 | <p>MEDIA RELATIONS</p> <p><i>The activity of releasing information to the media by the Minister's Office.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 1.7.1 | Final version of media releases issued by the Premier or Minister and maintained on the Ministerial Media Statements website. N.B. – these records are to be kept permanently by the Department of the Premier and Cabinet. | Permanent | Retain permanently. |
| 1.7.2 | Copies of media releases, held by the Ministerial Office, which have been posted on the Ministerial Media Statements website hosted by the Department of the Premier and Cabinet. | Temporary | Retain until reference ceases. |
| 1.8 | MINISTERIAL OFFICE MANAGEMENT <i>The activity of managing the internal operations of the Minister's Office.</i> | | |
| 1.8.1 | Records concerning general administrative matters (<i>excluding financial and personnel matters dealt with in the Ministerial Handbook – see Ref. No. 1.3.1</i>) that relate to the Minister's Office. For example: <ul style="list-style-type: none">• The arrangement of interviews or general media access to the Minister;• Routine Ministerial visits to community groups within Queensland;• Background research or factsheets on a portfolio related issue. | Temporary | Retain until administrative use ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 1.8.2 | Copies of administrative records held in the Ministerial Office, the originals of which have been sent to Ministerial Services Branch for action. | Temporary | Retain until administrative use ceases or until change of Ministerial office. |
| 1.8.3 | Diaries/appointment books relating to the Minister's portfolio that have been used by the Minister to record basic information such as dates and times of meetings and other appointments specific to Government enquiries. This includes both hardcopy and electronic records. | Permanent | Retain permanently. |
| 1.8.4 | Final backup tapes of Ministerial network taken on change of government, or Minister. | Temporary | Retain for 1 year after change of government or Minister. |
| 1.9 | VISITS AND FUNCTIONS <i>The activity of a Minister or Parliamentary Secretary meeting with representatives of other Governments, organisations and members of the public or attending official functions.</i> <i>See also Ref. No. 1.8.1.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 1.9.1 | <p>Records of official visits by the Minister or Parliamentary Secretary which are of major significance to Queensland (for example, overseas visits and visits which result in new official contracts or bilateral agreements, mark major anniversaries of historical events or sites, or result in major public interest or controversy).</p> <p>This includes briefing notes and reports.</p> | Permanent | Retain permanently. |



2. Cabinet Deliberations

Cabinet deliberations includes (in addition to the documents described below in Reference Number 2.1) documents which if disclosed would reveal any consideration of Cabinet or otherwise prejudice the confidentiality of Cabinet considerations or operations.

| Reference | Description of records | Status | Disposal Action |
|-----------|---|-------------------------|--|
| 2.1 | <p>Cabinet documents as described in the Cabinet Handbook, including:</p> <ul style="list-style-type: none">• submissions, submitted or proposed to be submitted to Cabinet;• Cabinet agenda, notice of meetings and business lists for meetings;• minutes and decisions of Cabinet;• briefing papers prepared for use by Ministers or Chief Executive Officers in relation to matters submitted or proposed to be submitted to Cabinet;• reports generated by the Cabinet Secretariat or agencies which show Cabinet submissions or proposed Cabinet submissions;• corrigenda to Cabinet submissions;• reports and attachments to submissions that have been brought into existence for the purpose of submission to Cabinet;• legislative proposals, Bills, explanatory notes and Second Reading speeches; | Permanent/ Temporary | Return to Cabinet Secretariat, in accordance with instructions issued by the Cabinet Secretariat, for disposal in accordance with the <i>Cabinet Secretariat Retention and Disposal Schedule</i> . |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| | <ul style="list-style-type: none">• correspondence between Ministers and/or the Premier that is submitted to Cabinet or that proposes matters to be raised in Cabinet;• consultation comments on first lodgement and final Cabinet documents;• reports or studies within or for the Queensland Government that are intended to form the basis of a Cabinet document or an attachment to a Cabinet document;• all other minutes, correspondence between Ministers and other material that relate to Cabinet matters, eg. letters seeking waiver of all or part of the Cabinet process or minutes seeking comments on submissions;• drafts, copies or extracts of any of the above; and• all formats of the above, including hard copy, electronic, or microfilm formats. | | |



3. Portfolio Agency Records

Portfolio agency records are records which have been registered into a public authority's recordkeeping system and may have been passed to the Ministerial Office for reference. They remain agency records, unless they receive further action by the Minister or Parliamentary Secretary and/or Ministerial staff and are incorporated into the Ministerial Office recordkeeping system. Agency records may also be those records received by the Minister's Office but which require further action by portfolio agency officers.

