

APPRAISAL LOG

Education and Training Sector retention and disposal schedule

Education and Training Sector

Date: 4 July 2024

APPLICABLE LEGISLATION AND STANDARDS FOR THE EDUCATION AND TRAINING SECTOR IN QUEENSLAND

There are numerous regulatory and legislative requirements – as well as professional codes, standards, guidelines, and policies – that apply to creating, keeping, and managing public records for the Education and Training Sector in Queensland. Below is a comprehensive listing of applicable legislation and standards that have been identified by the Sector as relevant to public records that are managed under the *Education and Training Sector retention and disposal schedule*:

Queensland legislation

Animal Care and Protection Act 2001

Anti-Discrimination Act 1991

Associations Incorporation Act 1981

Biosecurity Act 2014

Brands Act 1915

Building Act 1975

Cattle Stealing Prevention Act 1853

Chemical Usage (Agricultural and Veterinary) Control Act 1988

Chemical Usage (Agricultural and Veterinary) Control Regulation 2017

Child Care Act 2002

Child Protection Act 1999

Civil Liability Act 2003

Civil Liability and Other Legislation Amendment Act 2019

Civil Proceedings Act 2011

Criminal Code Act 1899

Education (Accreditation of Non-State Schools) Act 2017

Education (Accreditation of Non-State Schools) Regulation 2017

Education (General Provisions) Act 2006

Education (General Provisions) Regulation 2017

Education (Overseas Students) Act 2018
Education (Overseas Students) Regulation 2018
Education (Queensland Curriculum and Assessment Authority) Act 2014
Education (Queensland Curriculum and Assessment Authority) Regulation 2014
Education (Work Experience) Act 1996
Education and Care Services Act 2013
Education and Care Services Regulation 2013
Education and Care Services National Law (Queensland)
Education and Care Services National Law (Queensland) Act 2011
Education and Care Services National Law (Queensland) Regulation 2011
Evidence Act 1977
Family Responsibilities Commission Act 2008
Financial Accountability Act 2009
Financial and Performance Management Standard 2019
Food Act 2006
Food Regulation 2016
Food Production (Safety) Act 2000
Food Production (Safety) Regulation 2014
Further Education and Training Act 2014
Health (Drugs and Poisons) Regulation 1996
Human Rights Act 2019
Information Privacy Act 2009
Land Protection (Pest and Stock Route Management) Act 2002
Limitation of Actions Act 1974
Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016
Liquor Act 1992
Public Health Act 2005

Public Records Act 2002

Public Sector Act 2022

Residential Services (Accreditation) Act 2002

Residential Services (Accreditation) Regulation 2018

Residential Tenancies and Rooming Accommodation Act 2008

Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020

Residential Tenancies and Rooming Accommodation Regulation 2009

Right to Information Act 2009

Stock Route Management Act 2002

Stock Route Management Regulation 2003

TAFE Queensland Act 2013

Training Reform Act 2003

Veterinary Surgeons Regulation 2016

Vocational Education and Training (Commonwealth Powers) Act 2012

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Working with Children (Risk Management and Screening) Act 2000

Commonwealth legislation

Australia New Zealand Food Standards Code – Standard 1.1.1 – Structure of the Code and general provisions (Cth)

Australia New Zealand Food Standards Code – Standard 1.1.2 – Definitions used throughout the Code (Cth)

Australia New Zealand Food Standards Code – Standard 1.2.1 – Requirements to have labels or otherwise provide information (Cth)

Australia New Zealand Food Standards Code – Standard 1.2.3 – Information requirements – warning statements, advisory statements and declarations (Cth)

Australia New Zealand Food Standards Code – Standard 1.6.2 – Processing requirements for meat (Cth)

Australia New Zealand Food Standards Code – Standard 2.2.1 – Meat and meat products (Cth)

Australia New Zealand Food Standards Code – Standard 2.2.2 – Eggs and egg products (Cth)

Australia New Zealand Food Standards Code – Standard 2.3.1 – Fruit and vegetables (Cth)
Australia New Zealand Food Standards Code – Standard 3.1.1 – Interpretation and Application (Cth)
Australia New Zealand Food Standards Code – Standard 3.2.1 – Food Safety Programs (Cth)
Australia New Zealand Food Standards Code – Standard 3.2.2 – Food Safety Practices and General Requirements (Cth)
Australia New Zealand Food Standards Code – Standard 3.2.3 – Food Premises and Equipment (Cth)
Australia New Zealand Food Standards Code – Standard 3.3.1 – Food Safety Programs for Food Service to Vulnerable Persons (Cth)
Australia New Zealand Food Standards Code – Standard 4.2.3 – Production and Processing Standard for Meat (Cth)
Australia New Zealand Food Standards Code – Standard 4.2.5 – Primary Production and Processing Standard for Eggs and Egg Product (Cth)
Copyright Act 1968 (Cth)
Corporations Act 2001 (Cth)
Disability Discrimination Act 1992 (Cth)
Education Services for Overseas Students Act 2000 (Cth)
Family Law Act 1975 (Cth)
Higher Education Support Act 2003 (Cth)
Legislation Act 2003 (Cth)
Migration Act 1958 (Cth)
Migration Regulations 1994 (Cth)
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
National Vocational Education and Training Regulator Act 2011 (Cth)
Native Title Act 1993 (Cth)
Primary Industries Levies and Charges Collection Regulations 1991 (Cth)
Standards for NVR Registered Training Organisations 2012 (Cth)
Standards for VET Accredited Courses 2012 (Cth)
Tertiary Education Quality and Standards Agency Act 2011 (Cth)

Published materials from Australian government departments and professional bodies

Australian code for the care and use of animals for scientific purposes: National Health and Medical Research Council (NHMRC)

Australian Qualifications Framework (AQF): Department of Education, Skills and Employment

AQF Qualifications Issuance Policy: Department of Education, Skills and Employment

Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Initial Registration

Australian Quality Training Framework (AQTF) – Users Guide to the Essential Conditions and Standards for Initial Registration

Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Continuing Registration

Australian Quality Training Framework (AQTF) – Users Guide to the Essential Conditions and Standards for Continuing Registration

Belonging, Being and Becoming: The Early Years Learning Framework for Australia: Australian Children’s Education and Care Quality Authority

Guidelines for the Operation of International Secondary Student Exchange Programs: Department of Education

Hostile People on School Premises, Wilful Disturbance and Trespass Procedure: Department of Education

My Time, Our Place: Framework for School Age Care in Australia: Australian Children’s Education and Care Quality Authority

National Assessment Program – Literacy and Numeracy (NAPLAN): Australian Curriculum, Assessment and Reporting Authority

NAPLAN – National Protocols for Test Administration: Australian Curriculum, Assessment and Reporting Authority

National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia 2018: National Coordinating Committee for International Secondary Student Exchange

National Quality Framework (NQF): Australian Children’s Education and Care Quality Authority

National Quality Standard for Early Childhood Education and Care: Australian Children’s Education and Care Quality Authority

National Standards for Group Training Organisations: Australian Apprenticeships

Queensland Core Skills (QCS) Test – Guideline: Queensland Curriculum & Assessment Authority

Queensland Kindergarten Learning Guideline (QKLG): Queensland Curriculum & Assessment Authority

School Security Procedure: Department of Education (Qld)

Standards for Registered Training Organisations (RTOs) 2015: Australian Skills Quality Authority

Student Protection Procedure: Department of Education (Qld)

User Choice 2020-2021 Policy: Department of Employment, Small Business and Training

APPROACH TO VALUING PUBLIC RECORDS OF THE EDUCATION AND TRAINING SECTOR THAT MAY BE RELEVANT TO THE PROACTIVE PROTECTION OF VULNERABLE PERSONS

The Education and Training Sector provides essential services which support the lifelong education, training, and development of the people of Queensland. The *Education and Training Sector retention and disposal schedule* has been developed to cover a wide variety of public records created, kept, and managed by the Education and Training Sector in Queensland and to ensure that these public records are kept for a sufficient minimum period of time to:

- meet the business and legal needs of the Education and Training Sector
- meet the expectations of the community
- protect individual rights and entitlements
- provide documentary evidence of the history of the provision of services by the Education and Training Sector in Queensland.

Through consultation and assessment, it has been determined that there are numerous disposal authorisations in the *Education and Training Sector retention and disposal schedule* that cover records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.

Under Recommendation 8.1 of the Royal Commission into Institutional Responses to Child Sexual Abuse, it states that “to allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred”.

Additionally:

- In 2016, the Queensland government passed the *Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016* (Qld). This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse.
- In 2019, the Queensland Government passed the *Civil Liability and Other Legislation Amendment Act 2019* (Qld). This legislation requires an institution ‘to take all reasonable steps to prevent the abuse of a child by a person associated with the institution while the child is under the care, supervision, control or authority of the institution’.
- In 2019, the Queensland Government passed the *Human Rights Act 2019* (Qld). This legislation requires that ‘every child has the right, without discrimination, to the protection that is needed by the child, and is in the child’s best interests, because of being a child’.

Because of this, a proposed minimum retention period of ‘45 years after business action completed’ has been applied to many disposal authorisations in this Schedule to ensure the protection of the rights and entitlements of vulnerable persons. Additionally, exclusions have been added to selected disposal authorisations in this Schedule to further protect records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons. In instances where an exclusion applies, the excluded records, data and information are managed under the relevant disposal authorisations for the Proactive Protection of Vulnerable Persons – Relevant Records in the *General retention and disposal schedule* (GRDS).

Title	Scope Note
ACCREDITATION, REGISTRATION AND REGULATION	<i>The function of assessing, registering, regulating, and monitoring education, training, vocational and early childhood education services within Queensland in accordance with Commonwealth and State legislation.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> <i>board meeting agendas and minutes</i> <i>committee meeting agendas and minutes</i> <i>funding and grants</i> <i>initiatives</i> <i>policy development</i> <i>planning</i> <i>reports.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule</u> (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ACCREDITATION

The activity of assessing and reviewing an education or training institution, provider, or course with a view to being recognised, certified, or approved as meeting appropriate standards. Includes, but is not limited to, schools and registered training organisations (RTOs).

See LEGACY RECORDS – Accreditation, Registration and Regulation for records relating to the provisional registration of non-state schools.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2687	<i>Accreditation – applications for accreditation and</i>	Date authorised: 4 July 2024 Why are these records created: The Non-State Schools Accreditation Board (NSSAB; the Board) is an independent statutory body

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<i>funding eligibility of non-state schools</i> Records relating to non-state schools' accreditation, eligibility for government funding and recommendations to the Minister in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) and any other predecessor legislation. Disposal action – 30 years after business action completed.	established with the authority to accredit schools complying with the accreditation criteria. To operate in Queensland, a non-state school must be accredited by the Board. The Board assesses non-state schools against the accreditation criteria to ensure students attending those schools receive the same high-quality education as State schools and are not disadvantaged. The Board's accreditation functions include assessing applications for the accreditation of non-state schools and applications for changes in accreditation attributes for accredited schools. The Board also assesses and decides applications by governing bodies of non-state schools for government funding eligibility against the government funding criteria. The Board's statutory functions include to: • assess applications for accreditation of non-state schools; • accredit non-state schools; • assess and decide applications about governing bodies' eligibility for government funding; • keep a register of accredited schools; • decide applications for non-state schools to add or change attributes of accreditation (e.g. year levels of schooling, new sites, new modes of delivery); and • decide applications for a change in the governing body of a non-state schools. Why the records are retained for this retention period: The Board must accredit a non-state school and approve government funding eligibility for the school to receive funding in Queensland. Pursuant to sections 170 and 171 of the EANSS Act, every five years the Board may require information from a non-state school's governing body to assess whether the governing body remains suitable to be the school's governing body, or that the non-state school is complying with the accreditation criteria. The Board must retain these records for 30 years after accreditation ceases as they: • provide evidence of a non-state school's accreditation; • show decisions made by the business; • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under <i>Limitation of Actions Act 1974</i> (Qld); • ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2422 – <i>Disposal Schedule for Schools Registration Board</i> – Reference 01.05.02 – Records relating to the assessment of applications to be registered with the Schools Registration Board of Tasmania that is not approved for registration – Destroy 25 years after action completed. Other comments/factors for consideration: There is an expectation that: - the Board assesses applications for new non-state schools or changes to existing non-state schools in accordance with the Accreditation Act to ensure students who do attend receive the same high-quality education as state schools and are not disadvantaged - records are retained as per legislation concerning the accreditation of non-state schools. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2289 – Accreditation-applications for accreditation and funding eligibility of non-state schools – 30 years after accreditation ceases or is refused.
2290	Accreditation and registration – Commonwealth register of institutions and courses for overseas students Records relating to the registration as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Disposal action – 30 years after registration ceases or is refused.	Date authorised: 14 November 2018 Why are these records created: The regulation of the international education industry in Australia is founded on state and Commonwealth legislative frameworks, which for Queensland includes Queensland's <i>Education (Overseas Students) Act 1996</i>, Queensland's Education (Overseas Students) Regulation 2014 and the Commonwealth ESOS Framework (including the National Code). Part C of the National Code outlines registration of providers and courses on CRICOS. It provides a general description of the registration process and specifies minimum requirements that apply to this process. Part D provides standards that set out obligations on and procedures for registered providers of education and training to overseas students. Providers are also audited for compliance. Registration of school sector providers and their courses on CRICOS involves two stages. The first stage is undertaken by the designated authority for that state or territory, and the second stage by the Commonwealth Department of Education and Training. Providers must meet the requirements of both state and Commonwealth legislation in order to become registered and maintain registration on CRICOS in Queensland. Why the records are retained for this retention period: The <i>Education (Overseas Students) Act 1996</i> provides for the registration of providers of courses for

Disposal Authorisation	Record class and retention period	Justifying the retention period
		overseas students in Queensland. Section 9 states the period of registration must not be longer than five years. Registration of CRICOS courses lasts for the duration of the provider's registration. The business area requires these records to be retained for 30 years after registration ceases to: • ensure full-fee paying overseas students are enrolled at a school registered on the CRICOS • provide evidence of decisions made by the business area about accreditation • ensure legal reference, including standard appeals of decisions, judicial review, and other court processes under section 10 of the <i>Limitation of Actions Act 1974</i> • ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 16/01 – <i>Retention and Disposal Authority for Records of the Accredited Training Function</i> – Reference 1.2 – Records documenting the agency's accreditation as an approved Registered Training Organisation (RTO) and its compliance with standards for RTOs. Includes accrediting body audit and evaluation records – Destroy 7 years after action completed. Other comments/factors for consideration: • that CRICOS registered providers are assessed against both state and Commonwealth legislative requirements and demonstrate compliance at the point of registration and throughout the provider's period of registration • that records are retained as per legislation concerning the registration of providers on CRICOS.
2291	Accreditation – vocational education and training and higher education courses Records relating to the accreditation and registration of courses to be provided by Registered	Date authorised: 14 November 2018 Why are these records created: There are two different accreditation processes involving training and vocational institutions. The institution itself must be accredited as a Registered Training Organisation (RTO) and the Australian Skills Quality Authority (ASQA), under the Australian Quality Framework, must accredit the courses that it offers. This class covers the accreditation of the courses. The ASQA regulates accredited vocational education and training (VET) courses in accordance with the Standards for VET Accredited Courses 2012 (Cth). Accreditation means the course is nationally

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Training Organisations (RTOs). Disposal action – 30 years after course is withdrawn.	recognised and that an RTO can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. Once a course has been accredited, it is listed on the national register. The Standards for VET Accredited Courses 2012 (Cth) include the course design standards that must be met for courses accredited and regulated by ASQA. The Standards for VET Accredited Courses 2012 (Cth) apply to all courses regulated by ASQA, including those courses accredited by referring state and territory course accreditation bodies prior to 2011. The Tertiary Education Quality and Standards Agency (TEQSA) registers providers and accredits courses of study. TEQSA regulates higher education using principles relating to regulatory necessity, risk, and proportionality, and using a standards-based quality framework. TEQSA will test whether the body of knowledge as presented in the course outlines is coherent, substantial, and current, through assessing the course structure, topics, and the lists of references in each unit. In order to provide a higher education course, a regulated entity that does not have self-accrediting authority must have the course accredited under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (Cth) [the TEQSA Act]. Accreditation may be granted for up to seven years although this period may vary, as stated in section 49(6) of the TEQSA Act. Once a course has been accredited, it is listed on the national register. Why the records are retained for this retention period: Courses developed by training and skills institutions are required to meet Standards for VET Accredited Courses 2012 (Cth) and are tested by ASQA to ensure the products meet requirements. Standard 3 of the Standards for RTOs 2015 requires RTOs to issue, maintain and accept AQF certification documentation and provide access to learner records. In accordance with schedule 5 of the Standard, RTOs must retain client records for a period of 30 years. Standard 23 of the Standards for NVR RTOs 2012 requires NVR registered training organisations to certify, issue and recognise qualifications and section 23.3 requires NVR RTOs to retain client records for a 30-year period. To validate qualifications of clients, RTOs must retain information about the courses developed and provided to their clients. The business units consider the recommended retention period of 30 years will meet their ongoing requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Comparison with other schedules' retention period: Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.1.1 – Vocational education accreditation – Retain for 30 years after registration ceases. Victoria – PROS 16/01 – <i>Retention and Disposal Authority for Records of the Accredited Training Function</i> – Reference 1.1 – Records relating to accreditation and re-accreditation of training courses – Destroy 30 years after action completed. Other comments/factors for consideration: • that courses offered by training and vocational institutions are nationally recognised/accredited to ensure quality training is provided consistently across Australia • that records are created and retained to support the accreditation process • that the higher education provider is reputable and accountable for the higher education it offers.
2292	Accreditation and registration – vocational education and training and higher education providers Records relating to the accreditation and registration of registered training organisations (RTOs) or higher education providers. Accreditation and registration may include, but is not limited to, other industry specific providers such as providers of English language intensive courses for overseas students. Disposal action – 30 years after registration ceases or is refused.	Date authorised: 14 November 2018 Why are these records created: There are two different accreditation processes involving training and vocational institutions. The institution itself must be accredited as an RTO then the courses that it offers must be accredited by ASQA under the Australian Quality Framework (AQF). This class covers the accreditation of the institutes. The ASQA accredits vocational and education training qualifications and registers training organisations in most states of Australia, including Queensland. Under Section 16 of the new <i>National Vocational Education and Training Regulator Act 2011</i> (Cth) a body that is part of a state or territory may apply to the national VET regulator for registration, including renewal of registration, of the body as an NVR registered training organisation. After registering an applicant as an NVR registered training organisation, the national VET regulator must give the applicant a certificate of registration. The Act stipulates a number of conditions including compliance with the Standards for NVR registered training organisations. Under the AQF issuance policy, AQF qualifications will only be issued by organisations authorised by legislation to do so and that organisation is required to adhere to any government regulatory and quality assurance arrangements and have compliance monitored by the relevant accrediting authority. Under Section 6 of the <i>Higher Education Support Act 2003</i> (Cth), the Minister, in writing, may approve a body corporate as a VET provider. The Act also gives the Minister power to take action. Under the User Choice 2010–2016 Program, RTOs seeking to deliver publicly-funded training and assessment services to apprentices and trainees must apply to become a Pre-qualified supplier (PQS). PQSs are subject to the terms and conditions of the VET PQS agreement and to the RTO user choice

Disposal Authorisation	Record class and retention period	Justifying the retention period
		PQS policy. Under the <i>Education Services for Overseas Students Act 2000</i> (Cth) [the ESOS Act], TEQSA is the designated and delegated authority for higher education providers registered under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (Cth) [the TEQSA Act], for providers of foundation programs and for providers of ELICOS courses of study in a pathway arrangement with a registered higher education provider. Registered higher education providers and those seeking registration as a higher education provider can apply to TEQSA for CRICOS registration at the same time as making an application to seek registration as a higher education provider. Why the records are retained for this retention period: The VET quality framework is aimed at achieving greater national consistency in the way RTOs are registered and monitored and in how standards in the VET sector are enforced. The VET quality framework comprises: • the Standards for Registered Training Organisations (RTOs) 2015 • the Australian Qualifications Framework • the Fit and Proper Person requirements • the Financial Viability Risk Assessment requirements • the Data Provision requirements. Records must be created and provided to support the above framework and maintained by the institute to support its RTO status. The records that accredit providers are important as they provide the authority to offer and provide educational courses and programs. Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015 requires RTOs to issue, maintain and accept AQF certification documentation and provide access to learner records. In accordance with Schedule 5 of the standard, RTOs must retain client records for a period of 30 years. Standard 23 of the Standards for NVR [National VET Regulator] Registered Training Organisations 2012 (Cth) requires NVR registered training organisations to certify, issue and recognise qualifications and Section 23.3 requires NVR RTOs to retain client records for a 30-year period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Comparison with other schedules' retention period: Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.1.1 – Vocational education accreditation – Retain for 30 years after registration ceases. Other comments/factors for consideration: - that institutes offering training and vocational courses are nationally recognised/accredited to ensure quality training is provided consistently across Australia - that records are created and retained to support the accreditation process.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which the public authority is subject. Includes compliance with legislation and with national and international standards.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2688	Continuing registration – home education Records relating to the assessment of reports required to confirm children registered for home education are receiving a high-quality education and progressing in learning. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons.	Date authorised: 4 July 2024 Why are these records created: Annual reports are required by the Department of Education from parents who choose home education for a child. The following procedures are followed by the Department of Education: - issues report preparation information to the parent approximately six months before the report is due - receives the report by the due date - oversees the processing of the report and its associated proposed program - determines that a high-quality education and educational progress have been demonstrated in the report - notifies the parent, if they have met the standard conditions, that the registration is continuing. All records relating to a child's home education are maintained together as student files. This includes the annual reports and student work samples along with registration forms, etc. These records are maintained based on child's year of birth and are treated the same as student files. Note

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Disposal action – 45 years from end of registration.	that current files are maintained alphabetically and closed files are archived according to date of birth. Why the records are retained for this retention period: Records relating to children who receive home education are retained for the same minimum period of time as records that relate to children who attend schooling institutions. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this disposal authorisation relates to the registration of a child, it will include supporting information which may be used for child abuse investigation/monitoring. As a result, it is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2439 – <i>Disposal Schedule for the Tasmanian Home Education Advisory Council</i> – Reference 5.2.2 – Records documenting registration of families including Monitoring Reports – Destroy once the youngest child in the family has reached 25 years of age.
2293	Monitoring – education and care services Records relating to the routine assessment, rating, notifications and required actions for compliance of an education and care service. Disposal action – 45 years after business	Date authorised: 14 November 2018 Why are these records created: The National Quality Standard (NQS) promotes continuous quality improvement. Children's education and care services covered under the Education and Care Services National Law are assessed and rated against the NQS. The process reflects a uniform approach to assessment and reporting across the range of service settings. The Department of Education's Early Childhood Education and Care division undertakes the assessment and rating process in Queensland. It is also the point of contact for any questions services may have about the assessment and rating process. The NQS ratings promote transparency and accountability and help parents assess the quality of education and care services available. Every service receives a rating for each quality area and an overall

Disposal Authorisation	Record class and retention period	Justifying the retention period
	action completed.	rating. These ratings must be displayed by each service and are published on national websites. There are five rating levels within the national quality rating and assessment process: • excellent rating, awarded by ACECQA • exceeding national quality standard • meeting national quality standard • working towards national quality standard • significant improvement required. Why the records are retained for this retention period: Early Childhood Education monitors early childhood education and care providers for children aged birth to 12 years. A monitoring program is required to meet legislative requirements of the national regulations and records are required to be retained for the monitoring process. The business runs three year compliance program cycles in accordance with section 207 of the <i>Education and Care Services Act 2013</i>. This allows authorised officers to inspect and assess the services every three years to determine whether the service complies with the Act. The business indicated the three year retention period allows staff to review three previous review cycles to ensure continual improvement. Running of three year compliance program cycles allow the program to be tailored to meet the needs of the business and is designed to: • identify and reduce the risk of breaches of the <i>Education and Care Services Act 2013</i> • remedy any breach that may occur • create a culture of compliance within the organisation. Additional retention requirements have also been recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse. Recommendation 8.1 of the Royal Commission states that “to allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred”. Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – FA318 – <i>Functional Retention and Disposal Authority: Department of Family and Community Services</i> – Reference 2.4.3 – Records relating to monitoring compliance with requirements and routine liaison with centres over terms and conditions – Retain 10 years after action completed. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.3.4 – Inspections of premises, physical environments and the operation of a children's service, including inspection and risk assessment reports – Retain for 10 years after last action. Other comments/factors for consideration: That providers of early childhood education are monitored for compliance and that records are maintained by an authority as per legislation. Previous schedule references: QDAN 691 v.1 – <i>Early Childhood Education and Care retention and disposal schedule</i> – Reference 1.1.1 – Monitoring education and care services – Retain for 10 years after last action.
2689	Monitoring – international exchange Records relating to the national standard annual monitoring activities under the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia for a registered student exchange organisation.	Date authorised: 4 July 2024 Why are these records created: A high school student exchange program offers a cultural and educational experience for Queensland school students. It is a reciprocal program where students attend a high school in another country, while students from other countries study in Queensland. The exchanges range from 3 months (or one school term, whichever is shorter) to 12 months. Students participating in a registered student exchange program are exempt from paying tuition fees. These programs are offered by registered student exchange organisations. The National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia require Student Exchange Organisations to have correctly completed and returned National Standard Annual Monitoring Forms to the respective registration authority each year. Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the monitoring of activities that are directly related to the safety of a child, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1044 – reports, both published and unpublished, on the agency's functions and performance – Retain for 7 years after business action completed. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 09.05.01 – Records documenting compliance of the agency with mandatory or optional standards and with statutory requirements relating to the provision of education to international students – Destroy 7 years after action completed.
2294	Monitoring – non-state schools Records relating to the assessment of the ongoing compliance of non-state schools with the <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> and any other predecessor legislation. Disposal action –	Date authorised: 14 November 2018 Why are these records created: The Board is responsible for monitoring the ongoing compliance of non-state schools with the accreditation criteria. Why the records are retained for this retention period: Every five years the Board monitors whether: - accredited non-state schools continue to comply with the statutory requirements for accreditation - the governing body of a provisionally accredited, or accredited non-state school is suitable to continue to be the school's governing body

Disposal Authorisation	Record class and retention period	Justifying the retention period
	45 years after business action completed.	• a government-funded school is a school not being operated for profit • the governing body of a government-funded school is not a party to a prohibited arrangement in relation to the operation of the school • there is no direct or indirect connection between the governing body of a government-funded school and a for-profit entity that could reasonably be expected to compromise the independence of the governing body when making financial decisions. Any issues of non-compliance with the non-state schools will be identified during the monitoring process. Additional retention requirements have also been recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse. Recommendation 8.1 of the Royal Commission states that “to allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred”. Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission’s recommendations and protect the rights of child abuse survivors. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i> – Reference 4.1 – Board’s program of school compliance records – Retain for 7 years after last action. Other comments/factors for consideration: • that non-state schools are monitored and assessed for quality and assurance • that records are kept in line with legislation by the monitoring authority.

LICENSING AND REGISTRATION

The activity of issuing and managing registrations and licences provided to child care providers, home education, schools and international schools and exchange programs.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2295	Registers – non-state schools Registers maintained in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) and any other predecessor legislation for accredited non-state schools. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: The Board must keep a register of accredited non-state schools (sections 100 and 126 of the Act). Why the records are retained for this retention period: As per the background/business process, this is a legislated recordkeeping requirement. A permanent retention period for non-state school register records will meet business and statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records. Comparison with other schedules' retention period: Queensland – QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i> – Reference 3.1 – Register of non-state schools – Retain permanently in accessible, readable and inalterable format. Tasmania – DA2439 – <i>Disposal Schedule for the Tasmanian Home Education Advisory Council</i> – Reference 1.7.1 – Annual listing of registered non-government schools – Permanent. Other comments/factors for consideration: That registers are kept and maintained as per legislation.
2296	Applications – home education	Date authorised: 14 November 2018 Why are these records created:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Records relating to applications under the <i>Education (General Provisions) Act 2006</i> (Qld) and any other predecessor legislation to register a child for home education. Includes unsuccessful applications. Disposal action – Permanent. Transfer to QSA after business action completed.	Under the <i>Education (General Provisions) Act 2006</i> (the Act) a parent must ensure that a child of compulsory school age is enrolled at and attends a state school or non-state school or is registered for home education. A parent who is seeking to register a child for home education is required to reasonably satisfy the Chief Executive Officer that they intend to and can comply with the standard conditions of registration. The three main standard conditions parents must meet are that: • their child receives a high-quality education • the parent must provide an annual written report on the child's educational progress • the parent must provide written notification of a change in the child's usual place of residence within 28 days of the change happening. When an application to register a child for home education is received, under section 208 of the Act, the manager of the Home Education unit: • notifies the applicant, in writing, that provisional registration has been issued • oversees the processing of the application • determines the issuing of registration • notifies parent, in writing, of the determination. A registration certificate is issued upon the granting of registration. Why the records are retained for this retention period: There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. These records provide evidence of a child's educational participation in a home setting and provide comparable evidence to school admission registers which are retained permanently. With the introduction of the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>, there is now no limitation period for legal actions relating to claims of child sexual abuse. Historically, claims relating to child sexual abuse are often brought after the victim has reached adulthood. The recommended retention period allows time for the victim to request access to these records if they may assist as evidence for their claim. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Records of applications for home education provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include: • evidence of the Department of Education's primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. Comparison with other schedules' retention period: Tasmania – DA2439 – <i>Disposal Schedule for the Tasmanian Home Education Advisory Council</i> – Reference 5.2.2 – Records documenting registration of families including Applications – Destroy once the youngest child in the family has reached 25 years of age. Other comments/factors for consideration: There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students: • that all Queensland children of compulsory school age are registered in an approved educational program • that parents of school-aged children who choose to deliver home education are meeting requirements for high-quality education and children registered for home education will not be disadvantaged in comparison to children who attend state or non-state schools. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 12.13 – Home Schooling Applications – Destroy 10 years after last action.
2297	Registers – approved early childhood education providers and services Registers maintained in accordance with the <i>Education and Care Services Act 2013</i> (Qld), the <i>Child Care Act 2002</i> (Qld) and any other predecessor legislation	Date authorised: 14 November 2018 Why are these records created: Early childhood education and care is responsible for licensing child care services in Queensland under the <i>Child Care Act 2002</i> and the <i>Child Care Regulation 2003</i>. The Department must keep a register of child care licences under s.171 of the Act. A person may inspect the register – or obtain a copy of the register or part of the register – on payment of the fee prescribed under schedule 3 of the Regulation. Additionally, under the <i>Education and Care Services Act 2013</i>, registers fall under various sections of the Act as outlined:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	for: • approved education and care services • approved providers • certified supervisors. Disposal action – Permanent. Transfer to QSA after business action completed.	• approved providers – s.213 • approved education and care services – s.214 • certified supervisors – s.113. Why the records are retained for this retention period: Under s.215 of the <i>Education and Care Services Act 2013</i>, the Department must support the publication of the register of approved providers and the register of certified supervisors. The registers referred to in this activity contain information about individuals and services which are endorsed by ECEC. This is considered similar to the Register of non-State schools and the proposed retention is consistent with PROS 10/09 (reference 7.1.1). Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records. Comparison with other schedules' retention period: Queensland – QDAN 637 v.2 – <i>Department of Child Safety retention and disposal schedule</i> – Reference 2.1.2 – Register of care service providers approved to hold a licence under s.127 of the <i>Child Protection Act 1999</i> – Retain for 50 years after expiry or cancellation of all licences. Queensland – QDAN 636 v.2 – <i>Children's Rights, Protection and Promotion retention and disposal schedule</i> – Reference 2.7.3 – Records relating to the monitoring and audit of service providers licensed under the <i>Child Protection Act 1999</i> to provide services directly to children in the child safety system – 50 years after expiry or cancellation of licence. New South Wales – FA318 – <i>Functional Retention and Disposal Authority: Department of Family and Community Services</i> – Reference 2.4.1 – Records relating to children's services, including approvals of children's service, details of the licensee of service, the name of authorised supervisor, particulars of any compliance notices issued, and particulars of any offence licensee or authorised supervisor has been convicted of under the Act – Retain minimum of 25 years after action completed. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.1.1 – The summary record of organisations licensed as Children's Services – Retain

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Permanently as State Archives. Previous schedule references: QDAN 691 v.1 – <i>Early Childhood Education and Care retention and disposal schedule</i> – Reference 1.3.4 – Registers – Retain for 50 years after expiry or cancellation of all licences.
2690	<i>Licence applications – early childhood services granted or refused</i> Records relating to licences granted or refused under the <i>Education and Care Services National Law (Queensland) Act 2011</i>, <i>Education and Care Services Act 2013</i> (Qld) and any other predecessor legislation which includes, but is not limited to, licences for: • executors as approved provider • provider approval • service approval • supervisor certificate. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action –	Date authorised: 4 July 2024 Why are these records created: The Department of Education is the regulatory authority in Queensland responsible for approving early childhood education and care providers and services, including deciding supervisor certificates. The Department decides the following types of approvals and certificates: • provider approval – A person must first apply to obtain ‘provider approval’, which is ongoing and recognised nationally, before they can apply for ‘service approval’ to operate one or more services. The approved provider is responsible for ensuring the service operates in accordance with the <i>Education and Care Services National Law (Queensland)</i>. • service approval – Each service operated by an approved provider requires ‘service approval’. Service approvals relate to the individual site/premises and the type of care provided. • certified supervisor – A certified supervisor is a ‘responsible person’ who can be put in day-to-day charge of a service. There are two ways to become a certified supervisor. You may either be nominated by the approved provider or nominated supervisor at your service (service certified supervisor certificate) or apply to the Department as an individual (individual certified supervisor certificate). A certified supervisor may consent to be a nominated supervisor. As part of an application for service approval, an approved provider must identify the nominated supervisor for the service and provide evidence of that person’s consent to fill the role. All early childhood education and care providers are registered in line with legislation and that records are kept by the monitoring authority. In certain instances, licences are refused. Under section 48 of the <i>Education and Care Services Act 2013</i>, the Chief Executive Officer (CEO) must refuse to grant a service approval request if: • to operate, would constitute an unacceptable risk to the safety, health, and wellbeing of children • the applicant does not have provider approval • the CEO is convinced the applicant is not capable of operating the proposed service in a way that would meet legislative requirements.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	45 years after business action completed.	Any matters of relevance or concern to the community will be covered in more detail under the record class where approved licences are cancelled. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the granting and refusal of licences under the <i>Education and Care Services Act 2013</i>, it may include evidence of which could be used as evidence in a future child abuse investigation. Additionally, this record class relates to the background of a child service provider, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 637 v.2 – <i>Department of Child Safety retention and disposal schedule</i> – Reference 2.7.1 – Applications-approved applications – Retain for 50 years after expiry or cancellation of licence. New South Wales – FA318 – <i>Functional Retention and Disposal Authority: Department of Family and Community Services</i>: • reference 2.4.4 – Successful applications for a licence to conduct a children's service – Retain minimum of 25 years after revocation, suspension or surrender of licence or authority • reference 2.4.5 – Unsuccessful applications for a licence to conduct a children's service – Retain minimum of 10 years after action completed. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i>: • reference 7.1.2 – Records relating to successful applications from individuals or organisations to become licensed children's service operators – Destroy 10 years after licence expires • reference 7.1.3 – Records relating to unsuccessful applications from individuals or organisations to

Disposal Authorisation	Record class and retention period	Justifying the retention period
		become licensed children's service or family day care service operators – Destroy 10 years after decision made. Other comments/factors for consideration: Early Childhood Education and Care issues and manages licenses and approvals required to conduct a child care service. A licensee must comply with minimum quality standards. Certain services including long day care, family day care, outside school-hours care, pre-Prep and kindergarten services must meet requirements under the National Quality Framework. Under the <i>Education and Care Services National Law (Queensland) Act 2011</i>, licences issued for the following, fall under various sections of the Act as outlined: • provider approval – Section 15 • service approval – Section 48 • supervisor certificate – Section 111 • executors as approved provider – Section 39. That all applications and information about early childhood education and care providers who are refused a licence are retained in line with legislation, and the monitoring authority keeps these records for further reference. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2298 – Applications-early childhood services refused – 45 years after business action completed.
2691	<i>Licences – early childhood services suspended or cancelled</i> Records relating to the suspension or cancellation of licences under the <i>Education and Care Services National Law (Queensland) Act 2011</i> and any other predecessor legislation. Licences include, but are not limited to, licences issued for:	Date authorised: 4 July 2024 Why are these records created: Applications for a temporary suspension of licence are made by licensees for reasons such as building works to premises or when the number of children enrolled effects the viability of the service. Applications and information about requirements to suspend an early childhood education and care provider's operations are retained for further reference and in line with legislation. Why the records are retained for this retention period: This record class includes statements made by licensees indicating the reasons for requesting a cancellation of the licence and the process the licensee proposes to undertake to notify the parents or guardians of the children cared for or educated by of the application to cancel the licence. Under the <i>Education and Care Services National Law (Queensland) Act 2011</i>, licences are refused for the following, fall under various sections of the Act as outlined: • provider approval – Section 25 and Section 31

Disposal Authorisation	Record class and retention period	Justifying the retention period
	• provider approval • service approval • supervisor certificate. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	• service approval – Section 70 and Section 77 • supervisor certificate – Section 123. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the operations of child care provider, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – FA318 – <i>Functional Retention and Disposal Authority: Department of Family and Community Services</i> – Reference 2.4.6 – Under this schedule, summary records relating to approved applications to become a licensee or authorised supervisor of a children's service – Retain minimum of 25 years after action completed. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.1.4 and 7.1.5 – Records relating to the voluntary temporary suspension of a licence by the licensee and records relating to the cancellation of a licence at the request of the licensee – Destroy 10 years after licence expires. Other comments/factors for consideration: The recommended disposal action is in line with ACCREDITATION, REGISTRATION AND REGULATION – Licensing and Registration – Licence applications-early childhood services granted or refused. This allows all early childhood services to retain the appropriate records in a consistent manner to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Previous schedule references:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		QDAN 691 v.1 – <i>Early Childhood Education and Care retention and disposal schedule</i> – Reference 1.3.3 – Licenses suspended or cancelled – Retain for 25 years after application is cancelled or surrendered.
2692	Licenses – out of hours care Records relating to the establishment and operation of out of hours care services in accordance with the <i>Education and Care Services National Law (Queensland) Act 2011</i> and any other predecessor legislation. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Date authorised: 4 July 2024 Why are these records created: Schools may engage an Outside School Hours Care (OSHC) provider as an affordable service for the students and parents of the school and local community. The school, however, is not the provider of the service. OSHC service providers must comply with relevant legislation and directives with regard to the establishment and operation of the program. Schools maintain records about OSHC providers to ensure that services to its students and community, and the use of the premises are done so responsibly and in line with legislation. Providers retain records in accordance with legislation. Why the records are retained for this retention period: The agreement with the OSHC provider runs for a period of five years, with the potential to extend for another two, two year terms. The service is required to go out to tender every nine years or more frequently as required, with formal reviews undertaken at key junctures. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to a child care provider and its operations, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C216

Disposal Authorisation	Record class and retention period	Justifying the retention period
		– Registration and Licensing – Retain for 5 years after centre ceases to operate. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.13.2 – Records relating to programs and activities devised and implemented for students attending Out of School Hours Care – Destroy 7 years after superseded. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.13.1 – Operational records of Departmental child care centres, or centres operated on Departmental property – Retain a minimum of 10 years after action completed, then destroy. Other comments/factors for consideration: While schools are not providers of OSHC, and it is a tender process for an agreement, the nature of the service is such that it is recommended to be included in the Education and Training Sector schedule rather than a reference to the <i>General retention and disposal schedule</i> (GRDS). The recommended disposal action is in line with STUDENT SERVICES – Out of Hours Care – Out of hours care. This allows time for children who were placed in the care of a child service provider; outside of school hours to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse.
2693	Registration – international exchange program providers Records relating to applications under the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia to be a registered student exchange organisation. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable	Date authorised: 4 July 2024 Why are these records created: The registration process for organisation approved to offer a secondary student exchange program ensures compliance with legislative and quality assurance requirements relating to the education services provided for international students. The accreditation process includes compliance monitoring, procedures, and audits to make recommendations about the suitability of organisations to be registered as Student Exchange Organisations (SEOs). Registration as a Student Exchange Organisation is state-based and is open only to: • a school registered by an Australian state or territory Department of Education or statutory authority to provide a secondary school program; or • a not-for-profit corporation, association or other legal entity established or registered under either Commonwealth or state/territory legislation. Applications are submitted to the Department of Education from organisations that want to register as student exchange organisations. Student Exchange Organisations must be able to demonstrate that they have sufficient financial resources to fulfil their obligations and responsibilities at initial registration, re-registration, and throughout their period

Disposal Authorisation	Record class and retention period	Justifying the retention period
	persons. Disposal action – 45 years after business action completed.	of registration. Student Exchange Organisations must provide details of any third-party arrangements used to support and deliver elements of their exchange program. There are other matters and things under the National Guidelines that Student Exchange Organisations must satisfy to be granted registration and to maintain that registration. Organisations registered to offer a student exchange program are nationally recognised/accredited to ensure quality education and services are provided for positive international reputations and experiences. That records are created and retained to support the accreditation process. Why the records are retained for this retention period: With the exception of Victorian and Tasmanian which both have legislation to manage International Secondary Student exchange programs; there is no legislation governing secondary student exchange elsewhere in Australia. The legislation enacted in Victoria and Tasmania refers to the National Guidelines for the conditions of registration and provides both states with statutory-based powers to approve and regulate Student Exchange Organisations in their respective jurisdictions. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the registration of international exchange program providers, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 09.02.02 – Records documenting the administration of formal agreements with

Disposal Authorisation	Record class and retention period	Justifying the retention period
		relevant authorities – Destroy 7 years after expiry, completion or termination of agreement or contract. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 3.3.1 – Summary records of international agents – Destroy 20 years after accreditation period ceases.
2299	Licences – use of curriculum resources Records relating to curriculum licensing activities performed by the Department of Education for recognised offshore schools to offer Queensland Curriculum in accordance with the <i>Education (General Provisions) Act 2006</i> (Qld) and any other predecessor legislation. Disposal action – 7 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: A curriculum licence is a formal contractual agreement between the Department of Education and the program provider (offshore school). The agreement outlines the terms and conditions for a non-exclusive, non-transferable licence to use the Department's education materials solely for delivering the Queensland/Australian Curriculum at the offshore school. Offshore schools licensing the Queensland Curriculum receive: • syllabuses – schools receive authorised access to all Key Learning Area's core curriculum for the year levels they have licensed • essential learnings and standards – schools receive a licence to use the Essential Learnings and Standards (ELS) • regular updates – schools receive subscriptions to news for schools – electronic newsletters providing subscribers with regular curriculum updates. Offshore school applicants are required to: • meet and maintain established quality benchmarks including holding accreditation or registration as required under the regulation of the local authority or jurisdiction • satisfy the due diligence requirements of the Queensland Department of Education. Why the records are retained for this retention period: This record class is a contractual agreement between the Department and offshore providers of Queensland Curriculum. The seven year retention period ensures that these records are available in the event of legal action arising from a breach of contract under s.10 (1) (a) of the <i>Limitation of Actions Act 1974</i>, which allows an action to be brought up to six years from date of the cause of action. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 09.10.01 – Records documenting arrangements for, and the management of, joint ventures, including the offshore delivery of the Tasmanian Curriculum – Destroy 7 years after action completed. Other comments/factors for consideration: That offshore education providers are licensed and suitably accredited to provide Queensland Curriculum and that records are kept about the licensing as per legislation.

RESEARCH

Investigating or enquiring into a subject or an area of interest.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2751	School survey data Records relating to school survey data collection by the Non-State Schools Accreditation Board under s.168 of the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) and predecessor legislation. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 4 July 2024 Why were these records created: Under s.168 of the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld), the Non-State Schools Accreditation Board is authorised to collect survey data about non-state schools operating in Queensland. This data is then used to strengthen evidence-based decision making and contribute to effective policy and practice. Why the records are retained for this retention period: School survey data directly influences how the Non-State Schools Accreditation Board fulfills its core functions and delivers its services to the community. These surveys provide valuable evidence of the state of Queensland private schooling at a particular point in time and, through its documentation of statistical educational and social trends, will have ongoing value and interest to the people of the Queensland. A permanent retention period is consistent with the appraised value of significant research (which includes surveys and statistical data) within the GRDS. Permanent retention criteria: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research: • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i> – Reference 6.1 – Retain for 5 years after last action / Retain for 7 years after last action. Queensland – <i>General retention and disposal schedule</i> – Reference 1046 Research-significant – Permanent. Transfer to QSA after business action completed.

REVIEWING

The activity of re-evaluating or re-examining products, processes, procedures, standards, systems, contracts, and agreements. Includes making recommendations and providing advice resulting from these activities.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2300	Internal reviews of accredited schools Records relating to internal reviews of the accreditation of a school in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) and any other predecessor legislation. Includes reviews relating to: - board performance - decision reviews - school	Date authorised: 14 November 2018 Why are these records created: The Board will: - examine and advise the Minister about the operation of the accreditation scheme under s.100(j) of the <i>Education (Accreditation of Non-State Schools) Act 2017</i> - comply with directions given by the Minister relevant to the performance of its functions under the <i>Education (Accreditation of Non-State Schools) Act 2017</i> - comply with directions given by the Minister relevant to a decision made by the Board. The Minister may: - direct the Board about its performance, if the Minister is satisfied it is required in the public interest (s.123 of the Act). A governing body of a school that is given, or is entitled to be given, an information notice about a decision may apply to the Queensland Civil and Administrative Tribunal (QCAT) for a review of the decision. An application for a review of the Board's decision must be made within 28 days after receiving the decision.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	accreditation. Disposal action – Permanent. Transfer to QSA after business action completed.	In respect of Board matters not within the ambit of QCAT, if a person making an enquiry or complaint to the Board is dissatisfied with the Board's response, they may lodge a complaint with the Board about the decision or they may refer the matter to the Queensland Ombudsman, or, if the complaint concerns human rights, to the Queensland Human Rights Commission. Why the records are retained for this retention period: A permanent retention period for non-state school internal accreditation review records: • will meet business and statutory requirements • is consistent with the previous retention period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of the monitoring, analysis and review of policy affecting primary government functions including reports of review as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Other comments/factors for consideration: That reviews are undertaken where required and that records are retained as per legislation. Previous schedule references: QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i>: • reference 5.1 – Ministerial referral records – Retain permanently • reference 5.2 – Ministerial directions records – Retain permanently.
2694	Internal decision reviews – licensing Records relating to internal Departmental reviews of decisions in accordance with the <i>Education and Care Services National Law (Queensland) Act 2011</i> and any other	Date authorised: 4 July 2024 Why are these records created: Internal reviews must be conducted within 14 days after the day on which the person is notified of the decision or, if the person is not notified, 14 days after the person becomes aware of the decision. A review under section 190 and 191 of the <i>Education and Care Services National Law (Queensland)</i> must be conducted within 30 days after the application is made and may be extended by up to 30 days. Queensland Civil and Administrative Tribunal (QCAT) undertakes the external review under s192 and s193 of the <i>Education and Care Services National Law (Queensland)</i> and holds the master records. Regular reviews are undertaken and that records are retained per legislation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	predecessor legislation. Includes reviews relating to: • amend or refuse to amend • impose a condition • issue a compliance direction • issue a compliance notice • provider approval, service approval or supervisor certificates • refuse to consent to transfer of a service approval • refuse to grant • revoke a service waiver • suspension. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 25 years after business action completed.	A Queensland approved provider who is issued a compliance notice, or a given a notice of a decision by the Department to revoke a service waiver, may apply for an internal review of the decision. An application for an internal review must be made within 14 days of the approved provider receiving the notice. Applications will be assessed, and a determination made, within 30 days after a valid application is received by the Department. This time period may be extended by up to 30 days if additional information is required to decide the application. Why the records are retained for this retention period: Given this record class does not directly relate to the management of a child, or their health, safety and wellbeing, a retention of 45 years has been considered but is not required. Additionally, the full review is undertaken by QCAT and QCAT keeps and manages the master records relating to the review. Under section 2.11.2 of volume 8 of the final report of the Royal Commission, it is stated that “from what survivors told us, it took, on average, 23.9 years for them to disclose abuse”. Based on the considerations made for this type of record class, a retention of 25 years is appropriate, but also ensures the retention of the record for a suitable period, should it be required to be brought forward for a future inquiry, and retained under a different disposal authorisation with a longer retention period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i>: • reference 1073 – Enquiries, complaints and suggestions-investigations or legal significance – 7 years after business action completed • reference 1004 – Agreements and contracts-not under seal – 7 years after the expiry or termination of the agreement or contract. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.1.6 – Records related to the cancellation of a licence to operate a licensed children's service, by the Secretary. Includes investigation records, associated notices and any other evidence obtained during an investigation – Destroy 25 years after cancellation of licence.

Title	Scope Note
ANIMAL AND CROP MANAGEMENT	<i>The function of operating and managing facilities and resources that allow students to engage in animal and agricultural educational and operational environments as part of their schooling/training and/or provide opportunity for commercial exploitation to gain economic benefit for the school or institute. Includes, but is not limited to, schools and registered training organisations (RTOs).</i> <i>These activities must be operated in accordance with the relevant legislation, standards, and guidelines.</i> <i>See the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> • <i>disposal</i> • <i>financial records</i> • <i>planning</i> • <i>policy</i> • <i>procedure</i> • <i>property management</i> • <i>security standards</i> • <i>vehicle management.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule</u> (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ANIMAL MANAGEMENT AND USE

The activities associated with the breeding, care, pet care, use, protection and disposal of animals and animal body parts or specimens for training, education, agricultural production, and commercial operations in accordance with statutory requirements. Includes the management of live school mascots.

Animals are defined by the Animal Care and Protection Act 2001 (Qld) as including, but not limited to, amphibians, bees, birds, fish, mammals other than human beings, marsupials, reptiles, octopi, squid, crabs, crayfish, lobsters, prawns, etc.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2323	Care of animals Records relating to the management, maintenance, movement, scientific use, and care of animals and/or livestock on the public authority's grounds. Disposal action – 7 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: The management, use and care of animals are significant activities within many schools and other training institutes. Schools with the appropriate approvals keep and use animals (e.g. cattle, horses, sheep) to achieve scientific outcomes for students or to allow the use of school land/facilities by the community. In doing so it acquires, cares for, breeds, sells, and disposes of animals and a range of records need to be kept to facilitate the business and statutory requirements related to these activities. Acquisition of animals is through formal agreements. Agreements are required for keeping other parties' livestock on school property and are referred to as agistment agreements. Brands and earmarks provide animal identification that prove ownership of livestock in Queensland and are compulsory, for cattle and pigs when they are being sold. Individual stud animals may be registered with the relevant breed/ers society or association, using the stud prefix or suffix, for showing, selling, and breeding purposes. Owners of stud animals are normally required by the rules of the society to keep records and send in returns about these animals. The National Livestock Identification System (NLIS) is Australia's system for identification and traceability of livestock. The <i>Biosecurity Act 2014</i> deals with biosecurity risks associated with pests, diseases and contaminants and allows for biosecurity orders requiring specific action to be taken to minimise risks. This Act requires anyone who keeps a threshold number of designated animals to be registered as a registrable biosecurity entity for traceability purposes in case of a disease outbreak or possible contamination. Property identification codes (PIC) relate to registered parcels of land. The <i>Animal Care and Protection Act 2001</i> (ACPA) and the Australian code for the care and use of animals for scientific purposes have requirements for keeping and providing records and reports relating to the use of animals for scientific purposes. Investigators, teachers, persons-in-charge of animal facilities and animal ethics committees (AECs) and institutions report on animal use activities. The <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> governs the use of chemicals in treating animals. The <i>Land Protection (Pest and Stock Route Management) Act 2002</i> (Qld) allows for notices and directions to be given in the control of pests and diseases in animals. Under the Primary Industries Levies and Charges Collection Regulations 1991, records must be kept of sale and delivery of cattle and other livestock for five years.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Under Section 24 of the Veterinary Surgeons Regulation 2016, records of treatment of animals must be kept for three years. Why the records are retained for this retention period: This record class is created and maintained within schools and allows records for the activities of animal management, use and care to remain available for an appropriate period to allow ongoing delivery of agricultural science and other curriculum programs in schools as well as meeting statutory requirements. Specifically, s.197 of the <i>Biosecurity Act 2014</i> requires a record of movement be kept for: • a special designated animal – 5 years after movement started • others – 2 years after movement started. Schools do not engage in scientific research projects and mainly use its animals for education and training purposes only. The Department of Education considers the recommended seven year retention period covers the legislative requirements, is sufficient for schools' requirements and is consistent with other Queensland schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C92 – Acquisition, management, maintenance and care – Temporary – Retain for 7 years after last action. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 6.3 – Animal management – Temporary – Retain for 7 years after last action. Queensland – <i>General retention and disposal schedule</i> – Reference 1099 – Asset and money management – Retain for 7 years after the financial year which they relate. Other comments/factors for consideration: That schools and training institutions will take responsible care of the animals as per legislation.

CROP AND PASTURE MANAGEMENT

The activities associated with the planting, growth, maintenance, use, protection and disposal of plant material or specimens including gardens, crops, pastures, grains and horticultural products for training, educational, agricultural production, and commercial operations in accordance with statutory requirements. Includes grain and fodder treatment records and crop, garden, pasture, and paddock treatment records.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2324	Care of pastures and crops Records relating to the management and maintenance of crops, grains, and pastures on the public authority's grounds in accordance with the <i>Biosecurity Act 2014</i> and any other predecessor legislation. Disposal action – 7 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: The management of crops and pastures are significant activities within many schools and other training institutes. A school has the option to grow crops, grains, and pastures to support the learning of students in agricultural production purposes. When growing crops schools are to prevent, control and eradicate pest infestation of plants or remove plant pests, diseases, infections or conditions and disposing of plant matter requires a range of records to be kept to facilitate the business and statutory requirements related to these activities. Why the records are retained for this retention period: This record class is created and maintained within schools and allows records for the activities of crop and pasture management to remain available for an appropriate period to allow ongoing delivery of the agricultural science programs in schools as well as meeting statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 6.9.1 – Pasture and crop care – Temporary – Retain for 7 years after last action. Queensland – <i>General retention and disposal schedule</i> – Reference 1099 – Asset and money management – Temporary – Retain for 7 years after financial year to which the records relate. Other comments/factors for consideration: That schools and training institutions will take responsible care of the crops and pastures as per legislation. Chapter 2 Part 4 of the <i>Education (General Provisions) Act 2006</i> specifies the basis for education provided and testing at State instructional institutions.

Title	Scope Note
CURRICULUM AND TRAINING PRODUCT MANAGEMENT	<i>The function of enhancing student, apprentice and trainee learning outcomes through quality curriculum and courses. Includes developing, implementing, delivering, researching, and reviewing teaching processes and education and training resources through a range of options.</i> <i>Includes records documenting:</i> <i>the curriculum and/or courses for teaching and learning</i> <i>planning for implementing and delivering curriculum and/or courses</i> <i>researching and reviewing provision of curriculum and/or courses.</i> <i>Students, including apprentices and trainees, may be internal, external, child or adult.</i> <i>See the General retention and disposal schedule (GRDS) for records related to joint ventures.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

CURRICULUM, COURSES AND TRAINING PRODUCTS

The activities related to programs, strategies, curriculum, and training products designed to actively engage individuals in learning experiences that develop knowledge, skills, and behaviours in order to demonstrate learning outcomes and foster lifelong learning behaviours.

For records relating to assessment and evaluation, see STUDENT MANAGEMENT – [Assessment](#).