| Reference | Description of records | Status | Disposal Action |
|-----------|---|-------------------------|--|
| 3.1 | Portfolio Agency records include: <ul style="list-style-type: none">• correspondence addressed to the Minister or Parliamentary Secretary that is referred to the agency;• replies to correspondence addressed to the Minister or Parliamentary Secretary prepared by agency staff;• replies to Parliamentary questions, including background and other briefing notes prepared for the Minister or Parliamentary Secretary by agency staff; and• briefing notes prepared by the agency on the request of the Minister or Parliamentary Secretary for purposes other than submission to Cabinet. | Temporary/ Permanent | Return to portfolio agency for disposal in accordance with the portfolio agency's Retention and Disposal Schedule. |
| 3.2 | Copies of agency records kept in the Ministerial Office for reference purposes only. | Temporary | Retain until administrative use ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-------------------------|--|
| 3.3 | Original records created by a portfolio agency relating to functions of the agency but in possession of the Minister or Parliamentary Secretary, and used as reference material. This includes records that are not annotated and which do not form part of the Ministerial Office. | Temporary/ Permanent | Return to portfolio agency for disposal in accordance with the portfolio agency's Retention and Disposal Schedule. |



4. Non-Public Records

Non-public records which may be kept in a Ministerial Office include records relating to constituency/Parliamentary matters, party political matters and personal matters.

These records may be offered to a private collecting library, such as the John Oxley Library, or otherwise disposed of at the Minister's or Parliamentary Secretary's discretion.

| Reference | Description of records | Status | Disposal Action |
|-----------|--|---------------------|---|
| 4.1 | Records relating to the Minister's or Parliamentary Secretary's constituency business and role as a member of the Legislative Assembly. N.B. - This excludes correspondence from constituents which relates to portfolio matters of the Minister– see Ref. Nos. 1.2.1-1.2.3. | Non-public records. | Retain at Minister's or Parliamentary Secretary's discretion. |
| 4.2 | Records relating to party political matters, including leadership, party organisation, caucus affairs and appointments. | Non-public records. | Retain at Minister's or Parliamentary Secretary's discretion. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|---------------------|---|
| 4.3 | Records relating to the private life and personal interests of the Minister or Parliamentary Secretary, for example:- <ul style="list-style-type: none">• non-official speeches; and• club memberships and hobbies. | Non-public records. | Retain at Minister's or Parliamentary Secretary's discretion. |



Index

| | | |
|-------------------------------------|---|----|
| <hr/> | | |
| A | | |
| Administrative Matters..... | 10 | |
| Annotated Portfolio Records..... | 4 | |
| Appointment Books..... | 11 | |
| Appointments | | |
| Human Resources..... | 8 | |
| <hr/> | | |
| B | | |
| Backup Tapes..... | 11 | |
| <hr/> | | |
| C | | |
| Cabinet..... | 13 | |
| Constituents..... | 17 | |
| Copies | | |
| Records..... | 11 | |
| Correspondence | | |
| Appreciation..... | 8 | |
| Condolences..... | 8 | |
| Constituency..... | 17 | |
| Introductions..... | 8 | |
| Invitations..... | 8 | |
| Member of Legislative Assembly..... | 17 | |
| Party Political Matters..... | 17 | |
| Personal..... | 18 | |
| Portfolio Agency..... | 15 | |
| <hr/> | | |
| | Routine..... | 7 |
| | Shareholding Ministers..... | 9 |
| | Significant Community..... | 6 |
| | Significant Government..... | 4 |
| <hr/> | | |
| | D | |
| | Diaries..... | 11 |
| <hr/> | | |
| | F | |
| | Financial Records..... | 7 |
| <hr/> | | |
| | G | |
| | Government Greetings..... | 8 |
| | <i>Government Owned Corporations Act 1993</i> ... | 9 |
| <hr/> | | |
| | H | |
| | Human Resources | |
| | Invitations..... | 8 |
| | Terminations..... | 8 |
| <hr/> | | |
| | I | |
| | Interviews..... | 10 |
| <hr/> | | |
| | L | |
| | Legislative Responsibilities..... | 9 |
| | Lobbying..... | 6 |
| <hr/> | | |
| | M | |
| | Media Access..... | 10 |
| | Media Releases..... | 10 |
| | Member of Legislative Assembly..... | 17 |
| | Ministerial Duties Outside Portfolio | |
| | Major..... | 5 |
| | Minor..... | 6 |
| | Ministerials Responsibilities | |
| | Major Changes..... | 4 |
| <hr/> | | |
| | N | |
| | New agencies..... | 4 |



| <i>P</i> | <i>R</i> | <i>T</i> |
|---|--------------------------------|-------------------------|
| Party Political Matters 17 | Reference Copies 11 | Terminations |
| Pecuniary interest 8 | Research 10 | Human Resources 8 |
| Petitions 6 | Restructures 4 | |
| Policy Development 4 | | |
| Portfolio Agency Records | | |
| Briefing Notes 15 | | |
| Copies 15 | | |
| Correspondence 15 | | |
| Originals 16 | | |
| Replies to Correspondence 15 | | |
| Replies to Parliamentary Questions 15 | | |
| | <i>S</i> | <i>V</i> |
| | Shareholding Ministers 9 | Visits |
| | | Routine 10 |
| | | Significant 12 |