Disposal Authorisation	Record class and retention period	Justifying the retention period
2301	<i>Curriculum, courses, and training products – approved programs</i> Records relating to final approved Queensland	Date authorised: 14 November 2018 Why are these records created: The Australian Curriculum, Assessment and Reporting Authority provides a National Curriculum for Kindergarten up to year 10 with the continuation of the Queensland curriculum for years 11 and 12. The Department of Education managed the curriculum and courses for eight key learning areas (e.g.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Curriculum, Queensland senior curriculum, and vocational education and training and higher education accredited courses for delivery into schools, registered training organisations, and care services. Includes, but is not limited to: • subjects and modules developed as Queensland Curriculum and Queensland senior schooling curriculum • records relating to accredited courses developed by registered training organisations. Disposal action – Permanent. Transfer to QSA after business action completed.	English, mathematics, and science, study of society and the environment, languages, technology, health and physical education, and the arts) for schools before the establishment of the Queensland School Curriculum Council (1995), now the Queensland Curriculum and Assessment Authority, to manage the school curriculum. The Queensland Curriculum Assessment Authority (QCAA), under the <i>Education (Queensland Curriculum and Assessment Authority) Act 2014</i>, now manages the final curriculum and accreditation of syllabuses for Queensland. This includes the Australian curriculum for Queensland. The Education Sector continues to develop curriculum and courses for delivery of subject matter that is aligned with and supports the National Curriculum but is specific to Queensland or the educational institution. Such curriculum is developed by educational institutions for Queensland and should be retained as part of the community memory. Some Registered Training Organisations (RTOs) develop products (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). The ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for 5 years. Why the records are retained for this retention period: Minor text changes have been included to indicate clear examples of curriculum and products for permanent retention are for the Queensland State level and not at a teacher level. The National Curriculum covers the main aspects of curriculum including literacy, numeracy, science, and history and is retained by the Australian Curriculum Assessment and Reporting Authority (ACARA). Queensland curriculum developed outside of this should be retained by the business for historical and business purposes. Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015 require an RTO to provide quality training and assessment across all of its operations including using training and assessment materials consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies. Section 47 of the <i>Training Reform Act 2003</i> allows a person to apply to the Training and Employment Recognition Council to have a course accredited. Section 47C of the Act states that accreditation may be for a term up to 5 years. Training organisations that develop product or curriculum consider these records form a significant part of the historical record of the training provided in Queensland. A permanent retention period is recommended for the approval and final curriculum content of the course/unit. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research: • 2 – primary functions & programs of government • 5 – substantial contribution to community memory Comparison with other schedules' retention period: The jurisdictions which have permanent retention periods include records such as the final curriculum and the accreditation of syllabi are: Queensland – QDAN 408 v.3 – <i>Queensland Studies Authority retention and disposal schedule</i> – Reference 3.2.1 – Approved syllabus package – Retain permanently by Queensland Studies Authority. Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 4.1.4 – Records relating to subjects and modules developed by TAFE institute and used prior to competency-based training (excluding those within Category 'A' courses) – Permanent – Retain Permanently. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C281 – Curricula approval – Permanent. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.4.2 – Curriculum Approval-QTAC – Retain Permanently. Australian Capital Territory – Notifiable instrument NI2013—373 – <i>Territory Records (Records Disposal Schedule-School Management Records) Approval 2013 (No 1)</i> – Reference 170.365.001 – Final versions of approved school based curricula – Retain as Territory Archives. Victoria – PROS 16/07 VAR 1 – <i>Retention and Disposal Authority for Records of the Higher and Further Education Functions</i> – Reference 2.1.1 – Course and curriculum development, accreditation, approval and review – Master record of accredited or approved courses, programs, training packages, modules and their units for courses delivered for AQF levels 5-10 – Permanent – Retain as State Archives, Transfer to PROV. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools:</i> • reference 2.3.2 – School curriculum – Records relating to the registration of class programs – Permanent. • reference 2.4.1 – School curriculum policy – Records relating to school based curriculum policy strategies, including assessment and teaching policy strategies – Permanent. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i> – Reference

Disposal Authorisation	Record class and retention period	Justifying the retention period
		7.7.1 – Learning and Teaching – Curriculum development – Records relating to the development of curricula, including master copies of proposals and reports, including proposals not proceeded with – Permanent. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 04.08.03 – Curriculum development (Curriculum Development & Management) – Records documenting the Tasmanian curriculum – Permanent. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i>: • reference 3.5 – Key Learning Areas – Permanent – Subject to review at sentencing • reference 3.6 – Distance Education – Permanent – Subject to review at sentencing.
2695	<i>Courses and training products – development – training and vocational</i> Records relating to the development of resources, assessment and reporting materials to address learning areas within training and vocational courses in compliance with the Australian Qualifications Framework (AQF). Disposal action – 30 years after business action completed.	Date authorised: 4 July 2024 Why are these records created: Training and assessment programs are developed and/or delivered in partnership with industry and employers and are reviewed under the Australian Qualifications Framework (AQF) for accreditation. The process for course development, design, approval and/or accreditation incorporates the following activities: • course concept • business case and approval • curriculum development • accreditation/re-accreditation • course implementation • quality assurance and continuous improvement. Why the records are retained for this retention period: Standard 2 of the Standards for Registered Training Organisations (RTOs) 2015 requires Registered Training Organisations to provide quality training and assessment within their organisation and scope of registration. They are responsible for delivering, implementing, monitoring, and evaluating quality training and assessment strategies and practices that meet Training Package and VET accredited course requirements. In Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015), RTOs must: • meet the requirements of the AQF for issuing AQF qualifications and statements of attainment

Disposal Authorisation	Record class and retention period	Justifying the retention period
		• provide reports of records of qualifications and statements of attainment to their VET Regulator on a regular basis and • must keep the records of AQF certification qualifications and statements of attainment for a period of thirty years. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C154 – Publications-master set – Master set of publications of the University – Retain permanently. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.4.3 – Curriculum Content – Records relating to the content of course/unit curriculum developed by the QATC or external organisations for accredited courses – Temporary – Retain for 30 years after course is withdrawn. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i> – Reference 7.6.1 – Curriculum Delivery – Master copy of University calendars, faculty handbooks and course/topic guides containing descriptions of course/topic content and requirements – Permanent. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2304 – Product-development-training and vocational – 30 years after course is withdrawn.
2302	Curriculum – development – Queensland Curriculum Records relating to the development of Queensland Curriculum. Disposal action – 10 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Minor changes to the description. The Queensland Curriculum Assessment Authority (QCAA), and Queensland's school sectors — Education Queensland, Queensland Catholic Education Commission, and Independent Schools Queensland —develops, advises, and provides guidelines and resources to support schools in delivering the Australian Curriculum, Assessment and Reporting Authority (ACARA). The National Curriculum covers the main aspects of curriculum including literacy, numeracy, science, and history and is retained by the Australian Curriculum Assessment and Reporting Authority (ACARA). Queensland curriculum developed outside of this should be retained by the business for historical and business purposes.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015 require an RTO to provide quality training and assessment across all of its operations including using training and assessment materials consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies. Section 47 of the <i>Training Reform Act 2003</i> allows a person to apply to the Training and Employment Recognition Council to have a course accredited. Section 47C states that accreditation may be for a term up to 5 years. Training organisations that develop product or curriculum consider these records form a significant part of the historical record of the training provided in Queensland. A permanent retention period is recommended for the approval and final curriculum content of the course/unit. Why the records are retained for this retention period: There is significant variance in the interpretation, definition and retention period and trigger for curriculum development records. The retention ranges from 1–10 years in other states and territories. The business unit considers the recommended 10 years supports their ongoing development needs. Comparison with other schedules' retention period: Queensland – QDAN 408 v.3 – <i>Queensland Studies Authority retention and disposal schedule</i> – Reference 3.2.2 – Development of new syllabuses and guidelines – Temporary – Retain for 7 years after last action. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i>: • reference 04.08.01 – Curriculum development (Curriculum Development & Management) – Records documenting syllabus development – Destroy 7 years after superseded • reference 04.08.02 – Curriculum development (Curriculum Development & Management) – Resources and publications used to support the development of the curriculum – Destroy 10 years after superseded. Victoria – PROS 08/10 VAR 1 – <i>Retention and Disposal Authority for Records of the Curriculum and Assessment Functions</i> – Reference 1.1.3 – Individual Curriculum Units for Senior Secondary Qualifications – Development – Destroy 5 years after curriculum unit replaced. Australian Capital Territory – Notifiable instrument NI2013—373 – <i>Territory Records (Records Disposal Schedule-School Management Records) Approval 2013 (No 1)</i> – Reference 170.365.003 – Working papers associated with the development of school based curricula – Destroy 1 year after action completed.
2696	<i>Courses and training products – non-accredited</i>	Date authorised: 4 July 2024 Why are these records created: Non-accredited products are short courses that were traditionally developed on request to provide training

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Records relating to non-accredited courses developed to provide training in highly specialised areas and do not result in a formal qualification. Disposal action – 7 years after business action completed.	in highly specialised areas. These courses were designed to be delivered as a unit only, and not to provide a qualification. These records do not fall under the Standards for Registered Training Organisations (RTOs) 2015, Australian Qualifications Framework (AQF) or other Vocational Education and Training legislative requirements and are of short term value. Why the records are retained for this retention period: This record class has a short-term business value. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i>: • reference 4.1.5 – Records relating to Category A courses with no enrolments – Temporary – Retain for 1 year after last action • reference 4.1.6 – Syllabus documents, national training packages or accredited curriculum documentation – Temporary – Retain for 5 years after last action. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C21 – Curricula development and review-non-award courses/programs – Records relating to the development and review of curricula for non-award courses and programs – Temporary – Retain for 5 years after last action. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.4.5 – Course/unit delivery-Non award course delivery – Records relating to arrangements and delivery of non-award courses/units – Temporary – Retain for 7 years after course is withdrawn. Victoria – PROS 16/02 VAR 1 – <i>Retention and Disposal Authority for Records of Records of the Non-Accredited Training Function</i> – Reference 1.1 Non-Accredited Training – Destroy 2 years after action completed. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2305 – Product-non-accredited – 7 years after course is withdrawn.

PLANNING

The activity of planning and documenting the approach for implementing and delivering curriculum and courses. Includes determination of services, needs and solutions to those needs. Includes planning and administrative arrangements for lessons, courses and units for early childhood education and care services, schools, distance education, registered training organisations, and further education.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2697	<i>Delivery arrangements – administrative</i> Records relating to administrative arrangements for lesson, course, or unit delivery. Includes administrative arrangements for examinations and assessments. Excludes records which: - capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons - may provide evidence of interactions and contact with vulnerable persons. Disposal action – Retain until 31 December 2028	Date authorised: 4 July 2024 Why are these records created: Administrative planning is required in order to arrange rooms, equipment, venues and staffing for the purpose of delivering curriculum and courses efficiently during school and class days and for the provision of assessments. Why the records are retained for this retention period: These administrative records (e.g. room bookings) may have limited short term value for the time they are in use. However, these administrative records also provide evidence of the movement of students during school and class days and may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. The requirement for bookings and arrangements are required for routine delivery and for assessments which have Regulation and protocol required to be met. For example, Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (Qld) Section 72 requires that the Core Skills Test be administered in an approved venue. NAPLAN protocol section 2.2.3 states – Tests should be appropriately administered, with administrators being mindful of the time, location, and supervision requirements. Venue bookings, timetabling and supervision arrangements are required to support assessment protocol. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1268 – Administrative arrangements – Retain until business action completed. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	- reference 601.3/C91 – Examinations-administration – Administrative arrangements exams and assessment – Retain for 1 year after last action - reference 601.2/C321 – Administration – Bookings of classes, exams and workshops for teaching – Retain for 1 year after last action. Tasmania – DA2135 – <i>Disposal Schedule for Training and Assessment Records of Government Training Organisations</i>: - reference 1.5.4 – Records relating to administrative arrangements for assessment – Destroy when reference ceases - reference 1.28.02 – Records relating to administrative arrangements for training delivery – Destroy when reference ceases. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i>: - reference 7.6.2 – Low level administrative records relating to award and non-award course/topic delivery – Destroy 3 years after last action - reference 10.6.1 – Records relating to arrangements for the supervision of examinations – Destroy 1 year after last action - reference 10.6.3 – Low level administrative records relating to the administrative arrangements for examinations – Destroy 5 years after last action. Victoria – PROS 16/07 VAR 1 – <i>Retention and Disposal Authority for Records of the Higher and Further Education Functions</i> – Reference 2.2.2 – Administrative arrangements for course delivery – Destroy after reference use ceases.
2698	<i>Curriculum and courses – planning for implementation and delivery</i> Records relating to the documented approach for implementing and delivering approved curriculum and/or courses into schools, care services, and registered training organisations. Disposal action –	Date authorised: 4 July 2024 Why are these records created: The Queensland Curriculum & Assessment Authority (QCAA), and Queensland's school sectors — Education Queensland, Queensland Catholic Education Commission, and Independent Schools Queensland — have developed advice, guidelines, and resources to support schools in delivering the Australian Curriculum, Assessment and Reporting Authority (ACARA). These advice, guidelines and resources are used in by schools and care services to draft their plans for how they are delivering the curriculum and/or courses and not the curriculum/courses themselves. Curriculum materials known as Curriculum into the classroom (C2C) are resources to support the implementation of kindergarten to year 12 curriculum across all Queensland state, distance education and non-state schools as well as extending the use to nation-wide schools and use in registered schools and is developed by Education Queensland. Section 120(1) of the <i>Education and Care Services Act 2013</i> (Qld) outlines that an approved provider of a

Disposal Authorisation	Record class and retention period	Justifying the retention period
	5 years after business action completed.	Queensland education and care service (QEC service) must ensure that a program is delivered to all children being educated and cared for by the services that is: a) based on an approved learning framework; and b) delivered in a manner that accords with the approved learning framework; and c) based on the developmental needs, interests, and experiences of each child; and d) designed to take into account the individual differences of each child. The National Quality Framework (NQF) is the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children using education and care services. In 2012, the NQF introduced a new quality standard to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care services. Each early childhood service will develop their own strategy to implement the Framework. Why the records are retained for this retention period: The curriculum is developed by QCAA and ACARA have a short-term business value outlined in disposal authorisation 2302. This record class relates to documents and approaches for implementing the developed curriculum/courses. A school's approach is modified each year to accommodate changes in the curriculum/courses and as such these are considered to have a short term business value. The National Curriculum provides the main aspects of curriculum including literacy, numeracy, science, and history and is maintained by the ACARA. As such, curriculum is available from the ACARA and has short term business value once a subject ceases to be taught. C2C materials provide a starting point for planning with the Australian Curriculum and teachers and curriculum leaders adapt and modify the materials to meet the needs of their students and local school contexts. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1024 – Evaluations and reviews-other – 5 years after business action completed. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i>: • reference 1.1.2 – Records documenting the development of strategies and plans for school education and early childhood development – Destroy 10 years after plans are approved

Disposal Authorisation	Record class and retention period	Justifying the retention period
		reference 1.2.2 – Records documenting the development of program-specific plans, and resources or materials – Destroy 10 years after program concludes. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference – 2.2.1 – School curriculum-evaluation – Curriculum and subject evaluation reports created by individual schools – Temporary – Destroy 7 years after last action. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 04.08.07 – Curriculum development (Curriculum Development & Management) – Copies of curriculum and syllabi from other jurisdictions used in developing the Tasmanian curriculum – Temporary – Destroy when reference ceases. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2306 – Curriculum-planning and delivery – 10 years after curriculum, course or unit has been superseded or cancelled.
2699	<i>Curriculum and courses –teacher planning for implementation and delivery</i> Records relating to lesson planning developed by schools and/or teachers and/or trainers. Disposal action – 1 year after business action completed.	Date authorised: 4 July 2024 Why are these records created: These class planning records are developed by teachers when implementing the Australian and/or Queensland Curriculum to support their delivery and provision of effective teaching and learning of curriculum to students. Teachers may use current class planning records to develop the ensuing year's plans. Why the records are retained for this retention period: Minor changes to description. Prior examples were too general for what should be kept for a lesson plan. This record class is created and maintained within schools and is a combination of class planning activities listed in the previous schedule QDAN 364 that represents the class planning activities developed and used by teachers. This retention period allows records of class planning activities to remain available for an appropriate period to allow ongoing delivery of curriculum programs in schools. These records are primarily for the use of teachers and are not held within administrative areas. Teachers may use current lesson plans to develop the ensuing year's plans and will then destroy. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland – QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.22 – Class Timetable – Temporary – Destroy 1 year. Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 4.1.1 – Course Administration – Records relating to the administrative arrangements for course delivery, including student timetables and venue rosters – Temporary – Retain until superseded. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 2.3.1 – School Curriculum-implementation – Records of class programming – Temporary – Destroy 2 years after superseded. New South Wales – FA387 – <i>Functional Retention and Disposal Authority: Department of Education and TAFE NSW</i> – Reference – 1.0.2 – Curriculum-curriculum implementation – Records relating to the delivery of the curriculum as described in scope and sequence of learning units – Retain for minimum of 2 years after action completed, then destroy. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2307 – Teaching resources – 1 year after superseded.
2700	Curriculum and courses – resources Records relating to resources used in curriculum and/or course delivery. Excludes records relating to curriculum and courses covered by disposal authorisations 2301, 2695, 2302, and 2696. Disposal action – Until business action completed.	Date authorised: 4 July 2024 Why are these records created: Resource and material records support the delivery of curriculum and the lesson planning. The Australian Curriculum does not specify how the content must be taught. Resources and materials contribute to the relevant and engaging learning facilitated by schools and teachers to address the individual learning needs of their students. Why the records are retained for this retention period: Education institutions have flexibility in the delivery of curriculum and have various resources and materials to support the learning. These records may be used for one year or multiple years and may be used as the foundation of new or updated course materials. Appropriate resources and materials are used in course delivery and kept as long as required as teachings aids. Disposal action has been updated to align to similar GRDS wordings. As an ‘until business use cease’ item reference is made to its management of these items within the GRDS. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C53 – Resources and materials – Resources including arrangement of guest lecturers and materials used in course, subject or unit delivery – Temporary – Retain for 2 years after last action. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.4.6 – Resources and materials – Resources and materials used in course and unit delivery (includes subject and course outlines/profiles, study guides, readings, self-assessment exercises, audio visual teaching aids, assignments and lecture notes). Excludes curriculum development and content records – Temporary – Retain for 2 years after last action. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 2.3.1 – School curriculum – Records of class programming – Temporary – Destroy 2 years after superseded. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i> – Reference 7.6.3 – Learning and Teaching – Curriculum delivery – Subject resources and material used in course/topic delivery, e.g. subject outlines, study guides, readings, audio-visual teaching aides, reading lists, assignment lists, lecture notes – Temporary – Destroy 3 years after last action. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2308 – Resources and materials – Until business use ceases.

RESEARCH

The activity of investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. used to support the development of projects, standards, guidelines, etc., and the public authority's business activities in general. Includes following up enquiries relating to the public authority's programs, projects, working papers, literature searches, etc.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2309	<i>Registers – approved education research projects</i> Register of approved research projects into	Date authorised: 14 November 2018 Why are these records created: Major research studies are conducted across the Department to advise the alignment of school curriculum, assessment and reporting frameworks to contribute to student learning outcomes through the history of the

Disposal Authorisation	Record class and retention period	Justifying the retention period
	education gaps, priorities, change drivers, effectiveness, etc. that are used to inform education policy and curriculum. Includes project evaluation. Research may include studies, assessments, projects, programs, etc. Disposal action – Permanent. Transfer to QSA after business action completed.	Department. To maintain consistency with the school curriculum, assessment and reporting frameworks and the recording of extensive expenditure for certain research studies, this register documents the history of approved research studies and is used when assessing and approving future research studies. There is an internal requirement to record and publish all major research activity outcomes. Why the records are retained for this retention period: This approval register is created and maintained within the Department and is a new record class used for recording the extensive management requirements for research studies. The business deems the register an integral record documenting the history of approved research studies and is used when assessing future research studies and maintains consistency with the school curriculum, assessment and reporting frameworks. A permanent retention period for this research studies approval register will meet the Department's business and statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 1.6.1 – Major research – Required as State Archives. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 1.24 – Records documenting research, formal research findings and summaries of research undertaken – Permanent. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 5.1.1 – Education and early childhood research projects – Permanent – Retain as State Archives. Other comments/factors for consideration: The register provides a historical record for all research studies conducted across the Department for the benefit of learning within schools as well as other areas.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 3.12 – Policy and development research – Temporary – Destroy when reference ceases [files containing research initiated by or containing substantial input from the Department of Education should be retained permanently].
2310	Studies – major Records relating to major research studies into issues that have a substantial impact upon the delivery of programs or policy. Major studies include those funded by the Australian Research Council (ARC), prestigious for the school, have wide range effects on the community, are funded or partnered by the Department of Education. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: The Department of Education aims to provide Queenslanders with high quality education and training informed by the best available evidence to inform policy and practice and to support continual service improvements. The Department receives a high volume of complex research applications that are reviewed, assessed and either approved or refused. Approval to conduct research is not official Departmental support or endorsement of any aspect of the project or its outcomes or recommendations. Participation in research by a school is voluntary and the decision to participate in a research project is at the discretion of the school principal or site manager. At the conclusion of a study, the researcher must provide a copy of an executive summary and a full report of the research results to the approving authority. Major research studies include those that: • are conducted across the education and training (normally within schools) • are funded by the Australian Research Council (ARC) • help advise the alignment of school curriculum, assessment and reporting frameworks • contribute to student learning outcomes through the history of the Department. Example of major research studies include: • exploring barriers to distance education and potential to electronically deliver courses of entire school programs by video and computer • change in schools: practice and vision. There is an internal requirement to record and publish all major research activity outcomes. Why the records are retained for this retention period: Research studies frequently relate to effective teaching and learning, learning difficulties, health issues, nutrition, etc. These studies have a direct and substantial impact upon the delivery of programs or Departmental policy.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		A permanent retention period for these major research studies will meet business requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C123 – Research data-significant – Permanent. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 1.6.1 – Major research – Required as State Archives. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 1.24 – Records documenting research, formal research findings and summaries of research undertaken – Permanent. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 5.1.1 – Education and early childhood research projects – Permanent – Retain as State Archives. Other comments/factors for consideration: These studies provide a historical record of the context and perspective on previous and current curriculum and or learning environment within schools and other areas. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 3.12 – Policy and development research – Temporary – Destroy when reference ceases [files containing research initiated by or containing substantial input from the Department of Education should be retained permanently].
2311	Studies – routine Records relating to minor research studies that do not have a substantial impact upon the delivery	Date authorised: 14 November 2018 Why are these records created: Business process is as above. Minor research studies are conducted across education and training (normally within schools). While these

Disposal Authorisation	Record class and retention period	Justifying the retention period
	of programs or policy. Studies may include, effective teaching and learning, learning difficulties, health issues, nutrition, etc. Disposal action – 10 years after completion of research.	studies may include research about effective teaching and learning, learning difficulties, health issues, nutrition, etc. they have no substantial impact on the delivery of programs or policy. Research applications that are deemed unsuccessful are kept to allow further review of researchers and their research activities including any future applications. Why the records are retained for this retention period: The research approval and finalisation (submission of final report) process is a thorough process. The recommended 10 years is a longer retention than the comparisons with Queensland and other jurisdictions schedules. The business unit considers the longer retention is justified for ongoing business requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C97 – Research projects-successful – Retain for 7 years after last action. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 1.6.2 – Minor research projects – Temporary – Destroy 5 years. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 1.24.02 – Adult and community education research – Temporary – Destroy 5 years. Other comments/factors for consideration: Schools and institutes will maintain these records of research activities to support information requests from the community. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 3.12 – Policy and development research – Temporary – Destroy when reference ceases.

REVIEWING

The activity of re-evaluating or re-examining established subjects, programs, curriculum, or aspects of the curriculum by the public authority. Includes making recommendations and providing advice resulting from these activities.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2701	Reviewing – curriculum and courses – approved programs Records documenting changes to final approved Queensland created national frameworks, Queensland Curriculum, and senior schooling curriculum, and vocational education and training and higher education accredited courses for delivery into schools, care services, and registered training organisations. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 4 July 2024 Why are these records created: Ongoing creation and management of Queensland curriculum courses and programs such as Queensland Curriculum and the supporting materials for the implementation within schools, classrooms, and sector organisations. Regular reviews of Queensland curriculum are undertaken to ensure learning material is current. The Department of Education has a 4 year review cycle which includes annual reviews and a final year review. Why the records are retained for this retention period: Added to show there is a distinction between review and reflection processes for schools to change their approach to curriculum and/or course provision within their context (Disposal Authorisation 2312); as opposed to large scale significant review and management of approved curriculum and/or course programs. School Planning Reviewing and Reporting Framework outlines a quadrennial review plan for Queensland State Schools. This review includes the review of curriculum as part of the four year school plans. QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research: • 2 – primary functions & programs of government • 5 – substantial contribution to community memory Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule:</i> • reference 1029 – Plans-significant – Permanent. Transfer to QSA after business action completed • reference 1042 – Reports-significant – Permanent. Transfer to QSA after business action completed. South Australia – GDS31 – <i>General Disposal Schedule for Department of Education and Child Development-Early Childhood Services (and predecessors)</i> – Reference 1.10.1 – Records relating to early childhood service planning, including the setting of curriculum priorities for the early childhood service – Permanent. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 04.08.05 – Curriculum development (curriculum development and management) – Records documenting the accreditation or sanction of syllabus and its content once it has been developed

Disposal Authorisation	Record class and retention period	Justifying the retention period
		– Permanent.
2312	Reviewing – curriculum and courses – planning for implementation and delivery Records documenting changes to planning for implementing and delivering curriculum and/or courses based on changing requirements, feedback, and review. Disposal action – 5 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Ongoing reviews to implement and deliver approved curriculum and courses and the supporting materials for the curriculum that are required to ensure up to date, accurate and consistent learning. Some Registered Training Organisations (RTOs) develop product (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for 5 years. Why the records are retained for this retention period: The Department or other national organisations will set curriculum and course for Queensland schools and educational institutions to follow. In developing the local targeted course material changes and reviews will be undertaken. Comparison with other schedules' retention period: South Australia – GDS31 – <i>General Disposal Schedule for Department of Education and Child Development-Early Childhood Services (and predecessors)</i> – Reference 2.1.1 – Curriculum and subject evaluation reports created by individual early childhood services or facilities – Temporary – Destroy 7 years after action completed. Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 4.1 – Curriculum development – The process of maintaining revisions to curriculum units specific to the school – Temporary – Destroy after when superseded. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education:</i> • reference 04.04.01 – Assessment (Curriculum Development & Management) – Records documenting the development of curriculum assessment resources – Temporary – Destroy 7 years after action completed • reference 04.04.02 – Assessment (Curriculum Development & Management) – Records documenting validation of the curriculum assessment process – Temporary – Destroy 7 years after action completed • reference 06.33.01 – Reviewing (Education & training support) – Reviews of education training and support activities, programs, strategies – Temporary – Destroy 5 years after action completed • reference 04.21.02 – Reviewing (Curriculum development & management) – Records documenting changes to course/subject content based on changing requirements, feedback and review –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Temporary – Destroy 7 years after superseded. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C21 – Curricula development and review-non-award courses/programs – Retain for 5 years after last action. Australian Capital Territory – Notifiable instrument NI2013—375 – Territory Records (Records Disposal Schedule – Education Strategy Records) Approval 2013 (No 1) – Reference 168.093.002 – Other records documenting a review of agency programs and operations. Includes documents establishing the review – Destroy 5 years after action completed.

Title	Scope Note
FACILITIES MANAGEMENT	<i>The function of controlling and managing land and facilities owned and leased by the public authority including, but not limited to, schools, institutions, and registered training organisations (RTOs). Includes, but is not limited to, buildings and land allotments owned, rented, or leased by the public authority such as educational facilities, office blocks, fences, repositories, sporting grounds and workshops.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> • <i>acquisition</i> • <i>leasing/leasing out</i> • <i>procedures</i> • <i>contracting out</i> • <i>planning</i> • <i>security</i> • <i>disposal</i> • <i>playground equipment</i> • <i>standards</i> • <i>events for honouring/naming</i> • <i>policy</i> • <i>tendering.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule</u> (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

NATIVE TITLE MANAGEMENT

The activity of managing the rights to land and water claimed by Indigenous communities under their customary laws that are recognised by the legal system.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2313	Native title areas – claim assessments Records relating to the agency interest response and native title assessment report developed for the relevant Queensland or Federal Government Department for determination or extinguishment of native title claim within school land. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: This class covers school grounds that have been subject to native title claims. As per the <i>Native Title Act 1993</i>, government-built school grounds are exempt from native title claims and these records support extinguishment. Native title is the recognition in Australian law that some Aboriginal and Torres Strait Islander peoples continue to hold rights to their lands and waters which come from their traditional laws and customs. Native title can be extinguished in areas where governments have built schools and other valid public works on or before 23 December 1996. Extinguishment is defined in section 237A of the Act as '<i>extinguish, in relation to native title, means permanently extinguish the native title. To avoid any doubt, this means that after the extinguishment the native title rights and interests cannot revive, even if the act that caused the extinguishment ceases to have effect.</i>' When a native title claim is made, an assessment is completed with supporting records containing evidence of the valid public works and/or historic (previous) extinguishing tenure(s). These records should be retained as supporting evidence for extinguishment. Why the records are retained for this retention period: Per the <i>Native Title Act 1993</i> – Section 83A.1, the Federal Court may request searches of state registers and records be conducted for current or former interests in land or water. The records are created and maintained in schools and in central offices but are collated when required for the purpose of native title claim assessments. The permanent retention of the assessments and supporting materials is required to meet business and legislative requirements. Invoices in particular related to painting or repairs to fences, clearing sites, acquisitions for fencing etc. are critical to support business requirements because these documents help to determine the areas of land under extinguishment. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of the legal status of individuals and groups within the community, as well as their fundamental rights to participate in the affairs of the state, and to lay claim to entitlements and protection provided by the state. This includes public records documenting the significant interaction of individuals with government, which are necessary to protect their enduring rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Comparison with other schedules' retention period: Queensland – QDAN 653 v.1 – <i>Department of Environment and Resource Management retention and disposal schedule</i> – Reference 8.3.1 – Native title determinations – Permanent. Queensland – QDAN 474 v.5 – <i>Transport and Main Roads Sector retention and disposal schedule</i> – Reference 2.5.8 – Native title assessments – Permanent. Queensland – QDAN 675 v.1 – <i>South Bank Corporation retention and disposal schedule</i> – Reference 3.9.1 – Native title areas – Permanent. Other comments/factors for consideration: Records relating to the school properties are created and maintained by the school or the Department of Education for the purpose of managing the asset and for historical purposes. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i>: • reference 1.9 – Facilities – Schools Files – Permanent • reference 1.9 – Facilities – Establishment of new school (includes land purchase and any correspondence relating to the site) – Permanent.

PROPERTY MANAGEMENT

The activity of managing land and structures owned by the public authority. Includes the development, disposal, sale, transfer, demolition, and setting aside of land, offices, and structures for schools/colleges, institutes and registered training organisations. Land and structures include, but are not limited to, fences, improved land, sport ovals, and school reserves.

Refer to the [*General retention and disposal schedule*](#) (GRDS) for records relating to school and campus maps.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2702	Usage – facilities and property Records relating to the use of facilities and property owned or operated by the public authority. Includes arrangements and terms and conditions for facility or property bookings. Usage may include, but is not limited to: • as evacuation locations in times of disaster or emergencies • for non-educational purposes, e.g. granting permission to external bodies for sporting activities. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a</i>	Date authorised: 4 July 2024 Why are these records created: Under s.47 of the <i>Education (General Provisions) Act 2006</i>, the Minister may permit a person to use a State educational institution's premises located on reserve land for any purpose, including a purpose not connected with education. In accordance with s.13 of the <i>Education (General Provisions) Regulation 2017</i>, a person may apply in writing to the Chief Executive for permission to use the premises of a State educational institution. If the function is a social event at which liquor is to be consumed, application must include a request for permission to take liquor onto the premises. The Chief Executive must, as soon as practicable after receiving the application, give the applicant notice of the Chief Executive's decision. Hire agreements are required for use of premises or use of school pools. Third parties are not covered under school insurances and are required to provide certificate of currency for public liability and workers' compensation. Supporting documents for third party personnel required include blue card compliance, training certificates and qualifications. Additional certifications are required for third parties who hire school pools. Why the records are retained for this retention period: In order to ensure that the school has legal coverage in case an incident occurs during the time the premises is used: a record should be available in case of legal proceedings within prescribed timeframes after the event has occurred. Given this record class does not directly relate to evidence of a student attending an event on school property and the use of its facilities, these records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 480 v.4 – <i>Local Government Sector retention and disposal schedule</i> – Reference

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<i>reassessment of this retention period prior to 31 December 2028</i>	21.6.1 – Bookings – Temporary – Retain for 3 years after last action. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 1.12.2 – Use of facilities – Temporary – Destroy 7 years. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 1.165 – Venue Hire – Temporary – Retain for 5 years.

SECURITY

The activities associated with measures taken to protect people, premises, equipment, or information from accidental damage or from unauthorised access.

Refer to the [General retention and disposal schedule](#) (GRDS) for other security related records.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2703	<i>Directions and orders about conduct of persons</i> Records relating to decisions and orders made relating to the removal, exclusion, or restriction of movement of a person, other than employees and students, at the school or campus. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons.	Date authorised: 4 July 2024 Why are these records created: A person must not be on the premises of a State educational institution unless the person has lawful authority or a reasonable excuse for being on the premises (s.334 of the <i>Education (General Provisions) Act 2006</i>). Under Section 4 of the Education (General Provisions) Regulation 2006 (Qld), a principal is responsible for the safety and overall management of state instructional institutions. Persons found trespassing may be directed under Chapter 12 of the <i>Education (General Provisions) Act 2006</i> (Qld) to provide personal details to ensure the safety or wellbeing of other people at the premise, to prevent or minimise damages, to maintain order at the premise or for the property management of the school. This record class is created and maintained within the school and the retention period for these records will meet the business requirements. When a person is referred to the Queensland Police Service for unauthorised access, the police register the information in their database systems and retain the personal details and the details of the trespass permanently. Records relating to security of school grounds should be created and maintained by the school as part of the school's responsibility to maintain a safe environment. Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	Given this record class relates to the monitoring/movement of a person that is not staff or a student inside school grounds, it may include supporting information which may be used for child abuse investigations/monitoring. A minimum retention period of 45 years has been considered but not applied at this time as records about persons referred to the Queensland Police Service for unauthorised access are retained permanently by the Queensland Police Service. However, these records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 16.21.1 – Security-illegal entry – Temporary – Retain a minimum of 7 years after action completed, then destroy. Queensland – <i>General retention and disposal schedule</i> – Reference 1200 – Property access controls – 5 years after arrangements have ceased or been superseded. Other comments/factors for consideration: The recommended disposal action allows for students who were enrolled in the school or institution at the time the conduct occurred, to bring forth supporting records to assist as evidence, and allow for continual access to records, and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i>: reference 1.9 – Facilities Security Arrangements – Destroy 10 years from date of last action or when arrangements are superseded whichever is later

Disposal Authorisation	Record class and retention period	Justifying the retention period
		reference 11.2 – School Operations Security Arrangements – Destroy 10 years from date of last action.
2704	Sign-in registers Registers relating to the arrival and departure of visitors on school or campus grounds and the arrival or departure of residential/boarding accommodation residents. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	Date authorised: 4 July 2024 Why are these records created: Records may be kept of students and visitors entering and leaving school grounds and residential/boarding accommodation for safety, security, and emergency requirements. Anyone visiting a state school (except staff and students) must report to the school's administration building when they arrive. This does not apply to parents dropping off or picking up their child before or after school but does apply if they are visiting the school for another reason. Visitors are expected to sign in on arrival; wear an official visitor identification at all times; sign out on departure. Sign-in registers may also be created and maintained for residential/boarding accommodation established under Section 15 of the <i>Education (General Provisions Act) 2006</i> (Qld), including student hostels or student residential colleges. In the event of an emergency or building disaster it is expected that it can be estimated or confirmed by a register who is and is not on the premises. Additionally, this can be of use for tracing the whereabouts or movements of a student and an adult who is visiting a student where necessary. In 2019, the Queensland Government passed the <i>Civil Liability and Other Legislation Amendment Act 2019</i> (Qld). This legislation requires an institution 'to take all reasonable steps to prevent the abuse of a child by a person associated with the institution while the child is under the care, supervision, control or authority of the institution'. Why the records are retained for this retention period: Given this record class relates to evidence of a person other than staff or students being on school property, it may include supporting information which may be used for child abuse monitoring/investigation. A minimum retention period of 45 years has been considered but not applied at this time. These records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1096 – Visits-other – 3 years after business action completed. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C152 – Conduct – Residential codes of conduct – Retain for 5 years after last action. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.7.1 – Records relating to the logging in and out of students from the Boarding House – Retain until 2023, retention subject to a review at that date. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.25 – Community/Parent Register – Destroy after 1 year.

Title	Scope Note
FOOD SERVICES	<i>The function of providing food for sale through canteens, tuckshops, and campus cafes and restaurants managed by schools, institutes, and registered training organisations (RTOs). Includes the provision of food to Outside school hours care (OSHC) and the provision of food to boarding house students where the food service is conducted or managed by the public authority. Also includes acquiring and maintaining operating licences under the Food Act 2006 (Qld) and Food Regulation 2016 (Qld) and complying with national food safety standards and liquor licences.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> <i>• equipment and stores</i> <i>• evaluation</i> <i>• financial records for food and beverage orders</i> <i>• pest control</i> <i>• stock takes</i> <i>• supplier information</i> <i>• awarding supply contracts for the provision of food services (where the public authority does not provide the service).</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule</u> (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

AUTHORISATION

The activity of the school seeking permission to undertake an action.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2316	Liquor licence Records relating to the	Date authorised: 14 November 2018

Disposal Authorisation	Record class and retention period	Justifying the retention period
	licensing of the public authority to sell or supply liquor under the <i>Liquor Act 1992</i> (Qld). Disposal action – 7 years after expiry of licence or registration.	Why are these records created: Schools and institutes require a liquor licence to sell or supply liquor under Part 4 and Part 4A of the <i>Liquor Act 1992</i>. Liquor is supplied or sold in schools at special events and in institutes for training and at special events. A subsidiary on premise licence is required when selling liquor for on-premises consumption and is a secondary function of a business. Types of businesses requiring this licence include: • restaurants • cafes • theatres • function centres • training institutions. Amendments to the Act in 2013 determined that some eligible schools and other not for profit groups no longer have to apply for a liquor permit to sell alcohol at fundraising events. Not for profit groups include P&C associations. Conditions for the exemption include: • all proceeds must be used for the benefit of the community • the supply of liquor must be secondary to the fundraising event • liquor can only be sold for a period of eight hours or less and between 7.00 am and midnight • liquor must be sold by an adult, in an open container and for consumption at the event • the entity must ensure the sale of liquor does not create an unsafe environment at the event • liquor must not be sold or supplied in a way that encourages rapid or excessive consumption • liquor must not be sold or supplied to minors or patrons who are unduly intoxicated or disorderly. Why the records are retained for this retention period: The schools and institutes that supply or sell liquor under the <i>Liquor Act 1992</i> must participate in a licensing process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators. Under section 217(2)(c) of the <i>Liquor Act 1992</i>, these records must be kept by the licence holder for '6 years after the day on which the record is made'. The retention period has been increased to seven years for consistency with other Queensland schedules. This allows one year as a safety margin to cover any outstanding legal action which may be brought by or against the school or institute. Applicable legislation/standards:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 480 v.4 – <i>Local Government Sector retention and disposal schedule</i> – Reference 26.1.1 – Records relating to the authorisation of the local government to sell or supply liquor in accordance with s.217 of the <i>Liquor Act 1992</i> – Retain for 7 years after last action. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C27 – Records relating to the licensing of the university to sell or supply liquor in accordance with section 27 of the <i>Liquor Act 1992</i> – Retain for 7 years after last action. Other comments/factors for consideration: It is expected that supply and sale of alcohol should be in accordance with legislation. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 1.7 – Alcohol on School Premise – Temporary – Retain at school as long as required.
2315	Food premises – registration Records relating to the registration of the public authority's facilities as food premises under the <i>Food Act 2006</i> (Qld). Public authorities that may require food premise authorisation include, but are not limited to: • non-government schools • government schools, including government schools with third party suppliers	Date authorised: 14 November 2018 Why are these records created: All food premises that are operated at schools and institutes by entities other than Parents & Citizens (P&C) associations are required to obtain authorisation for the food premises under Section 52 of the <i>Food Act 2006</i>. There are a number of exemptions under the <i>Food Act 2006</i> for non-profit organisations. In Queensland, applications are made to the local government to operate a food premise and must comply with requirements as set out by local law. Licences granted by the local government are required to be renewed annually. Why the records are retained for this retention period: The schools and institutes that operate food businesses under the <i>Food Act 2006</i> must participate in a registration process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators. The recommended three year retention period allows sufficient time for the local government to impose penalties for non-compliance with the <i>Food Act 2006</i> or instigate legal action if necessary. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the

Disposal Authorisation	Record class and retention period	Justifying the retention period
	contracted to run the food premises - outside school hours care providers - registered training organisations that provide food and beverage services to students, staff and the public. Disposal action – 3 years after the expiry of the licence or registration.	Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 480 v.4 – <i>Local Government Sector retention and disposal schedule</i> – Reference 24.9.3 – Registers documenting applications for a licence to operate a regulated food business issued in accordance with s.52 of the <i>Food Act 2006</i> – Retain for 3 years after the expiry of all licences and/or registrations. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C26 – Food business operator – Records relating to the licensing of the university to operate a food business – Retain for 3 years after last action. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires. Other comments/factors for consideration: It is expected that food operators comply with the <i>Food Act 2006</i> unless exempt. The suggested retention period is in line with the <i>Local Government Sector Retention and Disposal Schedule</i> for consistency in retention obligations with the local government regulators of food businesses in Queensland and in line with legislation.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which the public authority is subject. Includes compliance with legislation and national and international standards.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2318	<i>Food service operations – accreditation (Food Safety Program)</i> Final version of Food Safety Program required under the <i>Food Act 2006</i> (Qld) and the National Food Standards Code.	Date authorised: 14 November 2018 Why are these records created: The <i>Food Act 2006</i> requires licensable food businesses to have an accredited food safety program if: - the food business involves off-site catering - the primary activity of the food business is on-site catering at the premises - the primary activity of the food business is on-site catering at part of the premises stated in the licence

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Disposal action – 5 years after program superseded.	- a food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous foods to six or more vulnerable persons (for example, childcare centres, meals on wheels, aged care facilities). Hazardous foods include: - raw and cooked meat or foods containing meat, such as casseroles, curries, and lasagne - dairy products, for example milk, custard, and dairy based desserts - seafood excluding live seafood - processed fruits and vegetables, for example salads - cooked rice and pasta - foods containing eggs, beans, nuts, or other protein rich foods, such as quiche and soy products - foods that contain these foods such as sandwiches and rolls. All food businesses licensed under local government or law must have an accredited food safety program under the <i>Food Act 2006</i>. The Food Standards Australia New Zealand Standard 3.2.1 outlines that for a food business to meet food safety program requirements, the business must: - systematically examine all of its food handling operations to identify hazards - implement a food safety program to control any hazards identified - document the food safety program and retain at the food premise - comply with the food safety program - review the program annually. For premises that cater to child care facilities, including long day care, occasional day care and employer sponsored child care, compliance with Standard 3.3.1 Food Safety Programs for Food Supplied to Vulnerable Persons is also required. Why the records are retained for this retention period: The recommended five year retention period is consistent with Queensland and other jurisdictions schedules. It also meets schools' business requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C33

Disposal Authorisation	Record class and retention period	Justifying the retention period
		– Final versions of Food Safety Programs – Retain for 5 years after program superseded. Queensland – <i>General retention and disposal schedule</i> – Reference 1031 – Operational plans-final – Retain for 5 years after plan is superseded. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 06.09.03 – Development and final version of the School Canteen Handbook – Temporary – Destroy 5 years after superseded. Other comments/factors for consideration: A person must not carry on a licensable food business unless the person holds a licence to carry on the business in compliance with legislation. Records relating to food service operations should be retained to provide evidence of compliance with standards and legislative requirements. A food business does not have to prepare a food safety program in accordance with the Standard in relation to a fundraising event conducted by the food business. That is, events that raise funds solely for community or charitable causes and not for personal financial gain are exempt. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 12.12 – Health and Safety Programs – Destroy 5 years from date of last action.
2317	<i>Food service operations – compliance monitoring</i> Records relating to the compliance of the public authority's facilities with the <i>Food Act 2006</i> (Qld) (if applicable) and the National Food Standards Code for use as food premises. Disposal action – 4 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Queensland Health published the updated Monitoring and enforcement of the <i>Food Act 2006</i> guidelines in June 2022. Under Section 8, Queensland Health and local government authorised persons are required to monitor and enforce the provisions of the Act. This part of the guideline is intended to provide guidance and clarification on monitoring the Act. Monitoring activities are essentially evidence gathering activities and any material gathered through monitoring may become evidence. Monitoring activities may include: • spot checks (inspections) • surveillance • comparison of data over time • audits. An inspection is used to assess compliance with legislative requirements where the standard is fairly prescriptive and where no or limited documentation or records are required to be kept by the food business. The National Food Safety Audit Policy defines an inspection as 'the examination of food or systems for control of food, raw materials, processing and distribution, including in-process and finished

Disposal Authorisation	Record class and retention period	Justifying the retention period
		product testing, to verify that they conform to regulatory requirements’. Inspections may be performed routinely or as a result of a complaint, they may be scheduled or unannounced. It is considered appropriate that at least one inspection is undertaken at each licensed food business annually. While low risk food businesses are not required to have a licence under the Act, they are still required to produce safe and suitable food and comply with the requirements of the Act and code and can be inspected to check compliance. All food premises operated by P&C associations and some out of school hours care providers are exempt from the <i>Food Act 2006</i>. The out of school hours care providers with exemptions are those that provide pre-packaged food only. Why the records are retained for this retention period: While there is no legislative requirement for food businesses to keep records for a certain period of time in the Act, Standard 3.2.1 of the Australia New Zealand Food Standards Code requires a food business to retain copies of all written reports for a period of four years. It is recommended by the Department of Health that businesses retain records for that same period to allow any inspections/audits to be verified if necessary. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires. Other comments/factors for consideration: The Standards in the Australia New Zealand Food Standards Code are legislative instruments under Section 8 of the <i>Legislation Act 2003</i> (Cth). While some school premises are exempt from the <i>Food Act 2006</i> (Qld), they are required to comply with the Australia New Zealand Food Standards Code. The recommended retention period for these records is based on the average frequency of audits (annual) and the limitation period (three years) for actions arising from personal injury (e.g. food poisoning) under section 11 of the <i>Limitation of Actions Act 1974</i> (Qld). It is expected that records relating to food provided to students are kept in line with safety standards.
2319	<i>Food service operations</i>	Date authorised: 14 November 2018

Disposal Authorisation	Record class and retention period	Justifying the retention period
	– use of produce grown by public authorities Records relating to food grown on the public authority's grounds for use in saleable food items. Disposal action – 4 years after business action completed.	Why are these records created: The growing, cultivation, picking, harvesting, collection or catching of food is considered primary food production and is subject to the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 – Food Safety Programs. Some schools produce food as part of the learning environment and use the food in saleable food items. As an example, The Stephanie Alexander Kitchen Garden Program promotes a healthier way of life by teaching primary school children to grow, harvest, prepare and share their own fresh food. It operates within schools using the school's own garden and kitchen and becomes part of the school's curriculum. Up to 200 primary schools have been provided the opportunity to establish their own kitchen garden program in Queensland. Why the records are retained for this retention period: For compliance with the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 and in line with Queensland Health's recommendation for records retention, schools should retain records around the program and the food service for four years. This is sufficient in consideration of the <i>Limitation of Actions Act 1974</i> as any food incidents can result in action three years after an incident. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Other comments/factors for consideration: Programs like the kitchen garden program have increasing participation as a contemporary approach to learning and curriculum. There are neither comparative schedules nor previous schedules that cover these records. The recommended retention period and trigger is in line with retention recommendations from Queensland Health and in line with legislation. Records are kept as evidence of programs that schools participate in and with consideration of food services that those records about the food and handling would be kept as per legislation or standards.

MONITORING

The activity of checking, observing, or recording the operation of equipment, services, infrastructure, or systems.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2322	<i>Food service operations – food safety</i> Records relating to the monitoring of standards in accordance with the Australian Food Safety Standard – 3.2.2 Food Safety Practices and General Requirements. Disposal action – 1 year after business action completed.	Date authorised: 14 November 2018 Why are these records created: Food temperature records are kept in line with legislation. All food businesses must comply with the food safety practices specified within Standard 3.2.2 Food Safety Practices and General Requirements. Requirements include, but are not limited to: • food handling controls • health and hygiene requirements • cleaning, sanitising and maintenance • temperatures • animals and pests. Why the records are retained for this retention period: The recommended retention periods are based on requirements for these records to be produced for annual audits conducted by the local government or Queensland Health. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>: • reference 601.2/C30 – Food temperature logs – Retain for 1 year after last action • reference 601.2/C31 – Freezer/refrigerator temperature logs – Retain for 1 year after last action. Other comments/factors for consideration: That records are kept according to legislation and guidelines around the food safety controls and initiatives.

Title	Scope Note
SCHOOL AND CAMPUS MANAGEMENT	<i>The function of managing all matters that relate to the operational management of schools and campuses. Schools includes, but is not limited to, state education institutions and non-state schools.</i> <i>Includes, but is not limited to:</i> <i>the opening and closing of schools, institutes, early education and care centres, and campuses</i> <i>alumni and community engagement</i> <i>complaints against schools, campuses or their employees</i> <i>arrangements for special needs.</i> <i>See the <u>General retention and disposal schedule (GRDS)</u> for records relating to:</i> <i>accident/incident registers</i> <i>litigation involving the school or campus</i> <i>administrative arrangements for events</i> <i>operational, financial, and quality assurance audits</i> <i>business registration for training and skills</i> <i>staff meetings</i> <i>client records for training and skills</i> <i>strategic management</i> <i>funding and grant funding arrangements for school or campus programs</i> <i>school uniform policy and tenders</i> <i>legal advice.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule (GRDS)</u>. For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ALUMNI

The activity of maintaining lists of graduates and others for fundraising and general communication purposes.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- alumni association meetings
- publication of alumni newsletters/magazines.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2325	Alumni register – notifications Register of alumni. Includes records relating to notification of member detail changes. Disposal action – 6 months after business action completed.	Date authorised: 14 November 2018 Why are these records created: Schools have strategies in place to encourage community collaboration to leverage their position in the community to work together with other community members, for the benefit of all. Strategies include school alumni groups which encourage former attendees and graduates of the school to volunteer, donate money or in kind gifts, raise funds or advocate for the school. Institutes also manage alumni relationships with an alumni management plan which includes: • identifying points in the lifecycle where contact details need to be captured, when a student becomes an alumni and agreed with alumni • seeking alumni feedback • managing alumni referrals and running alumni events • defining and manage alumni communication plan, including generating alumni newsletters/emails. Why the records are retained for this retention period: The alumni management process includes activities associated with capturing and maintaining the alumni contacts. The retention period of six months after last action meets their business requirements and is consistent with other Queensland schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>: • reference 601.2/C11 – Member details – Retain for 6 months after last action

Disposal Authorisation	Record class and retention period	Justifying the retention period
		reference 601.2/C12 – Member register – Retain for 6 months after last action. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 20.1.0 – Alumni Management – Destroy when administrative use is concluded. Other comments/factors for consideration: That schools and institutes maintain registers of alumni for various engagement purposes.

ASSOCIATIONS

The activity of maintaining records of associations.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- financial management
- meetings.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2326	Parents and citizens' association constitution Records relating to establishing and maintaining the association's incorporation. Includes the approval of the association's constitution. Disposal action – Until superseded.	Date authorised: 14 November 2018 Why are these records created: Parent and Citizen Associations (PCA) may be formed for a state instructional institution or for an educational institution and comprises of parents of children attending the school or institution, staff members of the school or institution, and adults who are interested in the school or institution's welfare. Constitutions are the rules and regulations for PCAs. These are similar across all PCAs and routine in nature, e.g. you must have a president, secretary and treasurer, keep financial records, audit financial records etc. Constitutions do not include who was president, secretary, and treasurer at any given time. An association promotes the interests of, and facilitates the development and further improvement of, the school or institution. PCAs formed under the <i>Education (General Provisions) Act 2006</i> are not eligible for incorporation under the <i>Associations Incorporation Act 1981</i> (Section 5). Why the records are retained for this retention period: Section 131 of the <i>Education (General Provisions) Act 2006</i> outlines the requirement for an association formed for a State instructional institution to have a Constitution that is approved by the Chief Executive.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		PCAs are responsible for maintaining records of their meetings and financial accounts. PCAs should refer to the <i>General retention and disposal schedule</i> (GRDS) for retention requirements for these records. The retention period of retain until superseded meets business requirements and is consistent with the previous schedule's record classes. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 1.3.6 – Records relating to the establishment of school committees relating to administrative matters within the school including Constitutions – Destroy 7 years after last action. Other comments/factors for consideration: Records relating to instances where a PCA may pay for piece of school equipment will be held by the school as part of the school records. This type of information is not included in the constitution. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.60 – Parent and Citizens Association Constitution and List/Notice of Office Bearers – Destroy after superseded. F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 11.9 – P & C Associations – Constitutions – Destroy after superseded. Replace and Destroy.

AUTHORISATION

The activity of the school seeking permission to undertake an action.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2327	Research approvals Records relating to approvals granted by	Date authorised: 14 November 2018 Why are these records created: Each year, the Department of Education (DoE) receives a substantial number of applications to conduct

Disposal Authorisation	Record class and retention period	Justifying the retention period
	schools to persons or organisations to undertake research studies at the school. Disposal action – 7 years after study ceases.	research in Queensland state schools. Given that participation in research impacts on the daily operations of schools, discretion is used when deciding whether to approve research to be conducted in Departmental sites. The research approval process helps to ensure that the wellbeing of students and staff is protected and that research conducted on Departmental sites is appropriate, worthwhile and provides educational benefits. By coordinating research in school sites, DoE can also monitor the level of activity and types of research being undertaken and ensure that Departmental staff are able to learn from research findings. DoE also supports the conduct of high quality research that may provide sound evidence to inform policy and practice, and to support continual improvement in the services provided. Approval to gain access to Queensland state schools to undertake research is required from central office, the relevant region office, or a school principal, depending on the nature and scope of the project. The level of approval required for a range of scenarios is given below: Central office: • research is of a sensitive or controversial nature • research is to be conducted in schools in more than one DoE region. Regional directors: • research is to be conducted in schools in one region only • research is not of a sensitive or controversial nature. School principals: • research is to be conducted in one school only • research is not of a sensitive or controversial nature • researchers are seeking to only advertise their research through schools. Why the records are retained for this retention period: Participation in research is voluntary, and school principals have the right to decline their school's participation in a research project, even if approval has been granted at central office or region level. School principals also have the right to monitor any research activities conducted in their facilities and may withdraw support at any time. The participation of students or staff in any research is also voluntary. Each participant must consent to his/her involvement via an informed consent form and are able to withdraw their participation at any time. It should be noted that central or regional office approval indicates that the project conforms to Departmental guidelines only. It does not imply official Departmental endorsement of any aspect of a research project or support for the general and/or commercial use of an intervention or program being

Disposal Authorisation	Record class and retention period	Justifying the retention period
		evaluated or developed as part of the research. Consent from the school principal for the research to be conducted within the school and the consent of all participants and their parents/guardians must also be obtained prior to commencement of the research. The recommended seven year retention period is an increase from the previous schedule by two years. However, after consultation with schools was considered the seven years is consistent with agreements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i>: • reference 04.20.01 – Curriculum Research applications, submissions, approvals – Destroy 10 years after action completed • reference 06.32.01 – Education and training support research applications, submissions, approvals – Destroy 5 years after action completed. Other comments/factors for consideration: That when research is conducted in schools for various projects they are approved, monitored, and recorded by the schools. That schools retain the information as required. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – References 13.5 and 13.6 – Requests to carry out research in state schools – Destroy 5 years from date of last action.

CLOSURES

The activity relating to the permanent closure of a school or campus.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- *asset management*
- *financial management.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2330	Closure – school or campus Records relating to closing a school or campus permanently. Includes records relating to the amalgamation of schools or campuses. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: The Department of Education (DoE) conducts an annual review to assess the viability of Queensland state schools, using viability criteria of enrolments, accessibility, curriculum, and resourcing equity. Schools assessed as not meeting the criteria, or if two or more schools are identified as candidates for amalgamation, they are referred to the Minister for consideration to close. Under the <i>Education (General Provisions) Act 2006</i> (the Act), the Minister is required to advertise all proposed school closures or amalgamations in the Queensland Government Gazette at least six months before any official closure or amalgamation. Consultation must occur with the community, the school council and the association during the intervening period. Transitional plans are provided to assist school principals and staff to manage the transition of the students to another school. Why the records are retained for this retention period: Chapter 2, Part 3 of the <i>Education (General Provisions) Act 2006</i> (Qld) describes the requirements for amalgamation or closure of state schools including consultation and community notices. The closure of a school or an institute is a significant event for a community. The permanent retention ensures the business units keep evidence of their deliberations, decisions and actions that impact the administration of government and the people of Queensland. It also ensures the history of education and training in Queensland is managed and retained through the years. The retention is consistent with other jurisdictions' schedules and the previous Queensland schedule. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: A permanent retention period for these records is recommended. These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. The records also meet Characteristic 4 of the Appraisal Statement as they provide substantial evidence of the significant impact of closing a school or institution in a community. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education:</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		- reference 14.1.1 – Records relating to approvals for the closure of schools/colleges that have been the subject of major public interest or community involvement – Required as State Archives - reference 14.1.2 – Records relating to the routine and non-contentious closure of schools/colleges – Required as State Archives. Other comments/factors for consideration: Those records of schools that are closed or amalgamated are maintained as part of the State's cultural and educational history. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 11.15 – School Closures – Permanent.
2331	Closure – group training organisation (GTO) Records relating to the permanent closure of a GTO. Disposal action – 10 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Section 83 of the <i>Further Education and Training Act 2014</i> states that, by agreement between the organisation and an entity, the main function of a Group Training Organisation (GTO) is to arrange for the entity to train, under a training plan, an apprentice or trainee employed by the organisation. In Queensland, GTOs are collectively the largest employer of apprentices and trainees. A GTO must inform the Department of Employment, Small Business and Training immediately of any matters that may materially affect its ongoing operations and/or financial viability. The Department will liaise with the chair of the GTO's board of directors on any matters that may have the potential to impact on the financial viability and/or capability of the organisation. Why the records are retained for this retention period: In the event of the closure or pending closure of a GTO, the Department's primary concerns will be to ensure the continuity of the employment and training arrangements of the apprentices and trainees that the GTO employs; and that all employee-related entitlements and payments can be met. In the event of the closure of a GTO, all efforts will be made to negotiate and facilitate the transfer of the employment of apprentices and trainees to other GTOs, existing host employers, or new employers. The recommended 10 year retention period after last action will ensure that records relating to apprentices and trainees are transferred to other GTOs, existing host employers, or new employers. It is also consistent with the national body responsible for the standards for GTOs. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Education and Training Sector. Comparison with other schedules' retention period: National Archives of Australia – Records Authority Job no 2009/00593947 – <i>The Department of Education, Employment and Workplace Relations-Education</i> – Reference 20652 – Records documenting all vocational training authorities and group training organisations providing apprentice and apprenticeship management services – Destroy 10 years after last action, after delegation is superseded or after termination of agreement. Other comments/factors for consideration: That an authority monitors organisations that employ apprentices and trainees to ensure compliance with national standards. That records are kept about GTO closures for a suitable length of time.

COMMITTEES

The activities associated with the management of committees (internal and external) established by the school or campus.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- *financial management*
- *meetings.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2332	School council Records relating to school councils. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: School councils can be established in state schools and enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. Section 79 of the <i>Education (General Provisions) Act 2006</i> states the Chief Executive may, by notice in the gazette, establish a school council for a state school. A school council has particular functions for guiding the broad strategic direction of the state school for which it is established. The role of a school council is to: • monitor the school's strategic direction • approve plans and policies of the school of a strategic nature, including the annual estimate of

Disposal Authorisation	Record class and retention period	Justifying the retention period
		revenue and expenditure for the school • monitor the implementation of the plans, policies, and other relevant documents • advise the school's principal about strategic matters. The school council plays a role in monitoring and informing the school's strategic direction in a way that achieves the best learning outcomes for the school's students. Subject to its constitution and Chapter 6, Part 6 of the <i>Education (General Provisions) Act 2006</i>, a school council may conduct its business, including its meetings, in the way it considers appropriate. Section 105 of the Act states that a school council is a public authority under the <i>Public Records Act 2002</i>, and therefore it must ensure that its records are retained as per legislation. As soon as practicable after the dissolution of a school council for a state school, the school's principal must ensure the council's records are given to the Chief Executive (s.113 of the Act). Why the records are retained for this retention period: The closure of a school council is a significant event for a community. The permanent retention ensures the Department keeps evidence of the council's deliberations, decisions and actions that impact the relationship between the community and the school. It also ensures the history of education and training in Queensland is managed and retained through the years. The recommended permanent retention is consistent with other jurisdictions schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Comparison with other schedules' retention period: Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i>: • reference 1.1.1 – Council and Committee Meetings – Permanent • reference 1.2.0 – School Planning and Reporting – Activities of Council – Permanent. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 1.3.1 – Records of School Councils – Permanent. Other comments/factors for consideration:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		School councils are different from P&C associations (PCAs). PCAs are responsible for maintaining their own records, while the school council records are the responsibility of the schools. A school council is a public authority under the <i>Public Records Act 2002</i> and outlined in the <i>Education (General Provisions) Act 2006</i>, section 105.

COMPLAINTS MANAGEMENT

The activities associated with issues or complaints raised by employees, students, parents or guardians or members of the community against schools, campuses, or their employees. Schools includes, but is not limited to, state education institutions and non-state schools.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to the complaints register.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2705	Complaints – significant Records relating to complaints, lodged either informally or formally, that have a major impact on policy or procedure. Complaints may also be referred to as grievances in the education and training sector. Includes: - significant complaints or grievances handled internally by the education and training sector - significant complaints or grievances that are	Date authorised: 4 July 2024 Why are these records created: The <i>Education (General Provisions) Act 2006</i> (the Act) – Section 46 outlines the requirement for investigation of a complaint about the administration, management, or operation of a State educational institution. Section 5(2b) of the Act also provides for the establishment of State educational institutions and facilitating their operation as safe and supportive learning environments. All students have a right to be free from harm and the Department is dedicated to preventing incidents of harm to students and to acting quickly when an employee reasonably suspects harm or the risk of harm to a student has or may occur. The Non-State School Accreditation Board's (the Board) jurisdiction under the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (the Act) is confined to a limited number of matters. In addition to suitability of a governing body, these matters may relate to: - assessing applications for accreditation of non-State schools; - accrediting non-State schools; - assessing and deciding applications about governing bodies' eligibility for government funding; - keeping a register of accredited schools; - monitoring whether accredited schools continue to comply with the accreditation criteria; - monitoring whether the governing bodies of accredited schools are suitable to continue to be a

Disposal Authorisation	Record class and retention period	Justifying the retention period
	referred by the education and training sector to an external body for review or investigation. Includes, but is not limited to, significant complaints against: • non-state schools • the governing body of a non-state school • state education institutions. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Permanent. Transfer to QSA after business action completed.	school's governing body; • monitoring whether the governing bodies of non-State schools that are eligible for government funding for the schools continue to meet the government funding eligibility criteria; • monitoring and enforcing compliance with this Act; • conducting investigations about contraventions of, or noncompliance with, this Act; • examining, and advising the Minister about, the operation of the accreditation and eligibility for government funding schemes under this Act, including, for example, the examining of and reporting on a matter referred to the board by the Minister; • another function given to the board under this Act or another Act. The Board also receives and deals with complaints relating to its own performance and its statutory functions. Complaints are submitted by completing a complaints form or by a letter to the Board. When a complaint is referred to the Board, it must assess the complaint and decide on an appropriate course of action. Appropriate actions may include resolution, investigation, referral to another agency or a decision not to progress the complaint. When a course of action is decided, the complainant should be notified. An application for a review of the Board's decision must be made within 28 days after receiving the decision. Alternatively, a person dissatisfied with the Board's response, may refer the matter to the Queensland Ombudsman. The Department further manages its educational sector complaints together with those under Section 264 of the <i>Public Sector Act 2022</i> (Qld) through a Departmental Complaints management policy. Why the records are retained for this retention period: These records document the types of complaints assessed, resolved, investigated and, where required, reviewed into state, non-state schools or their governing body raised by students, employees, parents or guardians or members of the community against schools or school employees. These records provide evidence in ensuring Queensland state, non-state schools, and their governing bodies act lawfully and fairly in their dealings with the community and are accountable for their actions. The permanent retention provides evidence of the decisions and results of the investigations and reviews to help the education sector to follow during future investigations. In instances where the complaint is referred to an external body for investigation, the school or institution should maintain any records created about the complaint prior to the referral (including any records which document the referral decision) for the same minimum retention period as complaints handled internally by the school or institute. This approach ensures that the school or institute has full and accurate documentation of any complaints that have been received by the school or institute, regardless of whether

Disposal Authorisation	Record class and retention period	Justifying the retention period
		the final outcome of the complaint was determined internally or externally. The retention period is consistent with other Queensland schedules and the record classes from the previous schedule. Legislative frameworks may differ depending on the circumstances surrounding the incident of alleged harm, particularly with respect to Departmental employees reporting sexual abuse of a person under the age of 18 years at a state educational facility. All employees have the responsibility to: • report to a principal/manager/supervisor and keep appropriate records of any allegation or information about an employee suspected of causing harm to a student • report to a relevant director of a region/institute/statutory authority any allegation or suspicion of misconduct by principal/manager/supervisor • monitor and support a student subjected to harm. These records provide evidence of the Department's role in ensuring that the rights and entitlements of students have been met. The permanent retention provides evidence of the decisions and results of significant investigations and reviews and ensures that these records are available for any future action that may be required. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records document the background, basis, and outcomes of decisions and actions that relate to primary functions, programs and significant issues as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Records include evidence of government deliberations, decisions and actions which influence the administration of government and the people of Queensland. These records also provide evidence of enduring rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives Appraisal Statement. These records also have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives Appraisal Statement. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1072 – Records relating to the management of enquiries, complaints or suggestions which have a major impact on the policy and

Disposal Authorisation	Record class and retention period	Justifying the retention period
		procedures of the public authority – Retain permanently. Other comments/factors for consideration: - that a complaints management process is in place and that records are created and retained as per legislation - that records relating to complaints against school employees are created and retained as per legislation. Previous schedule references: <i>Education and Training Sector retention and disposal schedule:</i> - reference 2333 – Complaints against non-state schools or governing bodies of non-state schools-significant – Permanent. Transfer to QSA after business action completed - reference 2334 – Complaints against state education institutions-significant – Permanent. Transfer to QSA after business action completed.
2706	Complaints – routine Records relating to complaints, lodged either informally or formally, that have minor or no impact on policy or procedure. Complaints may also be referred to as grievances in the education and training sector. Includes: - routine complaints or grievances handled internally by the education and training sector - routine complaints or grievances that are referred by the education and training sector to	Date authorised: 4 July 2024 Why are these records created: The <i>Education (General Provisions) Act 2006</i> (Qld) (the Act) – Section 46 outlines the requirement for investigation of a complaint about the administration, management, or operation of a State educational institution. Section 5(2b) of the Act also provides for the establishment of State educational institutions and facilitating their operation as safe and supportive learning environments. All students have a right to be free from harm and the Department is dedicated to preventing incidents of harm to students and to acting quickly when an employee reasonably suspects harm or the risk of harm to a student has or may occur. The Non-State School Accreditation Board's (the Board) jurisdiction under the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) (the EANSS Act) is confined to a limited number of matters. For the purpose of carrying out its functions set out in s.100 of the EANSS Act, the Board considers the following matters, amongst other factors, in relation to non-state schools: - assessing applications for accreditation of non-State schools; - accrediting non-State schools; - assessing and deciding applications about governing bodies' eligibility for government funding; - keeping a register of accredited schools; - monitoring whether accredited schools continue to comply with the accreditation criteria; - monitoring whether the governing bodies of accredited schools are suitable to continue to be a

Disposal Authorisation	Record class and retention period	Justifying the retention period
	an external body for review or investigation. Includes, but is not limited to, routine complaints against: • non-state schools • the governing body of a non-state school • state education institutions. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	school's governing body; • monitoring whether the governing bodies of non-State schools that are eligible for government funding for the schools continue to meet the government funding eligibility criteria; • monitoring and enforcing compliance with this Act; • conducting investigations about contraventions of, or noncompliance with, this Act; • examining, and advising the Minister about, the operation of the accreditation and eligibility for government funding schemes under this Act, including, for example, the examining of and reporting on a matter referred to the board by the Minister; • another function given to the board under this Act or another Act. Legislative frameworks may differ depending on the circumstances surrounding the incident of alleged harm, particularly with respect to Departmental employees reporting sexual abuse of a person under the age of 18 years at a state educational facility. All employees have the responsibility to: • report to a principal/manager/supervisor and keep appropriate records of any allegation or information about an employee suspected of causing harm to a student • report to a relevant director of a region/institute/statutory authority any allegation or suspicion of misconduct by principal/manager/supervisor • monitor and support a student subjected to harm. These records document the types of complaints assessed, resolved, and investigated. These records provide evidence of the Department's role in ensuring that the rights and entitlements of students have been met. The Board also receives and deals with complaints relating to its own performance and its statutory functions. Complaints are submitted by completing a complaints form or by a letter to the board. When a complaint is referred to the Board, it must assess the complaint and decide on an appropriate course of action. Appropriate actions may include resolution, investigation, referral to another agency or a decision not to progress the complaint. When a course of action is decided, the complainant should be notified. The Department further manages its educational sector complaints together with those under Section 264 of the <i>Public Sector Act 2022</i> (Qld) through a Departmental Complaints management policy. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children,

Disposal Authorisation	Record class and retention period	Justifying the retention period
		both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to investigations and decisions involving student safety and wellbeing, it may include supporting information which may be used for child abuse monitoring/investigations. These records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. In instances where the complaint is referred to an external body for investigation, the school or institution should maintain any records created about the complaint prior to the referral (including any records which document the referral decision) for the same minimum retention period as complaints handled internally by the school or institute. This approach ensures that the school or institute has full and accurate documentation of any complaints that have been received by the school or institute, regardless of whether the final outcome of the complaint was determined internally or externally. It is essential that the minimum retention period allows time for students who were enrolled in the school or institution to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i>: • reference 1072 – Enquiries, complaints and suggestions-significant – Retain permanently • reference 1073 – Enquiries, complaints and suggestions-investigations or legal significance – 7

Disposal Authorisation	Record class and retention period	Justifying the retention period
		years after business action completed reference 1074 – Complaints-routine – 2 years after business action completed.

CORPORATE IDENTITY

The activity relating to the development and protection of the name, coat of arms, crest, motto, logo, or seal of the public authority.

Refer to the [*General retention and disposal schedule \(GRDS\)*](#) for records relating to:

- litigation resulting from unauthorised use or misuse of corporate identity*
- requests for permission to use corporate identity such as logos, crests, etc.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2335	Corporate identity objects Final corporate identity objects including, but not limited to: - coat of arms - common seal - letterhead - logo - testamurs. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: Restrictions apply to the use of the Queensland Government, the Department of Education and the Department of Employment, Small Business and Training departmental logo under copyright. Schools may engage persons to create new school logos. Written agreements are established giving the state of Queensland (the State) ownership of the copyright to the logo. The agreements are covered under Section 179 of the <i>Copyright Act 1968</i> (Cth). These are unique objects that market and represent schools, institutes, organisations, and the corporate identity of business. They establish ownership of intellectual property that assists with the protection of identity and may protect the state against any legal action or disputes regarding ownership or copyright. The <i>Copyright Act 1968</i> (Cth) provides to copyright owners the following exclusive rights: (a) in the case of a literary, dramatic or musical work, to do all or any of the following acts: (i) to reproduce the work in a material form; (ii) to publish the work; (iii) to perform the work in public; (iv) to communicate the work to the public; (vi) to make an adaptation of the work; (vii) to do, in relation to a work that is an adaptation of the first-mentioned work, any of the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		acts specified in relation to the first-mentioned work in subparagraphs (i) to (iv), inclusive; and (b) in the case of an artistic work, to do all or any of the following acts: (i) to reproduce the work in a material form; (ii) to publish the work; (iii) to communicate the work to the public; and (c) in the case of a literary work (other than a computer program) or a musical or dramatic work, to enter into a commercial rental arrangement in respect of the work reproduced in a sound recording; and (d) in the case of a computer program, to enter into a commercial rental arrangement in respect of the program. Why the records are retained for this retention period: In addition to establishing legal ownership, corporate visual identity plays a significant role in the way an organisation presents itself to both internal and external stakeholders. In general terms, a corporate identity expresses the values and ambitions of an organisation, its business, and its characteristics. Queensland Education corporate identity and emblems demonstrate Queensland's rich and diverse heritage and identity, as well as the vision for the future. Additionally, they provide enduring evidence of the source of authority of Queensland schools and educational institutions. For example – provision of educational qualifications on appropriate letterhead or testamurs. The recommended permanent retention is consistent with other Queensland schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: The Queensland State Archives Appraisal Statement support the permanent retention of these records by: • providing evidence of the source of authority of Queensland schools and educational institutions as outlined in Characteristic 1 • supporting evidence to the rights and entitlements of individuals and groups as outlined in Characteristic 3 • providing evidence of a substantial contribution to community memory as outlined in Characteristic 5. Comparison with other schedules' retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland – QDAN 480 v.4 – <i>Local Government Sector retention and disposal schedule</i> – Reference 2.5.1 – Corporate Image Design – Permanent – Retain permanently. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C57 – Development – Records relating to development of corporate identity objects – Retain permanently. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 2.3.1 – Development and protection – Permanent – Retain permanently. Other comments/factors for consideration: That corporate identity is retained permanently for historical purposes.
2336	<i>Development and protection</i> Records relating to the development and protection of the public authority's corporate identity objects. Disposal action – 70 years after final approval of object.	Date authorised: 14 November 2018 Why are these records created: In April 2005, the Australian Attorney-General's Copyright Law Review Committee completed a review of the Crown copyright. The Committee determined that the Crown be treated like any other employer and that for certain materials, copyright be removed or a generalised licence be granted for re-use. In response to this, Queensland Government adapted the use of the Creative Commons model. Corporate identity is considered an artistic work under the Part VII of the <i>Copyright Act 1968</i> (Cth). Artistic works owned by the Crown are subject to copyright for 50 years from the end of the year that the work was made. The Australian Copyright Council's information sheet G028 v10 Logos: Legal Protection identifies infringement occurs when a 'substantial part' of a logo is used without the permission of the copyright owner. Copyright infringement can vary on a case by case basis. Why the records are retained for this retention period: Copyright development records are widely classed as permanent (see comparisons with other Queensland schedules), however it is recommended that the value of these records are downgraded to temporary and that only the final objects are held permanently. Development records of corporate identity can hold evidence either proving or disproving copyright infringement. As copyright is 50 years for Crown and 70 years after the death of an individual, these records hold long term value in the event of an infringement case. Digital development records and all accompanying correspondence about the development have potential to consist of high volumes of records. The value of retaining the development records is expected to primarily be required for copyright infringement cases. 70 years' retention is sufficient to meet requirements of copyright infringement cases. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for

Disposal Authorisation	Record class and retention period	Justifying the retention period
		information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 480 v.4 – <i>Local Government Sector retention and disposal schedule</i> – Reference 2.5.1 – Corporate Image Design – Permanent – Retain Permanently. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C57 – Development – Records relating to development of corporate identity objects – Retain Permanently. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 2.3.1 – Development and protection – Permanent – Retain Permanently. Other comments/factors for consideration: That Crown identity is original in concept and development records are retained for historical and legal purposes.

EMPLOYMENT CONDITIONS

The activity of managing the general employment conditions for personnel.

Refer to the [*General retention and disposal schedule*](#) (GRDS) for records relating to teaching scholarships.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2707	<i>Work diaries – principals and deputy principals</i> Work and appointment diaries, in any format, that are used to record the occurrence of official duties and other supporting information for principals and deputy principals. Excludes: • private	Date authorised: 4 July 2024 Why are these records created: Diaries are available to staff at schools and institutions as a way to schedule appointments and write notes about meetings, incidents, observations, etc. Any records used in the line of working for a school or institution that may contain information about the students are available for reference or legal reasons if required. Why the records are retained for this retention period: Diaries are created and maintained by principals and deputy principals. Some of the content within these may contain information that could be relevant in cases of litigation or 'show cause.' These records may be required by subpoenas in legal cases and are considered the property of the school or institution.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	appointment diaries records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 80 years from date of birth OR 7 years from date of separation, whichever is later.	Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to information recorded by principals and deputy principals, it will contain supporting information which may be used for child abuse monitoring/investigation. As a result, the minimum retention period is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i>: - reference 1238 – Work diaries-Chief Executive Officer-significant – Retain permanently - reference 1239 – Work diaries-Chief Executive Officer-other – Retain for 7 years after last action - reference 1269 – Appointment diaries, calendar entries and duty rosters – Until business action completed. Other comments/factors for consideration: The recommended disposal action is similar to STUDENT MANAGEMENT – Admissions and Enrolments – Admissions-student file-primary and secondary school students. This allows for any students who were enrolled in the school or institution at the time of the principal or deputy principal's employment, to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.67 – Principal's appointment diary – Retain for 10 years.

EQUITY AND DIVERSITY

The activities associated with ensuring that students – regardless of attributes such as gender, race, colour, age, marital or parental status, sexual preference, disability, or religious belief – have the access to opportunities and conditions and to the courses and education and can expect to study in an environment that is free of discrimination or harassment.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- joint venture agreements for the provision of arrangements
- discrimination incidents and legal cases.

See Research – School survey data for records relating to information provided to the Non-State Schools Accreditation Board.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2758	Special needs arrangements Records relating to the provision of specialist services or assistance to eligible recipients (such as a person with a disability). Disposal action – 7 years after expiry of agreement.	Date authorised: 4 July 2024 Why are these records created: Schools and institutes must provide all students with access to high-quality education that is free from discrimination based on gender, language, sexual orientation, pregnancy, culture, ethnicity, religion, health or disability, socioeconomic background, or geographic location. Schools are exempt from the <i>Anti-Discrimination Act 1991</i> in some capacities as outlined in s.41–44, however a number of programs are available for schools to obtain assistance or funding to provide special services or facilities that would otherwise require them to discriminate on the basis of impairment. The Non-School Organisations Program provides financial assistance to help improve educational opportunities and enhance the learning outcomes of students with disability. The Non-State Special Needs Organisation (NSSNO) Program provides funding to organisations to deliver educational services and resources that enhance the participation, inclusion, and outcomes of primary and secondary students with special needs in their educational setting. Each organisation funded through the NSSNO Program must provide educational and financial accountability annually to the Department of Education. The accountability documentation is reviewed by the Department to ensure that the NSSNO funding has been expended appropriately and that each organisation is delivering the services outlined in their service agreement. Some funded organisations include but are not limited to Autism Queensland, BUSHkids, CHI.L.D Association, and Down Syndrome Association of Queensland. Other special needs programs include eLearning for special needs students' initiative delivered the state government's election commitment to provide electronic tablets to students with special needs. The tablets

Disposal Authorisation	Record class and retention period	Justifying the retention period
		were provided directly to state special schools, state schools and non-government schools with identified special education programs. Why the records are retained for this retention period: Standard 2 of AQTF and SNR 5 and SNR 16 of the NVR Standards require that learners receive training, assessment and support services that meet their individual needs. In some cases, this may result in the provision of specialised equipment and media to students. The implementation special needs program needs to be retained for a sufficient period of time to support the education providers' accountability. A seven year retention period enables the providers to assess and report on how the programs have been delivered and implemented, as well as meeting any financial management requirements. The retention period is consistent with other Queensland schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C137 – Funding applications-successful – Retain for 7 years after funding ceases. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 9.4.1 – Program delivery – Retain for 7 years after program ceases. Other comments/factors for consideration: That records about special needs arrangements are maintained by the schools in accordance with legislation. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2339 – Special needs arrangements – 7 years after business action completed.

ESTABLISHMENT

The activities associated with establishing a new state school or a new campus.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to the needs analysis, reporting and approvals to establish and build a new school or a new campus.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2337	Community engagement – schools and campuses Records relating to community engagement involved in the decision-making processes for the establishment of new schools or campuses. Community engagement includes, but is not limited to: • logo design • safe access or travel for students • school or campus motto • school or campus naming • tuckshop/canteen set up • uniform design. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: Chapter 2, Part 2 of the <i>Education (General Provisions) Act 2006</i> outlines that the Minister may establish schools at which the state provides primary, secondary, or special education. The Minister may also name, and change the name of, a state educational institution. Queensland is a large state with some of the most remote schools in Australia. The most effective and successful decisions made in schools are those supported by the school community. Records relating to the budget, financial and tendering processes in starting a new school are covered by the <i>General retention and disposal schedule</i> (GRDS). The principal is named in the school year prior to the opening in order to commence community engagement. Once the need for a new school is established, the principal is engaged and provided with activities required to establish the new school and its identity in consultation with the community. Public meetings are held to introduce the principal to the community and to explain progress of the building schedule and processes to be used. At the first public meeting the community is invited to identify their area/s of interest in assisting the new school principal to develop proposals for the uniform, logo and motto, tuckshop, or canteen. Why the records are retained for this retention period: The process involves the community forming a group which works closely with the principal to develop options to be considered and adopted by the Interim P&C association. These records provide evidence of the Department's consultation process. The records demonstrate the state government's commitment to building stronger school communities and demonstrates state education is valued through partnerships that are built between the principal, the school staff, and the school community. The permanent retention is consistent with other jurisdictions schedules and the previous Queensland schedule.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of the primary functions and programs of government as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement. Records in this class relate to the development of, reaction to, and impact of reports on major social issues such as education and town planning. These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records that provide a representation of the Queensland way of life including work, education, and culture. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1014 – High-level committees – Retain permanently. Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 7.1.0 – The formal recording and preservation of a school's history – Permanent. Other comments/factors for consideration: That records relating to the establishment of a new school are created and maintained permanently for historical and cultural purposes. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 1.9 – Establishment of New School – Permanent.

Title	Scope Note
STUDENT MANAGEMENT	<i>The function of managing services, programs, and activities in support of diverse student populations. Includes admission and enrolment, attendance, apprenticeships and traineeships, behaviour and conduct management, incidents, student fees and graduation. Also includes addressing the particular needs of student groups to allow equitable participation and outcomes. Students may be internal, external, child or adult.</i> <i>See the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> <i>• funding and grant funding arrangements for student programs</i> <i>• joint ventures for provision of student programs.</i> <i>See <u>Research – School survey data</u> for records relating to information provided to the Non-State Schools Accreditation Board.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the <u>General retention and disposal schedule</u> (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ADMISSIONS AND ENROLMENTS

The activity of registering individuals for admission or enrolment in a program, activity, school, apprenticeship, or traineeship. Includes applications, comprehensive student, trainee and apprenticeship records and attendance records.

Refer to ACCREDITATION, REGISTRATION AND REGULATION – Compliance for records relating to students registering in early childhood education and care and home education programs.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2340	Admissions – register Records relating to the registration of student enrolment details into a program, activity, school,	Date authorised: 14 November 2018 Why are these records created: Section 176 of the <i>Education (General Provisions) Act 2006</i> outlines that – each parent of a child who is of compulsory school age must – (a) ensure the child is enrolled at a state school or non-state school; and (b) ensure the child attends the state school or non-state school, on every school day, for the educational

Disposal Authorisation	Record class and retention period	Justifying the retention period
	or campus. Disposal action – Permanent. Transfer to QSA after business action completed.	program in which the child is enrolled; unless the parent has a reasonable excuse. The registered student enrolment details include demographic, address, family, origin, country of birth and religion and is maintained within the approved school and student management database. This information provides evidence the prospective student is eligible to apply for enrolment at a school. The student admission register provides evidence a student is enrolled or registered into an education program. Why the records are retained for this retention period: Queensland state schools offer enrolment to children of compulsory school age and to young people in the compulsory participation phase. There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. Specific provisions apply to those students who are over 18 years of age at time of enrolment. The permanent retention is consistent with other jurisdictions' schedules and the previous Queensland schedule. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: Admission register records provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include: • evidence of the DoE's primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. Comparison with other schedules' retention period: South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i>: • reference 4.2.1 – Student admission records created before the commencement of the central student database, which register details of individual student admission including personal and enrolment details – Permanent • reference 4.2.2 – Student admission records, including history of changes, either managed separately or contained in the central student database, which register details of individual student admission, including personal and enrolment details – Permanent. Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Reference 3.3.1 – Summary enrolment records – Permanent. Other comments/factors for consideration: There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.7 – Admission Register – Keep only current register, transfer non-current registers to State Archives.
2710	Admissions – student file – primary and secondary school students Records relating to all aspects of student management from enrolment to leaving school for primary and secondary school students. Includes student files for primary and secondary school students that are enrolled in school-based vocational education and training and higher education programs. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 100 years from date of	Date authorised: 4 July 2024 Why are these records created: Each parent of a child who is of compulsory school age must: (a) ensure the child is enrolled at a State school or non-State school; and (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse. Student files are kept electronically and in hard copy depending on the record and format. All information about students are kept on a single file. There is no distinguishing different activities associated with students and their education. Students requiring information in relation to their school years such as results, specialised programs and supporting information relating to alleged criminal actions against them, rely on the schools to provide the information for a period of time. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the personal details of a child, including any student protection requirements that may be in place at the time of enrolment, it will include supporting information that may be used for child abuse investigation/monitoring. As a result, the minimum retention period for these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended retention period allows time for students who were enrolled in the school or institution to bring forth enrolment and student management records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	birth.	See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i>: - reference 3.5.1(a) – Reporting – Students leaving State education system during or after years 9 or 10 or 11, or 12 final report issued – Permanent - reference 3.5.1(b) – Reporting – Students leaving State education system during or after years 9 or 10 or 11, or 12 other than final report issued – Destroy 30 years after departure from school. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Function 4: Student Management [This function outlines all education record types/activities individually rather than as one class. Classes in this function are generally assigned either a Permanent retention period or a Temporary retention period, with a review date of 31 December 2023 for temporary value records]. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i>: - reference 2.82 – Student files – Destroy 10 years - reference 2.81.1 – Student primary records – Destroy 10 years - reference 2.81.2 – Student secondary records – Destroy 10 years - reference 2.81.3 – Student special records – Destroy 10 years. <i>Education and Training Sector retention and disposal schedule</i> – Reference 2341 – <i>Admissions-student file-Aboriginal and Torres Strait Islanders</i> – Permanent. Retain in agency.
2708	Acceptance advice – international exchange Records relating to acceptance of international student applications to study in	Date authorised: 4 July 2024 Why are these records created: Acceptance Advice for Secondary Exchange Student (AASES) forms are issued by registration authorities to registered student exchange organisations to enable international secondary exchange students to obtain Australian student visas in accordance with the Migration Regulations 1994 (Cth). Per the National Guidelines for the Operation of International Secondary Student Exchange Programs in

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Queensland education programs. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Australia, Queensland State Registration Authorities are responsible for: • issuing guidelines to organisations seeking registration • registering student exchange organisations • providing guidelines for organisations on student enrolment procedures, advice to schools and a timeline of key dates • accounting for the AASES forms issued and providing forms to exchange organisations when requested • monitoring reciprocity for all approved secondary exchange programs in their state/territory • maintaining contact with representatives of student exchange organisations, and • maintaining Australia's reputation for the quality and integrity of its education and training services. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to student registrations and host family details, it will contain supporting information which may be used for child abuse monitoring/investigation. As a result, the minimum 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: National Archives of Australia – Records Authority Job no 2009/00667625 – <i>Department of Immigration and Citizenship</i> – Reference 20909 – Records documenting the application, processing and grant of a temporary residency visa, where the applicant is onshore or offshore – Destroy 15 years after last action. Other comments/factors for consideration: The recommended disposal action is in line with ACCREDITION, REGISTRATION AND REGULATION –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Compliance – Monitoring-international exchange. This allows time for students participating in international exchange programs to bring forth all supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse.
2709	Admissions – student file – accredited and non-accredited training and higher education – minors Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion. Excludes: • student files for primary and secondary school students that are enrolled in school-based vocational education and training and higher education programs • records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable	Date authorised: 4 July 2024 Why are these records created: Under Chapter 2 of the <i>Further Education and Training Act 2014</i> (Qld) an apprenticeship or traineeship may be declared and outlined in a contract based on variable circumstances of the apprentice, trainee, or employer. Students who undertake apprenticeships or traineeships through a registered training organisation are expected to comply with the organisation's requirements. The organisation maintains the records of the individual students. School based apprenticeships and traineeships are managed in accordance with Chapter 2 Part 4, Chapter 9 Part 4, and Chapter 10, of the <i>Education (General Provisions) Act 2006</i> (Qld) to provide an opportunity for young people (usually in Years 11 and 12) to participate in training and work as paid employees while completing senior schooling. These records are created and maintained within regions or centrally within the student management system. Student files are kept electronically and in hard copy depending on the record and format. Why the records are retained for this retention period: To comply with the Australian Qualifications Framework (AQF) Issuance Policy requirements around verifying and issuing qualifications and statements of attainment, Queensland Tertiary Admissions Centre (QTAC) must retain records of assessment (e.g. assignments and examination scripts) and other documentation necessary to prove completion of requirements by students (e.g. attendance and placement performance records). Student records of statements of attainment must be kept for 30 years to comply with the Standards for Registered Training Organisations (RTOs) 2015 which require a provider to retain client records of attainment of units of competency and qualifications for a period of thirty years. These records meet that requirement. The <i>Limitation of Actions Act 1974</i> (Qld) Part 2 Section 10, states that claims relating to actions of contract and tort and certain other areas can be actioned up to 6 years after the event or action first arose. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class may relate to the personal details of a child and activities participated in, it will

Disposal Authorisation	Record class and retention period	Justifying the retention period
	persons. Disposal action – 45 years after business action completed.	include supporting information that may be used for child abuse investigation/monitoring. As a result, the minimum 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended retention period allows time for students who were enrolled in the school or institution to bring forth enrolment and student management records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 02/01 – <i>Retention and Disposal Authority for the Records of Higher and Further Education Institutions</i> – Reference 8.1.0 – Enrolment – Destroy 7 years following date of enrolment. Tasmania – DA2183 – <i>Disposal Schedule for Vocational Education and Training Records of the Institute of TAFE Tasmania</i> – Reference 05.07.02 – Records supporting the process of enrolment – Destroy 7 years after action completed.
2712	Parent/guardian permissions/consent Records relating to permission granted by parent/guardian to attend special events or engage in activities that requires permission to be involved in (not limited to attendance). Includes notifications where permission is not granted. Excludes records which	Date authorised: 4 July 2024 Why are these records created: Permissions and consents are granted or not granted by a parent or guardian to allow a student to participate in curriculum and other school activities and for other variations to school routines. These records are created within schools and maintained within schools or centrally within the school and student management system. Parents and guardians are provided permissions forms outlining variations to student activities, especially those that require travel away from school grounds for the parents or guardians to provide or not provide consent. These records are available for a certain amount of time in the event attendance or non-attendance is questioned. Permission is obtained or rejected from parents and guardians to allow or not allow students to attend certain activities that vary from the school routine. These notes provide proof of consent and should be retained as proof of involvement, attendance, or non-attendance in the event of an attendance query.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to permissions granted by the parent/guardian for a student to attend an event outside of school grounds, and in the care of a potential 3rd party, it will contain supporting information which may be used for child abuse monitoring/investigation. These administrative records also provide evidence of the movement of students during school and class days and may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. It is essential that the minimum retention period allows time for students who were enrolled in the school or institution to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.1.11 – Records relating to permissions or consent given by parents/caregivers for students to attend or participate in various out of school activities where no further action is required – Destroy 1 year after last action. Previous schedule references:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.61 – Permission notes – Destroy 1 year after last action.
2342	Admissions – student file – accredited and non-accredited training and higher education – adults Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion. Excludes: - files for students who commenced as minors and completed or left the training as adults - records which may provide evidence of interactions and contact with vulnerable persons. Disposal action – 7 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Under Chapter 2 of the <i>Further Education and Training Act 2014</i> an apprenticeship or traineeship may be declared and outlined in a contract based on variable circumstances of the apprentice, trainee, or employer. Students who undertake apprenticeships or traineeships through a registered training organisation are expected to comply with the organisations requirements. The organisation maintains the records of the individual students. School based apprenticeships and traineeships are managed in accordance with Chapter 2 Part 4, Chapter 9 Part 4, and Chapter 10, of the <i>Education (General Provisions) Act 2006</i> to provide an opportunity for young people (usually in Years 11 and 12) to participate in training and work as paid employees while completing senior schooling. These records are created and maintained within regions or centrally within the student management system. Why the records are retained for this retention period: Student files are kept electronically and in hard copy depending on the record and format. To comply with the AQF Issuance Policy requirements around verifying and issuing qualifications and statements of attainment, QATC must retain records of assessment (e.g. assignments & examination scripts) and other documentation necessary to prove completion of requirements by students (e.g. attendance and placement performance records). These records meet that requirement. This record class excludes student records of statements of attainment that must be kept for 30 years to comply with condition 6 of the AQTF and SNR 12 & 23 of the new NVR Standards require a provider to retain client records of attainment of units of competency and qualifications for a period of thirty years. <i>Limitation of Actions Act 1974</i> Part 2 Section 10, states that claims relating to actions of contract and tort and certain other areas can be actioned up to 6 years after the event or action first arose. The recommended seven year retention is consistent with other jurisdictions schedules and the previous schedule. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 02/01 – <i>Retention and Disposal Authority for the Records of Higher and Further Education</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<i>Institutions</i> – Reference 8.1.0 – Enrolment – Destroy 7 years following date of enrolment. Tasmania – DA2183 – <i>Disposal Schedule for Vocational Education and Training Records of the Institute of TAFE Tasmania</i> – Reference 05.07.02 – Records supporting the process of enrolment – Destroy 7 years after action completed. Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i>: • reference 2.1.3 – Apprenticeships and Traineeships – Correspondence – Retain for 2 years after last action • reference 2.1.4 – Apprenticeships and Traineeships – Records relating to apprentice/traineeship students including training plans, allocations agreements, etc – Retain for 7 years after last action • reference 2.5.1 – Enrolment – Enrolment records including subject selection and change-of-advice forms, withdrawals from course of study and transfers between institutes – Retain for 7 years after data entry in CAP database has been verified • reference 2.5.2 – Enrolment – Student admission and class allocation records recorded in CAP database administered by TAFE Queensland – TAFE Queensland to retain for 7 years after last action • reference 2.5.4 – Recognition of Current Competencies – Credit transfer documentation, exemptions (academic) – applications and approval records – Retain for 7 years after last action • reference 2.5.5 – Recognition of Prior Learning (RPL) documents – Retain for 7 years after last action. • reference 2.5.7 – Student files – Retain for 7 years after last action. Other comments/factors for consideration: That records of trainees and apprentices are created and maintained as per legislation and that a record of qualifications and achievements is available to trainees and apprentices for a period of time after completion.
2711	Attendance Records relating to the attendance of all students at a school or campus in accredited or non-accredited courses. Excludes records which capture details relevant to	Date authorised: 4 July 2024 Why are these records created: Schools produce lists of enrolled or registered students in class or session groupings for the purpose of collecting information about attendance and absence. The information collected about attendances and absences for prep, primary and secondary students must be recorded into a data management system. This is the official complete record of information the school holds on the student's attendance and absences. It includes data gathered from lists such as registers, class rolls, sport rolls, excursion rolls,

Disposal Authorisation	Record class and retention period	Justifying the retention period
	incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	records of alterations to a student's educational program, flexible arrangements, suspensions, vocational education and training, and hospital schools. It should also include advice from parents about student attendance via letter, text message, email, or records of conversations. Parents and courts have an expectation to have access to attendance records of students for both personal and legal reasons. Why the records are retained for this retention period: Absences may be required to be given to the Family Responsibilities Commission under the <i>Family Responsibilities Commission Act 2008</i> – Section 40 and 41. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the attendance and monitoring of a child, it may include supporting information which may be used for child abuse investigation/monitoring. A minimum retention period of 45 years has been considered but not applied at this time. These records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 3.4.1 – Student attendance – Destroy 6 years after end of school year in which the entry was made. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.14.2 – Routine records relating to policy implementation and enquiries relating to the allocation of students to classes, class closures and attendance – Retain as a minimum of 5 years after

Disposal Authorisation	Record class and retention period	Justifying the retention period
		action completed, then destroy. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule:</i> • reference 2.21 – Class roll book – Destroy 5 years • reference 2.79 – Sport carnival roll book – Destroy 5 years • reference 2.87 – Swimming roll book – Destroy 5 years.
2343	Admissions – unsuccessful applications Records relating to applications for enrolment into a program, activity, school or campus that is unsuccessful or where an applicant did not commence enrolment. Disposal action – 2 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: <u>Primary and secondary schools</u> All eligible children and young people are entitled to 26 semesters of state education (including Prep) and are able to enrol in any state primary and secondary schools unless there is an enrolment management plan in place. This means students may not be entitled to enrol unless they live within the local catchment area, or, for students from outside the local catchment area, have met eligibility criteria contained in the plan. Other conditions may also affect a prospective student's entitlement to enrolment. <u>State special schools</u> Under sections 166 and 167 of the <i>Education (General Provisions) Act 2006</i> the Chief Executive of the Department of Education is responsible for determining whether a prospective student does or does not satisfy the requirements for referral for enrolment in a special school. The Minister's policy for the criteria to decide whether a person is a person with a disability, for the purpose of enrolment in state special schools, is that the person must meet the following criteria: • the person has a disability as defined by the <i>Disability Discrimination Act 1992</i> (Cth) • the person has a severe disability which includes an intellectual disability • the person is unlikely to attain the levels of development of which the person is capable unless the person receives special education • the person's educational program is best delivered in a special school taking into account the appropriateness of this placement for the individual concerned. Why the records are retained for this retention period: This record class for unsuccessful enrolment applications is created and maintained within schools and allows for the disposal of these short term records instead of maintaining them for the same length of time as successful enrolment applications. The retention period for these unsuccessful enrolment applications will meet the Department's business,

Disposal Authorisation	Record class and retention period	Justifying the retention period
		community, and statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 2.1.2 – Application/Selection unsuccessful – Destroy 2 years. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 6.2.1 – Admission unsuccessful – Destroy 2 years. Other comments/factors for consideration: That records regarding unsuccessful applications are created and maintained by the authority who makes the decision. These should be held for a time required for an appeal process or other legal matters.

ASSESSMENT

The activity of determining a student's progress towards planned learning outcomes and/or certification through assessment techniques as evidence of student learning. Includes assessment which measures student achievement relative to the achievement of other students studying the same unit, course, subject, program, or curriculum. Includes assessment records, e.g. mark books and samples of assignments or work submitted by students and assessment through a recognition of prior learning (RPL) pathway.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2713	Academic results Official academic records of student, trainee, and apprentice achievement. Disposal action – Permanent in agency.	Date authorised: 4 July 2024 Why are these records created: Assessment is the purposeful, systematic, and ongoing collection of information that is used as evidence in making reliable and consistent judgments about student learning and in reporting to parents. It states the level of attainment that has been achieved by the student whilst in the education institution. Reported assessment results are issued as written reports on the learning area or subjects studied in the reporting period. Student effort and behaviour are also reported. Schools maintain the reported accredited results for Prep to Year 12 students. Assessment results for students in vocational education and training are reported to the student and are

Disposal Authorisation	Record class and retention period	Justifying the retention period
		evidence used to confirm results are achieved for the purpose of obtaining certificates of completion and attainment. QCAA, under the <i>Education (Queensland Curriculum and Assessment Authority) Act 2014</i>, manages, holds, validates, and provides copies of certificates of achievement, and statements of results. Why the records are retained for this retention period: This disposal authorisation is for official academic records created within schools and vocational education and training and higher education providers and is maintained within schools and institutes. The scope of this disposal authorisation has expanded to include all reported accredited results for Prep to Year 12 students, as well as the official academic records of other student, trainee or apprentice achievement. Because this disposal authorisation may include official academic records with long-term value to protect lifelong rights and entitlements of individuals, as well as official academic records that may have enduring value for the state of Queensland, a decision has been made to assign this retention period. The proposed retention period for reported assessment results will meet the business, community, and statutory requirements of the sector. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 2.2.7 – Results-assessment results – Summary form of final results to be awarded to students entering in College Administration Program (CAP) database administered by TAFE Queensland – Permanent – TAFE Queensland to retain permanently in accessible, readable and inalterable form. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C245 – Academic record – Official academic records of the grades achieved by a student in a course or program – Retain permanently. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 8.6.1 – Enrolment Management – Summary student data – Record comprising a summary of all student data maintained in an enterprise system (e.g. WINSAS) for the purpose of providing information on individual students and maintaining the “Qualifications Register” in accordance with the Australian Qualifications Framework (AQF) – Permanent – Retain permanently. Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 3.5.1(a) – Student Assessment and Reporting – Reporting – Students leaving State education

Disposal Authorisation	Record class and retention period	Justifying the retention period
		system during or after years 9 or 10 or 11, or 12 final report issued – Permanent – Retain as State Archives. State Archives and Records Authority of New South Wales – Functional Retention and Disposal Authority: FA285 – Reference 5.4.1 – Master record of certificates awarded to students, including Intermediate, Leaving, School, Preliminary and Higher School Certificates – Required as State Archives Tasmania – Department of Education – Disposal Schedule for Functional Records of Government Schools and Colleges – Disposal Authorisation No. 2280: • reference 04.09.01 – Copies of student reports provided to parents where they are the final record of the student's assessment and achievement and were created before the commencement of the central assessment and monitoring database – Permanent • reference 04.09.02 – Copies of student reports provided to parents where they are the final record of the students' assessment and achievement and were created after the commencement of the central assessment and monitoring database – Permanent. ACT – Territory Records (Records Disposal Schedule – Student Administration Records) Approval 2013 (No 1) – Notifiable instrument NI2013—380 – Reference 171.180.001 – Records documenting commencement, completion or partial completion of traineeships and apprenticeships. Includes: certificates; qualifications; certificates of competence; statements of attainment; training contracts / agreements – Retain as Territory Archives. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2344 – Academic record – Permanent. Transfer to QSA after business action completed.
2714	<i>Supervision – examination arrangements</i> Records relating to administrative arrangements for internal and external examination and assessment. Excludes records which capture details relevant to incidents, allegations,	Date authorised: 4 July 2024 Why are these records created: Under the <i>Education (Queensland Curriculum and Assessment Authority) Act 2014</i> (Qld), the Queensland Curriculum and Assessment Authority (QCAA): • develops and revises tests • purchases and revises tests developed by another entity • develops procedures for schools to administer tests • participates in development and revision of common national tests • implements procedures for schools to administer common national tests

Disposal Authorisation	Record class and retention period	Justifying the retention period
	disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	• marks tests • analyses performance. It is the responsibility of the school to administer tests per QCAA procedure. Under Section 72 of the Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (Qld), the authority must decide the places at which an external senior examination for an examination subject or a core skills test can be taken. Test centres are, under normal circumstances, Queensland secondary schools that have Year 12 students. A school must seek approval from the QCAA to use, as a test centre, a room that is not part of a secondary school. This must be done annually. State schools have to meet criteria to host NAPLAN and Core Skills Tests in onsite venues. The administrative records for the arrangements may be required after the testing due to potential patterns identified for misconduct. For example, candidates may be observed cheating during the test or the QCAA may identify them after the test. Each year, the QCAA compares the Multiple Choice results of each pair of students sitting the Queensland Core Skills (QCS) Test for the number of correct and identical incorrect responses. Where pairs of students have similar response patterns, the QCAA also looks at Short Response and Writing Task results, the Form QCS 11 (which records temporary absences from the test room) and the seating plan for students who are at the same school. Where there is an extremely high number of exactly matching correct and incorrect responses for students from the same school — well beyond what could have happened by chance alone — the school is contacted and the situation is investigated. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to one-on-one supervision arrangements of a child, it will include supporting information which may be used for child abuse monitoring/investigation. These records provide evidence of the movement of students during school and class days and may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. It is essential that the recommended retention period allows time for students who were enrolled in the school or institution to bring forth records of an incident to assist as evidence and allow for continual

Disposal Authorisation	Record class and retention period	Justifying the retention period
		access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.19.1 – Records relating to contested examination results which resulted in major Departmental investigations – Retain for a minimum of 20 years after action completed, then destroy.
2345	Assessment – master copy Master copy of assessment administered as part of delivery of curriculum and/or courses. Disposal action – 5 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: State and non-state schools create a master copy based on the curriculum developed in Disposal Authorisation 2301. The master copy is how the curriculum relates to that particular school's subjects and modules. The <i>National Vocational Education and Training Regulator Act 2011</i> (Cth) states that Vocational Education and Training providers have a scope of registration which outlines the qualifications and courses that each provider is able to deliver. Part of the scope of registration includes that it will allow a National Vocational Regulator (NVR) registered training organisation to: • provide training and assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation • provide assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation • provide assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation. Assessment is a process to determine a student's achievement of expected learning outcomes and may

Disposal Authorisation	Record class and retention period	Justifying the retention period
		include a range of written and oral methods and practice or demonstration and is required as proof that a student, apprentice, or trainee possesses the appropriate skills and knowledge for the attainment of the qualification. Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015 requires Registered Training Organisations including Vocational Education and Training Providers and Higher Education providers to develop training and assessment strategies and practices that are relevant to the needs of industry and support learners. Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015 requires RTOs to issue to a learner whose assessment meets the requirement of the training product, Training Package or VET accredited course, a VET qualification or VET statement of attainment. This class is evidence of the requirements to determine competency. Why the records are retained for this retention period: Examples using more appropriate common education language has been included. Per Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015, the business must implement an assessment system that ensures that assessment (including recognition of prior learning): • complies with the assessment requirements of the relevant training package or VET accredited course, and • is conducted in accordance with the Principles of Assessment which include Fairness, Flexibility, Validity and Reliability. The Master Copy is the evidence that supports the standards for RTO assessments. Under the Australian Qualifications Framework, a Senior Secondary Certificate of Education qualification may only be issued by an organisation that is authorised for that purpose by the relevant government and meets any government standards for the sector. Assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification. Issuing organisations must issue qualifications consistent with the AQF Qualifications Issuance Policy. The Education (General Provisions) Act 2006 (Qld) states that non-state schools must keep for at least 5 years the learning outcomes that the arrangements are intended to achieve. The recommended retention period supports the curriculum and training product activity of reviewing which has a review cycle and retention of 5 years. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for

Disposal Authorisation	Record class and retention period	Justifying the retention period
		information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Northern Territory – 2018/10 – <i>Disposal Schedule for School Management Records of the Department of Education</i> – Reference 1.9.1 – Master set of examination papers, assessment outlines and other assessment instructions – Temporary – Destroy 15 years after last action. Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 2.2.3 – Assessment instruments/tools – Master copy of assessor's marking guide, criteria and/or observation checklists, tests and assignments [if a model is used as part of an assessment then either the model or a detailed description of its critical components should be retained] – Retain for 7 years from date assessment was last issued. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C88 – Assessment-completed – Examination scripts and other forms of assessment completed by students – Retain until the end of the appeal period or 3 months after last action, whichever is later. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.2.1 – Assessment instruments – Master set of assessment instruments including exam questions, assignments, case studies, project work, RPL kits and observations/demonstrations. Includes record of validation and approval for use – Retain for 30 years after cessation of delivery of course or unit. South Australia – GDS31 – <i>General Disposal Schedule for Department for Education and Child Development-Early Childhood Services (and predecessors)</i> – Reference 4.3.5 – Records used in assessing children – Temporary – Destroy 3 years after last action. Victoria – PROS 16/07 VAR 1 – <i>Retention and Disposal Authority for Records of the Higher and Further Education Functions</i> – Reference 2.1.3 – Master record of accredited or approved courses, programs, training packages, modules and their units for non-award courses – Temporary – Destroy 7 years after accreditation expires or is revoked.
2347	Assessment – results appeals Records relating to student appeals against assessment results. Disposal action – 2 years after business action completed.	Date authorised: 14 November 2018 Why are these records created: Under the Standards for NVR Registered Training Organisations 2012 (the Standards), SNR 5 outlines that the RTO must have strategies in place to adhere to the principles of access and equity and to maximise outcomes for its clients. This includes a defined complaints and appeals process that will ensure learners' complaints and appeals are addressed effectively and efficiently. Additionally, under the Standards, SNR 16 outlines that the RTO must provide appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Every RTO may have a different process in place as the standard does not outline a consistent appeal process. As an example, TAFE Queensland allows for appeals to the Chief Executive within 10 days of receipt of initial appeal result. Students have a right to appeal outcomes of academic decisions based on the various grounds including, but not limited to: • that the decision is grossly unreasonable • that procedural requirements were not followed • that relevant evidence was not considered in reaching the decision or that irrelevant evidence was relied upon in reaching the decision • that fresh evidence has become available • that a penalty imposed was excessive or inappropriate. For instances of major or exceptional cases of unresolved appeals, further appeals can be made in writing to the executive and must fully set out the grounds for appeal. If a student is unhappy with a result, they can lodge their complaint with an external agency, such as the: • Queensland Ombudsman • Australian Skills Quality Authority • Queensland Government Department of Education (for apprentices/trainees). Why the records are retained for this retention period: The recommended two year retention period is consistent with the University Sector schedule and is sufficient to cover appeals processes that may extend for a period of time. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 2.2.5 – Records of appeals, grievances and complaints relating to examination/assessment results – Retain for 1 year after action completed. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C94 – Records relating to appeals about examination/assessment results – Retain for 2 years after last action.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 10.2.3 – Results – Appeals – Retain for 7 years after course completion or cessation. Other comments/factors for consideration: That students have opportunity to appeal academic results and that records of these appeals will be created and maintained as per legislation.
2715	Assessment – completed and results Records relating to the results of student achievement in response to assessment administered as part of delivery of the curriculum and/or courses. Disposal action – 1 year after business action completed.	Date authorised: 4 July 2024 Why are these records created: In schools, assessment of student learning takes place at different levels and for different purposes, including: • ongoing formative assessment within classrooms for the purposes of monitoring learning and providing feedback, for teachers to inform their teaching, and for students to inform their learning • summative assessment for the purposes of twice-yearly reporting by schools to parents and carers on the progress and achievement of students • annual testing of Years 3, 5, 7 and 9 students' levels of achievement in aspects of literacy and numeracy, conducted as a part of the National Assessment Program – Literacy and Numeracy (NAPLAN) • periodic sample testing of specific learning areas within the Australian Curriculum as a part of the National Assessment Program (NAP). The Australian Curriculum – Implications for teaching, assessing and reporting, states that teachers use the achievement standards at the end of a period of teaching, to make on-balance judgments about the quality of learning demonstrated by students – that is, whether the students have achieved below, at or above the standard. To make judgments, teachers draw on assessment data they have collected as evidence during the course of the teaching period. Why the records are retained for this retention period: This record class pertains to assessment results of individual assessments and is required for a short period of time to allow for any appeals processes to occur. Overall course results are retained as per STUDENT MANAGEMENT – Assessment – Academic results. Retention of assessment results supports the appeals process outlined in the Standards for Registered Training Organisations (RTOs) 2015 and covered under STUDENT MANAGEMENT – Assessment – Assessment-results appeals. Under the Standards for Registered Training Organisations (RTOs) 2015, assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or

Disposal Authorisation	Record class and retention period	Justifying the retention period
		VET accredited course. Assessment results form a judgement that a student is competent and meets the criteria for an award or qualification. These records only form part of a final mark and hold transitory value. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2346 – Assessment-results – 1 year after the assessment is validated.

EQUITY AND DIVERSITY

The activities associated with ensuring that students – regardless of attributes such as gender, race, colour, age, marital or parental status, sexual preference, disability, or religious belief – have the access to opportunities and conditions and to the courses and education and can expect to study in an environment that is free of discrimination or harassment. The activities associated with the acknowledgement of difference in background, religion, and culture.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- *joint venture agreements for the provision of programs*
- *funding for student programs*
- *anti-discrimination cases and other legal claims.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2348	Programs – education and support Records relating to educational and support programs aimed at providing equal access to education.	Date authorised: 14 November 2018 Why are these records created: All education sectors must provide students with access to high-quality schooling that is free from discrimination based on gender, language, sexual orientation, pregnancy, culture, ethnicity, religion, health or disability, socioeconomic background, or geographic location. Schools develop, implement, manage, and promote specific programs and activities allowing the

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Programs include, but are not limited to: - disadvantaged youth programs - education adjustment programs (EAP) - Every Child Counts program - Indigenous education programs - skills participation and pathways (SPP) - student allowance programs - student holiday programs. Disposal action – 7 years after program ceases.	enhancement of student health and wellbeing and providing safe and supportive learning environments. An example of a student program includes The Department of Education's education adjustment program (EAP) which is a process for identifying and responding to the educational needs of students with disability who require significant education adjustments related to the specific impairment areas of: - autism spectrum disorder - hearing impairment - intellectual disability - physical impairment - speech-language impairment - vision impairment. The EAP supports schools to: - understand and meet their obligations to make reasonable adjustments for students with disability - identify students (from Prep–year 12) who meet criteria for the EAP categories - report the significant education adjustments that are currently in place to address the educational needs of these students. Why the records are retained for this retention period: The recommended seven year retention differs to the University Sector schedule, however, it is consistent with the Agricultural Education schedule and New South Wales Education schedule. This record class combines a number of similar specific programs and activities with the records being created and maintained within the Department and schools. The retention period provides consistency across these programs and meets current business and statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education – Reference 1.5.1 – Records relating to the implementation and routine administration of specific programs with organisations and institutions – Retain a minimum of 7 years after action completed, then destroy.</i> Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule – Reference 601.2/C224 – Program delivery – Retain for 5 years after program ceases to be offered.</i> Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule – Reference 9.4.1 –</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Program delivery – Retain for 7 years after program ceases. Other comments/factors for consideration: That programs are available to enhance the learning of all students and that records of the programs are retained. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.7 – Commonwealth Special Education Programs – Retain at school as long as required.

GRADUATION

The activity associated with the conferral of an academic award following the completion of course or program requirements. Also includes the award of honorary degrees to persons external to the public authority.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to award presentation and graduation ceremonies.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2349	Completion register Registers of students who graduate or obtain awards, certificates, and qualifications. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: Qualifications and statements of attainment are issued in accordance legislation and standards. Under the Standards for NVR Registered Training Organisations 2012 section 23.1, awards and qualifications must be issued to persons where assessed as competent in accordance with the requirements of the training package or VET accredited course, a VET qualification or VET statement of attainment. Qualification means formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs. Under AQF Qualification Issuance Policy 2.5, RTOs must issue a Statement of Attainment to students who have chosen to complete only a unit or units of competence or study from an accredited qualification of an accredited short course. Why the records are retained for this retention period: RTOs issue awards and qualifications to when students successfully complete studies. The Queensland Curriculum Assessment Authority (QCAA) issues the Queensland Certificate of Education

Disposal Authorisation	Record class and retention period	Justifying the retention period
		(QCE) to eligible school students (usually end of year 12). The recommended permanent retention for the registers is consistent with Queensland and other jurisdictions schedules. It also meets business requirements and community expectations. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: Records relating to the completion of education provide evidence of significant life events and rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives (QSA) Appraisal Statement. Additionally, these records provide evidence of significant impact on individuals as outlined in Characteristic 4 of the QSA Appraisal Statement. They are also evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the QSA Appraisal Statement and should be retained as archival records for future research. Comparison with other schedules' retention period: Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i>: • reference: 12.1.0 – Graduation Register – Permanent • reference 11.3.0 – Final assessment compilation – Permanent. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.23.1 – Report listing state-wide winners of various prizes and awards – Required as State Archives. Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 2.6.3 – Register of awards – Retain permanently. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C170 – University graduands – Retain permanently. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 8.6.1 – Summary Student Data (including register of awards) – Retain permanently. Other comments/factors for consideration: That registers of individuals who successfully complete schooling, vocational education and training and higher education are created and maintained as per legislation.

INCIDENTS

The activity associated with an occurrence or event which causes physical, emotional, or psychological injury or damage, either human caused or natural phenomena, which requires action to ensure the safety of people, to prevent or minimise loss of life or to prevent damage to property and/or natural resources.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2350	Incident report – significant Records relating to significant incidents at any educational premise or at a child care provider premise. Significant incidents may include, but are not limited to: • death of a child • an incident involving serious injury or trauma • student safety and wellbeing, including sexual abuse on school grounds • any incident where the attendance of emergency services was sought • where a child appears to be missing, taken,	Date authorised: 14 November 2018 Why are these records created: Legislation requires that health and safety incidents are recorded, notified, and managed appropriately and within specified timeframes. Dependent on specific criteria, certain incidents must be notified to Workplace Health and Safety Queensland, Department of Justice and Attorney-General. A serious incident is outlined in Section 22 of the Education and Care Services Regulation 2013 as: • the death of a child • an incident involving serious injury or trauma • an incident attended by emergency services was sought • any circumstance where a child appears missing, taken, or locked in or out of premises. Section 87 of the Education and Care Services National Regulations 2011 requires incident reports be recorded and retained with: • details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected • details of any illness which becomes apparent while the child is being educated and cared for by the education and care service • details of the action taken • details of any person who witnessed the incident, injury, or trauma; the name of any person whom the education and care service notified or attempted to notify, of any incident, injury, trauma, or illness which a child has suffered • the name and signature of the person making an entry in the record, and the time and date that the entry was made. Why the records are retained for this retention period: A serious incident would have a significant impact on the community and create high level of public interest in the school or institution. The permanent retention period reflects the seriousness of these matters and

Disposal Authorisation	Record class and retention period	Justifying the retention period
	removed, or mistakenly locked in or out of premises. Disposal action – Permanent. Transfer to QSA after business action completed.	provides evidence of how the State responded to serious incidents. The recommended retention period is consistent with Queensland, other jurisdictions and previous schedules and also meets all risk and business requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: Incident reports for serious incidents provide evidence of significant life events and rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives (QSA) Appraisal Statement. Additionally, these records provide evidence of significant impact on individuals as outlined in Characteristic 4 of the QSA Appraisal Statement. Comparison with other schedules' retention period: Queensland – QDAN 637 v.2 – <i>Department of Child Safety retention and disposal schedule</i> – Reference 3.1.1 – Child Case Files-significant – Retain permanently. Queensland – QDAN 691 v.1 – <i>Early Childhood Education and Care retention and disposal schedule</i> – Reference 1.2.1 – Incident report-serious – Retain permanently. New South Wales – FA318 – <i>Functional Retention and Disposal Authority: Department of Family and Community Services</i> – Reference 2.4.2 – Records relating to monitoring compliance with requirements and routine liaison with centres over terms and conditions – Required as State Archives. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.3.1 – Records documenting investigations of a serious incident at a licensed children's service where it is proven that the service has committed an offence under <i>Children's Services Act 1996</i> resulting in sanctions and/or prosecutions – Retain as State Archives. Other comments/factors for consideration: That education institutions will retain records of serious incidents permanently for legal purposes.
2716	Incident report – routine Records relating to non-serious incidents at any educational premise or at a child care provider premise. Routine incidents may include, but are not	Date authorised: 4 July 2024 Why are these records created: Legislation requires that health and safety incidents be recorded, notified, and managed appropriately and within specified timeframes. This class covers records relating to non-serious incidents at an approved Education and Care Service or School. Non-serious incidents include where a child is injured, becomes ill or suffers a physical or

Disposal Authorisation	Record class and retention period	Justifying the retention period
	limited to, events where a child is: - injured - becomes ill or suffers a physical or emotional trauma which may require basic first aid and does not require further medical attention. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	emotional trauma which may require basic first aid and does not require further medical attention. Why the records are retained for this retention period: Legislation requires that health and safety incidents be recorded, notified, and managed appropriately and within specified timeframes. Dependent on specific criteria, certain incidents must be notified to Workplace Health and Safety Queensland, Department of Justice and Attorney-General. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the trauma of a child, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended retention period allows time for students who were enrolled in the school or institution to bring forth records of an incident to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 7.3.2 – Records documenting investigations of an incident that is not considered serious (i.e. no injury or only minor injury) however the children's service is still proven to have committed an offence under the <i>Children's Services Act 1996</i> – Destroy 25 years after last action. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.7 – Accidents to Students (Registers, Report Forms, Witness Statements) – If accident occurred when student was 18 years or over, destroy 3 years after student turns 18; If accident occurred prior to student attaining the age of 18, destroy 3 years after student turns 18. QDAN 691 v.1 – <i>Early Childhood Education and Care retention and disposal schedule</i> – Reference 1.2.2 –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Incident report-non-serious – Retain for 25 years from date of birth of child.

SCHOLARSHIPS, PRIZES, AWARDS AND BURSARIES

The activities associated with the provision and award of scholarships, prizes, awards and bursaries on academic merit or other grounds. Includes liaison with sponsors and prizes awarded by external organisations.

Refer to the [General retention and disposal schedule](#) (GRDS) for records, data and information relating to award ceremonies, honours, awards, and prizes successfully received, or distributed, by the education and training sector.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2351	Establishment Records relating to the establishment, rules and conditions of scholarships, grants, and bursaries. Includes liaison with private sponsors. Disposal action – Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Why are these records created: This record class relates to the establishment, rules and conditions of scholarships, grants, and bursaries A range of scholarships and awards are available to school leavers, postgraduate students, and employees to provide opportunity or support for those wishing to continue an educational program. Each scholarship and award has rules and conditions set for the issue. Examples of awards for school students include the: • Premier's Anzac Prize • Creative Generation Excellence Awards in the Arts • Peter Doherty Awards for Excellence in Science and Science Education. Examples of awards for Year 12 graduates include: • TJ Ryan Memorial Medals and Scholarships • Aspiring Teacher Grants. Examples of awards for Aboriginal and Torres Strait Islander peoples include: • Lambert McBride Perpetual Bursary • Pearl Duncan Teaching Scholarship. Why the records are retained for this retention period: This record class is created and maintained within the educational institutions and is required for the establishment and management of awarding scholarships. The records relating to the establishment, rules,

Disposal Authorisation	Record class and retention period	Justifying the retention period
		and conditions of those awarded form an important historical record of the origin of the awards. The permanent retention period for these scholarship establishment records will meet the Department's business and statutory requirements. The retention period is consistent with the Queensland, Victorian, New South Wales and Tasmanian schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research. Comparison with other schedules' retention period: Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 7.1.0 – Establishment/Management of scholarships/prizes – Permanent. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.11.1 – Records showing policy determinations for the grading of qualifications and academic awards – Required as State Archives. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 8.3.4 – Establishment of awards, prizes and medals – Retain permanently. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C77 – Establishment – Establishment of awards, prizes and medals – Retain permanently. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 01.20.01 – Records illustrating the development of policy and document policy decisions and establishment of precedents – Permanent. Other comments/factors for consideration: The Department will maintain these scholarship establishment records as historical information due to the longevity of these scholarships.
2352	Recipient register Register of recipients of scholarships, grants, and bursaries whether	Date authorised: 14 November 2018 Why are these records created: Award recipients are published as part of the award processes and presentations. Historical lists of award,

Disposal Authorisation	Record class and retention period	Justifying the retention period
	awarded by the public authority or an external organisation. Disposal action – Permanent. Transfer to QSA after business action completed.	scholarship and bursary recipient registers are made available to the community. Why the records are retained for this retention period: This record class is created and maintained within the Department and is required for the management of awarding recipients' scholarships. The retention period for these scholarship recipient registers will meet the Department's business and statutory requirements. The retention period is consistent with the Queensland, Victorian, New South Wales, South Australia, and Tasmanian schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives (QSA) Appraisal Statement. These records also provide evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C80 – Recipient register – Register of award, prize and medal recipients – Permanent. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 7.1.0 – Establishment/Management of scholarships/prizes, includes recipient register – Permanent. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 01.06.03 – Records of recipients of awards – Permanent. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.23.1 – Records relating to the process and activities for awarding prizes including donations from individuals, companies, industry associations and professional associations – Required as State Archives. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.5.4 – Lists and summaries of recipients of various academic awards – Permanent. Other comments/factors for consideration:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		The Department will maintain these scholarship recipient registers as historical information due to the longevity of these scholarships.
2353	<i>Scholarships, prizes, awards, and bursaries – applications</i> Records relating to the administration of applications for scholarships, grants, and bursaries awarded by the public authority. Includes unsuccessful applications. Disposal action – 7 years after announcement date.	Date authorised: 14 November 2018 Why are these records created: The awarding of scholarships, prizes, awards, and bursaries to students or potential students encourages excellence and assistance to students. Scholarships, prizes, awards, and bursaries require applications from individuals with evidence of merit. Application processes are outlined on entries. Why the records are retained for this retention period: Applications and supporting documentation are submitted for a judging panel to determine recipients based on the terms of the awards and the merit displayed by the recipient. As some awards come with financial assistance, the recommended retention period & trigger supports financial record retention requirements and any appeal process timeframes. The recommended seven year retention period is consistent with the Victorian and South Australian schedules, but is inconsistent with Tasmania, New South Wales, and Queensland schedules. The Department considers the seven years adequately meets their financial requirements. Information about the awards may be found in the recipient register, student files and other award management records. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C75 – Applications – Applications for scholarships, prizes, awards, bursaries and fellowships – Retain until end of the appeal period. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i>: • reference 7.2.0 – Application/selection process-successful applicants – Destroy 7 years following completion of delivery of scholarship/prize to applicant • reference 7.3.0 – Application/selection process-unsuccessful applicants – Destroy 1 year following date of decision. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 06.38.06 – Records relating to the nomination and selection of recipients of awards

Disposal Authorisation	Record class and retention period	Justifying the retention period
		– Destroy 5 years after action completed. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.23.2 – Records relating to the establishment and administration of donations made to recognise students who achieve outstanding merit in their qualifications. Includes the election of students for prizes – Retain a minimum of 10 years after action completed, then destroy. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i>: • reference 10.3.5 – Successful applications and administrative arrangements for the delivery of specific awards and prizes to students – Destroy 7 years after action completed • reference 10.12.4 – Successful applications and administrative arrangements for the delivery of specific scholarships to students – Destroy 7 years after action completed. Other comments/factors for consideration: That applications for scholarships, prizes, awards, and bursaries are created as part of the process and retained for a period of time to meet any appeals or legal dealings.

STUDENT CONDUCT

The activities relating to the conduct and behaviour of students both academically and non-academically. Includes matters relating to the disciplining of student misconduct such as harassment, property damage or other forms of misconduct that do not involve academic studies. Also includes misconduct involving a breach by a student of academic standards which may involve plagiarism, falsifying results, cheating, etc. and may include the imposition of a penalty.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- *grievances*
- *investigations of non-students*
- *legal matters.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2717	<i>Student misconduct – minors</i> Records relating to instances where	Date authorised: 4 July 2024 Why are these records created: This record class is for any student who is a minor at the time of the offence, regardless of whether the

Disposal Authorisation	Record class and retention period	Justifying the retention period
	allegations of student misconduct by a student who is a minor, both academic and non-academic, were investigated. Includes all instances of investigated misconduct of minors, regardless of whether the misconduct was proven/supported. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after end of enrolment.	misconduct was proven/supported. Educational organisations are responsible for ensuring a fair and just learning environment by ensuring that students and other stakeholders have access to processes that allow for allegations of student misconduct to be managed and resolved. All allegations of student misconduct must be dealt with in an objective manner, without victimisation or intimidation of anyone connected with the alleged misconduct, either during or subsequent to an investigation and appeals process Chapter 12 of the <i>Education (General Provisions) Act 2006</i> (Qld) outlines the disciplinary actions that can be taken in State Schools for misconduct. Actions include suspension, exclusion, and cancellation of enrolment of, and behaviour improvement conditions. Under the Standards for NVR Registered Training Organisations 2012, SNR 5 outlines that the Registered Training Organisation (RTO) must have strategies in place to adhere to the principles of access and equity and to maximise outcomes for its clients. This includes a defined complaints and appeals process that will ensure learners' complaints and appeals are addressed effectively and efficiently. Additionally, under the Standards for NVR Registered Training Organisations 2012, SNR 16 outlines that the Registered Training Organisation (RTO) must provide appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. In schools, responsible behaviour plans are based on the Student Code of Behaviour and outline the steps required to be taken when misconduct occurs. This includes, but is not limited to: • communication of responsible behaviour • behaviour support • emergency responses or critical incidents • consequences of unacceptable behaviour. Registered Training Organisations also have processes for managing misconduct. Each one may vary. For example, TAFE Queensland has a disciplinary process in place as a Registered Training Organisation in managing allegations of misconduct: • following advice of an alleged act of misconduct, either informal or formal disciplinary processes will commence • minor instances of misconduct will be dealt with promptly and informally with the student, teacher/assessor, and relevant Manager • allegations of major misconduct will involve a formal review and investigation of the circumstances. Students have a right to respond to the allegation(s) by either attending an interview/meeting with the General Manager or their delegate, or by providing a written response on the allegation(s). Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		The recommended minimum retention period meets legislated requirements under the <i>Limitation of Actions Act 1974</i>. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to instances of alleged and proved misconduct involving a child – which may have involvement with an adult – this record class will include supporting information which may be used for child abuse investigation/monitoring. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education – Reference 18.27.2</i> – Individual cases requiring disciplinary action, such as expulsion, which do not have an impact upon policy – Retain a minimum of 20 years after action completed, then destroy. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>: • reference 601.2/C171 – Allegations-academic misconduct – Retain until program completion or if program abandoned, until maximum period for program completion has elapsed • reference 601.2/C172 – Allegations-non-academic misconduct – Retain until program completion or if program abandoned, until maximum period for program completion has elapsed • reference 601.2/C173 – Investigations-non-academic misconduct – Retain for 7 years after last action. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 2.86 – Suspension/Exclusion of Students – Related Correspondence – Destroy with student file. F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 12.20 –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Suspensions/Exclusions – Destroy 12 months after student leaves school.
2718	Student misconduct – adults Records relating to instances where allegations of student misconduct by a student who is an adult, both academic and non-academic, were investigated. Includes all instances of investigated misconduct of adults, regardless of whether the misconduct was proven/supported. Excludes: • investigations of student misconduct which involve a minor • records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028	Date authorised: 4 July 2024 Why are these records created: This record class is for adults who may be attending school as a mature age student or enrolled at a Registered Training Organisation (RTO). Educational organisations are responsible for ensuring a fair and just learning environment by ensuring that students and other stakeholders have access to processes that allow for allegations of student misconduct to be managed and resolved. All allegations of student misconduct must be dealt with in an objective manner, without victimisation or intimidation of anyone connected with the alleged misconduct, either during or subsequent to an investigation and appeals process. Chapter 12 of the <i>Education (General Provisions) Act 2006</i> (Qld) outlines the disciplinary actions that can be taken in state schools for misconduct. Actions include suspension, exclusion and cancellation of enrolment, and behaviour improvement conditions. Under the Standards for NVR Registered Training Organisations 2012, SNR 5 outlines that the RTO must have strategies in place to adhere to the principles of access and equity and to maximise outcomes for its clients. This includes a defined complaints and appeals process that will ensure learners' complaints and appeals are addressed effectively and efficiently. Additionally, under the Standards for NVR Registered Training Organisations 2012, SNR 16 outlines that the RTO must provide appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. In schools, responsible behaviour plans are based on the Student Code of Behaviour and outline the steps required to be taken when misconduct occurs. This includes, but is not limited to: • communication of responsible behaviour • behaviour support • emergency responses or critical incidents • consequences of unacceptable behaviour. Registered Training Organisations also have processes for managing misconduct. Each one may vary. For example, TAFE Queensland has a disciplinary process in place as a Registered Training Organisation in managing allegations of misconduct: • following advice of an alleged act of misconduct, either informal or formal disciplinary processes will commence • minor instances of misconduct will be dealt with promptly and informally with the student,

Disposal Authorisation	Record class and retention period	Justifying the retention period
	QSA will undertake a reassessment of this retention period prior to 31 December 2028	teacher/assessor, and relevant Manager - allegations of major misconduct will involve a formal review and investigation of the circumstances. Students have a right to respond to the allegation(s) by either attending an interview/meeting with the General Manager or their delegate, or by providing a written response on the allegation(s). Why the records are retained for this retention period: The recommended minimum retention period allows sufficient time for the education providers to implement whatever disciplinary action arises from the investigations. The time period allows remedial action to be taken but also allows for natural justice so that the records cannot be referred to with future interactions with individuals and they cannot be used against them. These records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. There is limited consistency with other jurisdictions' schedules, however, the proposed retention meets the business requirements of education providers. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.27.2 – Individual cases requiring disciplinary action, such as expulsion, which do not have an impact upon policy – Retain a minimum of 20 years after action completed, then destroy. Queensland – <i>General retention and disposal schedule</i> – Reference 1249 – Internal investigations – 7 years after business action completed. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>: - reference 601.2/C171 – Allegations-academic misconduct – Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed - reference 601.2/C172 – Allegations-non-academic misconduct – Retain until program completion,

Disposal Authorisation	Record class and retention period	Justifying the retention period
		or if program abandoned, until maximum period for program completion has elapsed reference 601.2/C173 – Investigations-non-academic misconduct – Retain for 7 years after last action.
2354	<i>Behaviour management</i> Records relating to behaviour management strategies and delegations. Includes codes of conduct or behaviour for students. Excludes punishments imposed on individuals. Disposal action – 7 years after superseded.	Date authorised: 14 November 2018 Why are these records created: Behaviour management within schools is managed supportively to achieve a positive learning environment for the benefit of students, staff, and parents. Corporal punishment is not allowed in Queensland state schools. All state schools are required to have an approved Responsible Behaviour Plan for Students that articulates a range of responses including whole school, targeted and intensive behaviour support as a means of facilitating positive learning and responsible behaviour in students. A Code of School Behaviour was developed for state schools to deliver the best possible outcomes for students and promote the development of responsible behaviour. School communities use the code as a basis for providing: - positive support to promote high standards of achievement and behaviour - clearly articulated responses and consequences for inappropriate behaviour. Schools provide a safe, supportive, and disciplined learning environment in many ways, including: - inclusive and engaging curriculum and teaching - positive interpersonal relationships between staff, students, and parents - fair, safe practices - non-discriminatory language and behaviours - reducing possible barriers to learning, especially for those most at risk - consideration and use of suspension, exclusion, and cancellation of enrolment, only when all other approaches have been exhausted. Why the records are retained for this retention period: The recommended retention period is consistent with Tasmania and the GRDS. However, it does differ to other jurisdictions. From the Department's perspective, plans are generally reviewed regularly. However, given the contents in plans may carry over to subsequent years, a seven year retention period ensures that plans will remain available for reference for a sufficient length of time (e.g. for reference in subsequent planning cycles and to analyse school trends).

Disposal Authorisation	Record class and retention period	Justifying the retention period
		The recommended seven year retention period meets the business needs of education providers. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i>: • reference 1011 – Records of delegations of authority issued to public authority staff, excludes financial delegations – Retain for 7 years after authorisation ceases. • reference 1030 – Specific purpose plans-final – Retain for 7 years after plan is superseded. Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 3.1.0 – Records relating to student policy, procedures, strategies, code of conduct and behaviour – Permanent. Tasmania – DA2281 – <i>Retention and Disposal Schedule for Functional Records of the Department of Education</i> – Reference 06.36.01 – Records documenting the implementation of standards, regulations and codes of practice to education and student support – Destroy 7 years after action completed. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.27.4 – Records relating to the establishment of standards for student behaviour – Retain a minimum of 10 years after superseded, then destroy. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.6.4 – Records relating to the provision of information concerning behaviour and discipline within the school – Retain until 2020, retention subject to a review at that date. Other comments/factors for consideration: That records relating to student behaviour are created and maintained as per legislation. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Reference 1.149 – Supportive School Environment – Behaviour Management Procedures – Destroy 10 years from date of last action.

STUDENT OFFICE BEARER – MANAGEMENT

The activity of managing student office bearers, including prefects, house captains and student council representatives within the school.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2355	Register of student office bearers Register or summary record of student office bearers. Disposal action – Permanent. Retain in agency.	Date authorised: 14 November 2018 Why are these records created: The naming of house captains, prefects and representatives and the election of student office bearers and student council representatives is a tradition that recognises the leadership and merits of students. Why the records are retained for this retention period: Registers of house captains, prefects and representatives and the election of student office bearers and student council representatives are captured as part of the school and student achievement history. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.5.2 – Records relating to appointment of school captains and prefects – Permanent. Other comments/factors for consideration: • that records of prestigious student positions are created and maintained for historical purposes • these records have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives Appraisal Statement • these records also provide evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research.

USER CHARGING

The activity of setting fees and charges for services and goods provided by a public authority.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- *approvals of fees*
- *collection of fees*
- *offering fee schedules.*

See [Research – School survey data](#) for records relating to information provided to the Non-State Schools Accreditation Board.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2356	Fees – exemptions Records relating to fee exemptions from courses and programs. Includes fee waivers. Disposal action – 7 years from end of last financial year to which exemption applies.	Date authorised: 14 November 2018 Why are these records created: A state school is able to charge a fee for: • an education program for a student already enrolled in a non-state school who also enrolls in a state school • an education program at the school for a person not enrolled at the school • a component of a distance education program at the state school for a person who is not a state school student and is not enrolled in the program at the school • goods or services not deemed to be instruction, administration, and facilities for the education of the student at the school • an educational service purchased by the school from a provider other than the school where the school has been charged by the provider for the provision of the educational service • a specialised educational program prescribed under the Education (General Provisions) Regulation 2006 where the fee is prescribed under a regulation for a program of distance education for a student at a state school • recouping costs of enrolment processing by a state school with an approved enrolment management plan of a prospective student who lives outside the school's catchment area. Fee waivers and exemptions may be made under various circumstances such as waiver of international student fees for dependant students of temporary visa holders or distant education fees for students living in remote areas. Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		The business must meet legislated requirements for fee exemptions. The recommended seven year retention period is in line with financial management retention periods and meets audit requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 1.2.2 – Records relating to fee exemptions – Retain for 5 years from end of last financial year to which exemption applies. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 19.2.0 – Financial assistance (includes fee reduction) – Destroy 7 years from completion of transaction. Other comments/factors for consideration: That financial exemptions are provided in certain circumstances and that records are maintained as per legislation.
2357	Fees – refunds Records relating to refunds of student fees. Disposal action – 7 years after the financial year to which the records relate.	Date authorised: 14 November 2018 Why are these records created: All refunds for government funded and Adult and Community Education (ACE) courses must be made in accordance with legislation. Refunds for non-government funded courses have slight variations in refund requirements but must be in accordance with Australian consumer legislation. Refunds are provided under circumstances including, but not limited to: • refund if program or course cancelled by Institute Director • refund if enrolment cancelled before programs or course start (non-government courses may not refund if cancellation is within 5 days of course start date) • refund after government funded course starts due to reasons such as – the student accepts a place offered through the Queensland Tertiary Admissions Centre; the student suffers an illness or injury preventing the student from completing the course; or exceptional circumstances prevent the students from completing the course. Why the records are retained for this retention period: The business must meet legislated requirements for fee refunds if a student applies for a refund. The recommended seven year retention period is in line with financial management retention periods and

Disposal Authorisation	Record class and retention period	Justifying the retention period
		meets audit requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 588 v.1 – <i>General Retention and Disposal Schedule-Technical and Further Education Institutes</i> – Reference 1.2.4 – Records relating to student refunds – Retain for 5 years from end of last financial year. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 19.2.0 – Financial assistance (includes fee reduction) – Destroy 7 years from completion of transaction. Other comments/factors for consideration: That financial refunds are provided in certain circumstances and that records are maintained as per legislation.

Title	Scope Note
STUDENT SERVICES	<i>The function of providing services to students not directly related to their studies. Includes services for accommodation, counselling, welfare assistance, health, and wellbeing. Some services may also be available to staff.</i> <i>See the General retention and disposal schedule (GRDS) for records relating to:</i> <i>• funding and grant funding arrangements for student services</i> <i>• joint ventures for provision of student programs.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ACCOMMODATION SERVICES

The activities involved in providing places of residence for students. This excludes privately controlled and owned accommodation.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- acquisition and management of residential buildings and facilities*
- setting of fees*
- staff accommodation.*

See [Research – School survey data](#) for records relating to information provided to the Non-State Schools Accreditation Board.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2719	<i>Applications (residential/boarder accommodation) – successful</i> Records relating to the management of	Date authorised: 4 July 2024 Why are these records created: Under Section 15 of the <i>Education (General Provisions Act) 2006</i> (Qld), the Minister may establish educational institutions other than State instructional institutions, including student hostels or student residential colleges.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	residential/boarding accommodation for students, including homestay. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Educational institutions may provide accommodation to students. Accommodation includes cleaning, maintenance, power, air conditioning, heating, television, radio, and telephone. Personal laundry services supplied to students that are incidental to the provision of student accommodation are also considered to be an accommodation cost. For international students and homestay, the National Code of Practice for Providers of Education and Training to Overseas Students 2007 (Cth) – which sits within the Education Services for Overseas Students (ESOS) legislative framework – provides direction for education providers. Delivering accommodation and welfare services to international students, education providers are charged with the welfare responsibility for under 18 international students in Australia without the supervision and care of a parent/guardian or approved relative. In the case of students enrolled at Queensland state schools, this is the Department of Education trading as Education Queensland International (EQI). EQI publishes Accommodation Guidelines and enters into Written Agreements with each international student's family and also with homestay providers who are approved to provide homestay services to international students. Where applications for accommodation are not retained with the student file, this class covers the records held by the accommodation provider. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the provision of accommodation for students, it will include supporting information which directly relates to the safety of a child and may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended retention period allows time for students who were provided with accommodation by a school or institution to bring forth records of an incident to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for

Disposal Authorisation	Record class and retention period	Justifying the retention period
		information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C200 – Applications-successful – Retain for 2 years after student leaves accommodation. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.2.2 – Records relating to routine arrangements for the operation of residential accommodation for students – Retain a minimum of 2 years after action completed, then destroy.
2358	Applications – unsuccessful Records relating to the unsuccessful applications for residential/boarding accommodation for students. Disposal action – 1 year after business action completed.	Date authorised: 14 November 2018 Why are these records created: Under Section 15 of the <i>Education (General Provisions Act) 2006</i> (Qld), the Minister may establish educational institutions other than State instructional institutions, including student hostels or student residential colleges. Educational institutions may provide accommodation to students. Accommodation includes cleaning, maintenance, power, air conditioning, heating, television, radio, and telephone. Personal laundry services supplied to students that are incidental to the provision of student accommodation are also considered to be an accommodation cost. For international students and homestay, the National Code of Practice for Providers of Education and Training to Overseas Students 2007 (Cth) – which sits within the Education Services for Overseas Students (ESOS) legislative framework – provides direction for education providers. Delivering accommodation and welfare services to international students, education providers are charged with the welfare responsibility for under 18 international students in Australia without the supervision and care of a parent/guardian or approved relative. In the case of students enrolled at Queensland state schools, this is the Department of Education trading as Education Queensland International (EQI). EQI publishes Accommodation Guidelines and enters into Written Agreements with each international student's family and also with homestay providers who are approved to provide homestay services to international students. Applications for accommodation that are unsuccessful may relate to: • availability of space at schools • student does not have the appropriate student visa • availability of approved homestay families. Accommodation provided directly through schools may be limited and where applications are greater in number than availability, applications may be held in the event that a placement becomes available.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Why the records are retained for this retention period: Applications are submitted each semester. The retention of unsuccessful applications for one year allows for reconsideration when a position becomes available during the semester. The Residential Tenancies and Rooming Accommodation Regulation 2009 details requirements under the Act. The longest retention period required for records under the Act and Regulations applies to exit condition reports (Act s.66, Reg s.40) which must be kept at least one year after the agreement ends. The recommended one year retention period meets the residential tenancy legislative requirements and is consistent with Queensland and other jurisdictions' schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C201 – Applications-unsuccessful – Records relating to unsuccessful applicants for student accommodation – Retain for 6 months after semester commenced. Other comments/factors for consideration: That student information is retained for waiting list purposes in line with legislation to accommodate student requirements as vacancies arise.
2359	Code of conduct Code of conduct for students in residential/boarding accommodation. Includes codes outlaying the required behaviours and actions of international students enrolled in state schools and approved homestay providers. Disposal action – Until superseded.	Date authorised: 14 November 2018 Why are these records created: Educational institutions are committed to providing a safe and secure working environment for all students and staff and to ensure all employees demonstrate a high standard of ethical conduct in both their work and private lives and that schools recognise the reciprocal relationship between academic success and social behaviour. This record class consolidates the requirements under the National Code 2007. Education Queensland International (EQI) is obliged to ensure the safety and well-being of an international student enrolled in an EQI program. EQI summarise the National Code requirements into key responsibilities for students, schools and EQI in the Code of Conduct and their International Student Program Terms and Conditions of Enrolment into courses. Codes of conduct are written to outline expectations of student behaviour in accommodation and to encourage and support responsible behaviour of school students. These codes are included in the terms and conditions for the provision of accommodation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		This record class excludes the individual students' contracts and written agreement (contained in the applications – successful record class) with accommodation providers about their accommodation requirements and their behaviour during their residency. Why the records are retained for this retention period: Students code of conduct support good order and management of state educational institutions and non-state schools as outlined in Chapter 12 of the <i>Education (General Provisions) Act 2006</i>. The code: • forms part of the broader requirements by the Department to ensure a safe and secure environment for students • is based on the National Code – this State's adaptation will be maintained and updated according to ongoing national requirements • is written into the agreements and the terms and conditions of enrolment made with students. The recommended retention of 'until superseded' meets business requirements. Evidence of the code at a given time will be accessible from the terms and conditions of enrolment contained in individual agreements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.3/C152 – Conduct – Residential codes of conduct – Retain for 5 years after last action. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.2.2 – Accommodation – Records relating to routine arrangements for the operation of residential accommodation for students. Includes setting of fees, accommodation reports and complaints – Retain for a minimum of 2 years after action completed, then destroy. Other comments/factors for consideration: That students are made aware of behavioural expectations and that codes of conduct are available to support good management of student residential accommodation and in line with legislation.

OUT OF HOURS CARE

The provision of out of hours care, including vacation care, where the service is provided directly by the school or where, for other reasons (such as contractual agreements), the school has a responsibility for control of the records in accordance with the Education and Care Services Act 2013 (Qld) and the Education and Care Services Regulation 2013 (Qld). Includes compliance with relevant standards of practice, promotion of services and vacation programs for children.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- *agreements*
- *asset management*
- *centre evaluations*
- *complaints against out of hours care providers*
- *development*
- *fleet management*
- *operational requirements including the physical activity and nutrition outside school hours policy*
- *personnel records including scheduling, breaks, attendance*
- *tendering.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2720	Out of hours care Records relating to the provision of out of hours care for children. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action –	Date authorised: 4 July 2024 Why are these records created: According to the Education and Care Services National Law (Queensland) Regulations 2011 – Regulations 102 and 160-162 – the approved provider must keep an enrolment record for each child enrolled at an approved service. The enrolment record must contain the following information: • full name, date of birth and address of the child • name, address and contact details for: ○ each known parent ○ any emergency contact ○ any authorised nominee

Disposal Authorisation	Record class and retention period	Justifying the retention period
	45 years after business action completed.	○ any person who is authorised to consent to medical treatment or administration of medication ○ any person who is authorised to give permission to an educator to remove the child from the education and care service premises • details of any court orders, parenting orders or parenting plans • gender of the child • language used in the child's home • cultural background of the child and parents • any special considerations for the child, such as any cultural, religious, or dietary requirements or additional needs • authorisations for: ○ the approved provider, nominated supervisor or an educator (including family day care educator) to seek medical treatment for the child and/or ambulance transportation ○ the service to take the child on regular outings • name, address and telephone number of the child's registered medical practitioner or medical service • child's Medicare number (if available) • details of any specific healthcare needs of the child, including any medical condition, allergies, or a diagnosis that the child is at risk of anaphylaxis • any medical management plan, anaphylaxis management plan or risk minimisation plan for the child • any dietary requirements of the child • immunisation status of the child • if the approved provider or staff member has sighted a health record for that child, a notation of that fact • certificates of immunisation or exemption for services as required under the <i>Public Health Act 2005</i> (Qld). For international students, Education Queensland International (EQI) enters into written agreements with each international student family enrolled in a Queensland state school. The conditions of enrolment are set out in the International Student Terms and Conditions of Enrolment. Registration and attendance registers are required to be created and maintained per legislation. According to the Education and Care Services National Law (Queensland) Regulations 2011 – Regulations 158 and

Disposal Authorisation	Record class and retention period	Justifying the retention period
		159 – the approved provider must ensure that an accurate attendance record is kept which: • records the full name of each child attending the service • records the date and time each child arrives and departs • is signed on the child's arrival and departure by either: ○ the person who delivers or collects the child ○ the nominated supervisor or an educator ○ for family day care services, if the signature of the person who delivers the child cannot be reasonably obtained, the family day care educator may sign. This record class is intended for managing records of care services by providers in the Education and Training Sector including, but not limited to, non-State schools, Vocational Education and Training Providers and Higher Education Providers. Why the records are retained for this retention period: The Education and Care Services National Law (Queensland) Regulations 2011, Section 183 requires child assessments, medical records, attendance records etc., to be retained for 3 years after the child's last attendance. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to potential criminal history and working with children checks, it will include supporting and corroborating information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule:</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		- reference 601.2/C209 – Admission (Child care) – Retain for 3 years after child leaves child care - reference 601.2/C207 – Absences and attendance (Child care) – Retain for 3 years after last action. New South Wales – FA404 – Functional Retention and Disposal Schedule for the provision and regulation of early childhood education and care services – Reference 1.1.2 – Retain in accordance with the relevant legislative requirements and/or national standards and guidelines, then destroy.

SPECIALIST SERVICES

The activity of planning for and providing services (normally by specialists) that support all students to maximise educational outcomes. Includes specialist advisory, guidance, therapy and support services provided to individual students.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- community engagement
- funding – state and federal funding of programs.

See STUDENT SERVICES – Student Safety and Health Care for records relating to the provision of health care services to students.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2721	Specialist services – advisory, guidance, therapy and support services Records relating to provision of specialist services to individual students including, but not limited to: the voluntary arrangements in schools and registered training	Date authorised: 4 July 2024 Why are these records created: Guidance officers identify factors that can interfere or disrupt effective learning, wellbeing and development, and plan or assist in planning interventions or programs that can help students achieve positive outcomes. Guidance officers may work directly with the student or with the student's teachers, support personnel, family, other specialists, or professionals from other agencies depending on the issues to be resolved and the age of the student. Depending on the student's age, a range of issues may be supported by guidance officers including personal and social development, mental health, diverse learning styles and needs, and educational and career pathways. Guidance officers, while respecting student privacy and confidentiality, work as members of a support team and are committed to providing quality education services for every young Queenslanders regardless of their circumstances.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	organisations which provide access to support for spiritual, ethical, and religious matters - personal guidance and counselling provided to students on personal matters with support and assistance by a professional counsellor - the provision of specialist services to international students - the provision of any other specialist and support services to individual students. Excludes: - career guidance and career counselling provided to students - health care services provided to students - records which capture details	Given the varied nature and sensitivity of the contents of guidance files (i.e. confidential information as well as educational information), it is not appropriate for the principal or other school staff to have unfettered access to these files. There is no Departmental policy or procedure document which specifically governs access to guidance files or specialist services. Instead, the Department's position is based on a range of confidentiality and privacy obligations which the Department must comply with including the <i>Education (General Provisions) Act 2006</i> (Qld) and the <i>Information Privacy Act 2009</i> (Qld). Local community support, including from the Parents and Citizens' Association (P&C)/School Council, is required for the introduction of a chaplaincy/student welfare service in a school and, once introduced, to change the type of service provided at the school. Schools access a chaplain/student welfare worker through an external organisation that has been accredited by the Department of Education, known as an Accredited Employing Authority (AEA). Although the AEA is responsible for the recruitment, selection and employment of the chaplain/student welfare worker, the principal must endorse the AEA's selection. The AEA is also responsible for the ongoing professional development, training, and professional supervision of the chaplain/student welfare worker in areas pertinent to their role in the school. The principal utilises the P&C/School Council and, if one exists, the local chaplaincy committee (LCC), to develop and monitor the role and work plan of the service, taking into consideration the needs of the student population, the characteristics of the school community, and the availability of resources in the school. As part of their training and qualifications, before they commence their service, chaplains/student welfare workers must have a current and valid Blue Card and receive a school-based induction program which includes Student Protection and Code of Conduct training. All chaplains/student welfare workers (paid or volunteer) must meet minimum standards to ensure they have the knowledge and skills to undertake chaplaincy/student welfare services in a state school. Schools can apply to access funds for these services through state and federal government grants, and/or community fundraising. Some schools may have a volunteer chaplain/student welfare worker. School funds provided by the Queensland Government for educational purposes cannot be used for chaplaincy/student welfare services, with the exception of Independent Public Schools. Independent Public Schools can flexibly direct their budget to best meet their students' individual needs. These school-based services are also available to international students, however, as Education Queensland International (EQI) holds welfare responsibility for international students, we also have an obligation to inform parents in relation to student personal issues. Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to sensitive and personal matters of a student, it will include supporting information which may be used for child abuse monitoring/investigation. These records may be required as corroborating evidence for a future legal action or claim relating to vulnerable persons. Because of this, further assessment and appraisal of the value of these records must be undertaken over time: the proposed minimum retention period will allow for additional assessment and appraisal of these records to take place. It is essential that the recommended disposal action allows time for students who were enrolled in the school or institution to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. Based on the considerations made for this type of record class, the recommended minimum retention period ensures the retention of the record for a suitable period should it be required to be brought forward for a future inquiry and retained under a different disposal authorisation with a longer minimum retention period. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i>: - reference 601.2/C349 – Administration – Records relating to the provision of counselling programs or activities – Retain for 2 years after last action - reference 601.3/C151 – Client files – Retain for 7 years after appointment or access on behalf of the client AND until the client is 25 years of age. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 9.3.3 – Counselling-personal and general (minors) – Retain until client is 25 years of age.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 6.1.1 – Case records of children and students receiving health, wellbeing and development management services – Destroy 7 years after all action is completed, provided the person has attained the age of 25 years Victoria – PROS 01/01 VAR 9 – <i>Retention and Disposal Authority for Records of School Records</i> – Reference 3.8.3.2 – The process of managing and recording student services and disability and impairment cases requiring multiple transactions – Destroy 30 years after date of birth of client. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.16.2 – Individual case records relating to counselling of school students, including details of student, counselling interviews and psychological test results – Retain a minimum of 70 years after action completed, then destroy. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule:</i> • reference 2.21 – Class Roll Books Religious Instruction Rolls – Destroy after 5 years • reference 2.57 – Ministers of Religion Attendance Records – Destroy after 2 years • reference 2.46 – Guidance file for individual students – Destroy after 25 years from date of last action.
2360	Specialist services – career guidance Records relating to career guidance and counselling provided to students including course/subject changes, career guidance and general matters. Disposal action – 5 years after enrolment ceases.	Date authorised: 14 November 2018 Why are these records created: Guidance officers help all students and their families get the most out of their school years. They help with career planning but can also provide advice about support programs and access to helpful resources. Guidance officers: • provide guidance and counselling services to students and their families to help guide students' personal and social development • identify individual's barriers to learning and help plan support programs • provide advice about education and career pathways and can help define and coordinate a career pathway. Students have a range of options to find out about careers. These include programs like: • Myfuture – a joint initiative of the Australian, state and territory governments. It includes an extensive resource centre and career planner • My Career Match – allows students to build a profile of themselves and create a career path report

Disposal Authorisation	Record class and retention period	Justifying the retention period
		career counselling assists students with the above and other career counselling initiatives. Why the records are retained for this retention period: In today's world of work the term 'career' is seen as a continuous process of learning and development, which can involve a range of jobs and different types of employment. The role of a career guidance officer identifies the needs and requirements of individuals and provides guidance to students on the opportunities for the future. The recommended five year retention period is not consistent with Queensland and other jurisdictions schedules, however, it does meet education providers' needs, i.e. five years is adequate to keep updated on the guidance and pre-requisite qualifications advice that continually change in the career market. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 9.3.1 – Counselling-academic and career – Retain for 1 year after last action. South Australia – GDS22 – <i>General Disposal Schedule for Public Primary and Secondary Schools</i> – Reference 4.8.2 – Records relating to careers counselling and advice – Destroy 1 years after student leaves school. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 13.1.0 – Career counselling – Destroy 2 years from date of last contact. Other comments/factors for consideration: That specialist counselling is available to students to assist with their career decision options and that records are maintained by the counsellors and schools.

STUDENT PROTECTION

The activity of providing safe and supportive learning environments and responding when an employee or visitor of a public authority reasonably suspects harm or a risk of harm to students. Includes measures implemented to prevent harm.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- community engagement
- funding – state and federal funding of programs.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2722	Reports of abuse Records relating to student protection, including referrals to early intervention, prevention, or supportive services, to prevent and respond to harm or risk of harm to all students. Disposal action – 100 years after business action completed.	Date authorised: 4 July 2024 Why are these records created: All employees and visitors in a state school have a responsibility to respond when it is suspected that a student, or an unborn child, has been harmed or is at risk of harm. Employees also have a responsibility to comply with mandatory reporting obligations. A child in need of protection, as defined in Section 10 of the <i>Child Protection Act 1999</i> (Qld), is a child who: • has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm and • may not have a parent able and willing to protect the child from the harm. Employees are not required to investigate any aspect of a student protection concern before making a report. However, employees may seek information from a student to the extent necessary to clarify whether the matter reaches the threshold for a report to Child Safety or Queensland Police Service (QPS) or to determine an appropriate course of action. Child Safety and QPS have recordkeeping requirements regarding their investigations and will have information that is a result of the report of abuse. Why the records are retained for this retention period: In accordance with Section 364-366 and Section 426 of the <i>Education (General Provisions) Act 2006</i> (Qld) and Section 4-5E and Section 8-11; Section 13A-13E and Section 13G-13I; Section 159A-1159N and Section 159Q-159R; Section 186-188 and Section 197A; and Schedule 3 of the <i>Child Protection Act 1999</i> (Qld): • all employees and visitors in a state school have a responsibility to respond when it is suspected that a student, or an unborn child, has been harmed or is at risk of harm • employees also have a responsibility to comply with mandatory reporting obligations and the

Disposal Authorisation	Record class and retention period	Justifying the retention period
		capture and secure storage of all related records. The following are mandatory reporting obligations specified in legislation – • Under Sections 365 and 365A of the <i>Education (General Provisions) Act 2006</i> (Qld) a school staff member must immediately make a written report when they become aware or reasonably suspect the sexual abuse or likely sexual abuse of a student under 18 years • Under Section 13E of the <i>Child Protection Act 1999</i> (Qld) a teacher or registered nurse must make a report when they reasonably and honestly suspect a child has suffered, is suffering or is at risk of suffering significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the child from harm. Under Section 13A of the <i>Child Protection Act 1999</i> (Qld), any person may make a report when they reasonably suspect: • a child has suffered, is suffering or is at risk of suffering significant harm and may not have a parent able and willing to protect the child from harm, or • an unborn child may be in need of protection because the child will be at risk of suffering significant harm after birth and may not have a parent able and willing to protect the child from harm. Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to criminal actions against a child, it will include evidence and supporting information which may be used for child abuse monitoring/investigation. As a result, the minimum 100 year retention period is recommended to support the Commission's recommendations and to protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – QDAN 637 v.2 – <i>Department of Child Safety retention and disposal schedule</i> – Reference 3.4.1 – Complaints-significant – Retain permanently.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland – <i>General retention and disposal schedule</i> – Reference 1558 – Incidents, allegations, disclosures and investigations of abuse-vulnerable persons – 100 years after creation of record. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.12.1 – Copies of records relating to allegations of child abuse forwarded by Departmental staff to Department of Community Services – Retain a minimum of 70 years after action completed, then destroy.
2723	<i>Selection and screening of host families</i> Records relating to homestays for exchange students and international students. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Date authorised: 4 July 2024 Why are these records created: Exchange organisations and international student programs must adequately screen and select exchange student host families of all in-bound and out-bound students and as a minimum must: • conduct an in-person interview with all host family members over 18 residing in the home • ensure that the host family is capable of providing a safe, comfortable, and nurturing home environment • ensure that the host family understands and agrees to meet the financial obligations of hosting • verify that each member of the host family has undergone a Criminal Record Check in accordance with the relevant national, state or territory requirements, in all countries where such checks are available. Relevant state/territory registration authorities may consider Criminal Record Checks are not available in specific countries where: • the relevant government authorities do not issue Criminal Record Checks • the processes for prospective host families to obtain Criminal Record Checks are unreasonably burdensome and significantly more onerous than for Australian Criminal Record Checks. For these countries, exchange organisations must advise parents and students that Criminal Record Checks are not available and must implement alternative vetting procedures approved by the relevant state/territory registration authorities. Selection of host families must not involve payment of board or a subsidy to the host family, or to any other party, as a condition of the student's placement. Student exchange organisations (SEO) must ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by a SEO representative other than the individual who recruited or screened the applicant. Such a secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her parents/legal guardians must agree in writing in advance of the student's placement with a single adult host

Disposal Authorisation	Record class and retention period	Justifying the retention period
		parent without a child in the home. Homestay Residence Standards ensure the following: • a safe, secure, private bedroom for the student's sole use with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes • the home is clean and has appropriate furnishings suitable for a family and students • there is access to a shared or private bathroom, with reasonable time allowed for showers • there is access to kitchen, living areas, laundry facilities and shared areas of the home • there is some form of heating in winter if required and some means of cooling in summer • students are to be provided with any keys, alarms or passwords required to have free access to the homestay residence. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the accommodation arrangements and safety of a child, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector.

STUDENT SAFETY AND HEALTH CARE

The activity of providing education and care to students to encourage health, safety, and wellbeing.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2724	Health care services – minors Records displaying evidence of clinical care to an individual student who is a minor. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Date authorised: 4 July 2024 Why are these records created: The Department of Health funds the School Based Youth Health Nurse (SBYHN) program, which operates in state secondary schools across Queensland, including Schools of Distance Education. The program, which focuses on whole of school preventative health and health promotion, is coordinated locally through the Hospital and Health Services. The Department of Education provides a nursing service to state schools to support reasonable adjustments for students with specialised health needs to attend and engage in education. Nursing services may include support with risk assessment, development of individual (daily routine) and/or emergency school health plans, provision of training in managing student health needs and performing health procedures, supervision, and ongoing support (including refresher training) as required. Departmental therapy roles support schools to provide reasonable adjustments so that students with disability can access and participate in schooling on the same basis as their peers. Queensland Health offers free oral health care services to all Queensland resident children through Child and Adolescent Oral Health Services (previously referred to as the School Dental Program). Queensland Health offers a free school-based immunisation program to provide parents with the opportunity to have their children vaccinated against certain diseases. The program is offered to children of secondary school age in state and non-state schools. The SBYHN program is a whole school preventative and health promotion program that provides: • a confidential health service to students and the school community • health information and assessment to students, teachers, and the school community • intervention and links to other services as required. Occupational therapy and physiotherapy services may be available for: • students identified through the Education Adjustment Program (EAP) as needing significant education adjustment due to disability • students enrolled in special schools • students with disability enrolled in Prep who require significant education adjustments related to autism spectrum disorder, hearing impairment, intellectual disability, physical impairment, speech-language impairment and/or vision impairment • children who are registered for an early childhood development program (ECDP) or service. Why the records are retained for this retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the health, safety, and wellbeing of a child, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended disposal action allows time for students who were enrolled in the school or institution to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>Health Sector (Clinical Records) retention and disposal schedule</i> – Reference 2655 – Clinical records-minors – Retain for when patient/client reaches 28 years of age AND 10 years after last patient/client service provision or legal action, whichever is the later. Victoria – PROS 10/09 VAR 1 – <i>Retention and Disposal Authority for Records of Education and Early Childhood Development</i> – Reference 6.1.1 – Destroy 7 years after all action is completed, provided the person has attained the age of 25 years.
2361	Health care services – adults Records displaying evidence of clinical care to an individual student who is an adult. Disposal action –	Date authorised: 14 November 2018 Why are these records created: As above. Why the records are retained for this retention period: The recommended retention is not consistent with other jurisdictions' schedules. However, from a Queensland perspective, these records must be made available in the event of legal action arising from a breach of contract under s.10 (1)(a) of the <i>Limitation of Actions Act 1974</i> which allows an action to be

Disposal Authorisation	Record class and retention period	Justifying the retention period
	10 years after last patient service provision or medico-legal action.	brought up to six years from the date of the cause of action. The proposed retention period exceeds the six years (allowed for under existing claim periods) and an additional three years (in line with Queensland's approach to being a model litigant). This is to make the retention consistent with clinical records covered in Queensland's Health Sector and Universities Sector schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>Health Sector (Clinical Records) retention and disposal schedule</i> – Reference 2654 – Clinical records-adults – Retain for 10 years after last patient/client service provision or legal action, whichever is the later. Queensland – QDAN 601 v.3 – <i>University Sector retention and disposal schedule</i> – Reference 601.2/C235 – Clinical records-adults – Retain for 10 years after last patient service provision or medico-legal action. Victoria – PROS 02/01 – <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> – Reference 18.1.0 – Patient Management – Destroy 7 years following last attendance, or access on behalf of the patient, provided the patient has reached 25 years of age. South Australia – GDS24 – <i>General Disposal Schedule for Universities of South Australia</i> – Reference 11.7.2 – Client records relating to health services. Includes client files of both adults and minors – Temporary – Destroy 30 years after action completed.
2362	Program – student health programs Records relating to the operation of student health programs. Includes the delivery of plans, procedures, and instructions in relation to student health. Programs may include, but are not limited to: • drug education and	Date authorised: 14 November 2018 Why are these records created: Responsibility for the social and emotional wellbeing of students is shared amongst the school, the student, the student's family, the health system, and the wider community. It is the primary responsibility of the principal to ensure systems are in place to promote and support the health and wellbeing of students when at school or involved in school activities. Learning and wellbeing are inextricably linked – students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. To support this, schools develop, implement, manage, and promote specific programs and activities allowing the enhancement of student health and wellbeing and providing safe and supportive learning environments. Schools build the foundations for wellbeing and lifelong learning through curriculum embedding personal

Disposal Authorisation	Record class and retention period	Justifying the retention period
	intervention • immunisation programs • oral health programs • road safety • sun smart program • swimming and water safety programs • treatment of head lice. Disposal action – 7 years after business action completed.	and social capabilities such as self-awareness, self-management, social awareness, and social management in the implementation of the P-12 curriculum, assessment and reporting framework. As part of the whole school's curriculum, schools provide age-appropriate drug and alcohol education that reinforce public health and safety messages; HIV, Hepatitis C, and sexuality transmissible infections education as part of a broader sexuality and relationships education program; and ensure CPR for Life in schools skills training is provided to all year 10 and 12 students. Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. Schools enact a pedagogical framework that reflects the pedagogical framework expectations and principles. This record class relates to statistics of clinical and health services provided to students. Records of clinical care are covered under STUDENT SERVICES – Student Safety and Health Care – Health care services-minors and STUDENT SERVICES – Student Safety and Health Care – Health care services-adults. Why the records are retained for this retention period: The recommended seven year retention period allows sufficient time for the monitoring of the effectiveness of such programs and ensures the records are available during the development of future programs. It ensures that records are retained in case of any disputes that may arise with service providers as well as information that may be required to advise and assist with further programs. The retention period is consistent with Queensland schedules and is similar to other jurisdictions schedules. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Queensland – <i>General retention and disposal schedule</i> – Reference 1244 – Health and wellbeing programs – Retain for 7 years after last action. Queensland – QDAN 704 v.1 – <i>Agricultural Education retention and disposal schedule</i> – Reference 9.4.1 – Equity and Diversity program delivery – Retain for 7 years after program ceases. Victoria – PROS 10/09 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 1.2.2 – Records documenting the development of program-specific plans, and resources or materials for improving children's health and wellbeing – Destroy 10 years after program concludes. Tasmania – DA2280 – <i>Disposal Schedule for Functional Records of Government Schools and Colleges</i> – Reference 04.07.02 – Records of student health and hygiene matters, including preventative measures –

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Destroy 7 years after action completed. New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i>: - reference 1.5.1 – Access & equity – Programs – Destroy 7 years - reference 18.24.2 – Student services – Programs – Destroy 7 years. Other comments/factors for consideration: That schools maintain records of these student health and wellbeing programs and activities to support any information requests and in line with legislation. Previous schedule references: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i>: - reference 1.54 – Health services – Temporary – Destroy 5 years - reference 1.55 – Infectious diseases – Temporary – Retain at school as long as required - reference 1.138 – Student health – Temporary – Retain as long as required - reference 1.139 – Student welfare – Temporary – Retain as long as required - reference 1.146 – Sun smart correspondence – Temporary – Retain as long as required - reference 1.147 – Sun smart remittance – Temporary – Destroy 5 years - reference 1.149 – Supportive school environment – behaviour management – Temporary – Destroy 10 years from date of last action. F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 12.12 – Health and Safety – Temporary – Destroy 5 years.

TRANSPORTATION

The activity of conveying students to and from school. Includes transportation assistance, transportation to designated programs outside the school ground and school excursions.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2725	Transport arrangements Records relating to the	Date authorised: 4 July 2024 Why are these records created:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	transportation of children to schools and to school excursions. Includes transport for special needs students and remote area students. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Disposal action – 45 years after business action completed.	Transportation and or travel by a student's usual mode of transport to and from school are recorded. School transport assistance schemes assist parents for transporting their children to school. The Code of conduct for school students travelling on buses encourages and supports responsible behaviour of school students travelling on buses. It includes information for students, parents, schools, and transport operators. These records are created within schools and maintained within schools or centrally within the school and student management system. The Department of Education offers available school transport assistance between home and school at the start and end of the student's school day for eligible students with disabilities. This assistance may take the form of an allowance paid directly to carers, public transport passes or contracted minibus or taxi. Assistance may be provided with school transport costs for eligible students in certain circumstances. This assistance is provided under the School Transport Assistance Scheme (STAS), which recognises the needs of students in areas with limited student populations where facilities cannot be justified. It is in these areas that school transport assistance is provided to enable students to attend education facilities. Why the records are retained for this retention period: Under s.8 of the <i>Child Protection Act 1999</i>, a child is defined as any individual under 18 years of age. The purpose of the <i>Child Protection Act 1999</i> is to protect the safety, wellbeing and best interests of children, both in childhood and throughout the life of the child. This purpose is aligned with the amendments to the <i>Limitation of Actions Act 1974</i> which provide no limitation period for actions for child abuse. Given this record class relates to the transportation of students with disabilities by independent providers, it will include supporting information which may be used for child abuse monitoring/investigation. As a result, the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. The recommended disposal action allows time for students who were enrolled in the school or institution to bring forth supporting records to assist as evidence and allow for continual access to records and provide time to build an evidence base to further identify which records may be relevant as corroborating evidence for allegations of abuse. See the approach to valuing public records at the beginning of this appraisal log for further information on the approach taken to value records, data and information created, kept and managed by the Education and Training Sector which may be required for the proactive protection of vulnerable persons. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		New South Wales – DA141 – <i>Functional Retention and Disposal Authority: Department of Education</i> – Reference 18.29.1 – Control records relating to agreements between private contractors and the Department for the provision of vehicles to transport students with special needs to and from places of study – Retain a minimum of 20 years after action completed, then destroy. Victoria – PROS 10/09 VAR 1 – <i>Education and Early Childhood Development Retention and Disposal Schedule</i> – Reference 4.1 and 4.2 – The planning, administering and arranging transport of students from home to educational institutions and the transport of students between educational institutions – Retain for 15 years after administrative use concluded or after eligibility criteria superseded. Previous schedule references: F52/151 – <i>Education Queensland: School records retention and disposal schedule</i> and <i>Education Queensland: Corporate records retention and disposal schedule</i> – Reference 4.13 – School transport – Destroy 5 years.

Title	Scope Note
LEGACY RECORDS	<i>This section covers legacy records of the Department of Education, the Non-State Schools Accreditation Board, TAFE Queensland, and their predecessor agencies created between 1925 and 2005.</i> <i>This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records, data and information relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.</i>

ACCREDITATION, REGISTRATION AND REGULATION

Disposal Authorisation	Justifying the retention period
Disposal authorisation number: 2752 <i>Registers of provisionally accredited non-state schools</i> Registers of provisionally accredited non-state schools kept in accordance with the repealed <i>Education (Accreditation of Non-State Schools) Act 2001</i> (Qld). Date range: c.2001- 2017 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why are these records created: Under the repealed <i>Education (Accreditation of Non-State Schools) Act 2001</i>, the Non-State Schools Accreditation Board was required to keep a register of provisionally accredited non-state schools. Why the records are retained for this retention period: As per the background/business process, this is a legislated recordkeeping requirement. A permanent retention period for non-state school register records will meet business and statutory requirements. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. QSA permanent appraisal characteristics: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as

Disposal Authorisation	Justifying the retention period
	archival records. Comparison with other schedules' retention period: Queensland – QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i> – Reference 3.1 – Register of non-state schools – Retain permanently in accessible, readable and inalterable format. Tasmania – DA2439 – <i>Disposal Schedule for the Tasmanian Home Education Advisory Council</i> – Reference 1.7.1 – Annual listing of registered non-government schools – Permanent. Other comments/factors for consideration: That registers are kept and maintained as per legislation.
Disposal authorisation number: 2759 School inspectors reports District Inspectors' reports created by the Department of Education and its predecessor agencies for the assessment of the performance of individual schools against established criteria. Each inspection report includes the school name, the school number, the class being assessed, the date of the inspection in full, and the total number of male and female students present. Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why were these records created: District Inspectors' reports were created by the Department of Education and its predecessor agencies for the assessment of the performance of individual schools against established criteria. Assessment of schools was undertaken by inspectors according to a number of criteria and includes evaluation of: • school administrative records • school 'government' or discipline • organisation (which includes assessment of sufficient accommodation, classification of pupils, teaching standard and experience) • proficiency and progress of pupils • care of grounds • school, games and physical exercise • general conditions. Why the records are retained for this retention period: These inspection reports provide insight into the general administration and operation of schools and meet Characteristic 5 of the Queensland State Archives (QSA) Appraisal Statement. Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training

Disposal Authorisation	Justifying the retention period
	Sector. QSA permanent appraisal characteristics: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the QSA Appraisal Statement and these records should be retained as archival records. Comparison with other schedules' retention period: <i>Tasmania – Retention and Disposal Schedule for Functional records of the Department of Education DA2281 – Reference 07.19.02 – School Improvement Reviews – Permanent.</i>
Disposal authorisation number: 2753 <i>Provisional accreditation and funding recommendations (non-state schools)</i> Accreditation assessment files created by the Non-State Schools Accreditation Board under the repealed <i>Education (Accreditation of Non-State Schools) Act 2001</i> containing: • funding committee recommendations for non-state schools • provisional accreditation assessments for non-state schools • applications for changes in accreditation attributes for provisionally accredited schools • cancellations of provisional accreditations • surrender of provisional accreditation. Date range: c.2001-2017 Disposal action: 30 years after business action completed. Date authorised: 4 July 2024	Why were these records created: Non-State schools were provisionally accredited by the Non-State Schools Accreditation Board under the <i>Education (Accreditation of Non-State Schools) Act 2001</i>. Provisionally accredited non-State schools were assessed against the accreditation criteria to ensure students who attend receive the same high-quality education as State schools and are not disadvantaged. Provisional accreditation included: assessing applications for the provisional accreditation of non-state schools, applications for changes in accreditation attributes for provisionally accredited and applications for a change in provisional accreditation period. This Act was repealed by the <i>Education (Accreditation of Non-State Schools) Act 2017</i> which abolished provisional accreditation for non-state schools. The 2017 Act also abolished the Non-State Schools Eligibility for Government Funding Committee (the Funding Committee). The Funding Committee's former function was to make recommendations to the Minister regarding eligibility for government funding, with the Minister deciding the application. Why the records are retained for this retention period: The Board must retain these records for 30 years after accreditation ceases as they: • provide evidence of a non-state school's accreditation • show decisions made by the business; • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under <i>Limitation of Actions Act 1974</i>

Disposal Authorisation	Justifying the retention period
	(Qld); - ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. This retention period is consistent with the retention of current accreditation records created by the Board (DA 2687). Applicable legislation/standards: See the list of applicable legislation and standards located at the beginning of this appraisal log for information on legislation and standards which apply to public records created, kept, and managed by the Education and Training Sector. Comparison with other schedules' retention period: Tasmania – DA2422 – <i>Disposal Schedule for Schools Registration Board</i> – Reference 01.05.02 – Records relating to the assessment of applications to be registered with the Schools Registration Board of Tasmania that is not approved for registration – Destroy 25 years after action completed. Queensland – QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i>: - reference 1.1 – Application for accreditation records – Retain for 5 years after last action - reference 1.2 – Application for a change in accreditation records – Retain for 5 years after last action - reference 1.3 – Application for a change in provisional accreditation records – Retain for 5 years after last action. Other comments/factors for consideration: There is an expectation that: - the Board assesses applications for new non-state schools or changes to existing non-state schools in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) to ensure students who do attend receive the same high-quality education as state schools and are not disadvantaged - records are retained as per legislation concerning the accreditation of non-state schools.

Disposal Authorisation	Justifying the retention period
	Previous schedule references: <i>Education and Training Sector retention and disposal schedule</i> – Reference 2289 – Accreditation-applications for accreditation and funding eligibility of non-state schools – 30 years after accreditation ceases or is refused. QDAN 599 v.1 – <i>Non-State Schools Accreditation Board retention and disposal schedule</i>: - reference 2.1 – Assessment of a provisionally accredited school records – Retain for 7 years after last action - reference 2.2 – Copy of accreditation certificate – Retain for 3 years after last action - reference 2.3 – Copy of returned provisional accreditation certificate – Retain for 1 year after last action.
Disposal authorisation number: 2726 <i>Employer files</i> Employer files created between 1901 and c.1993 containing: - records of employer facilities to train apprentices and trainees - other general correspondence. This series of employer files ceased in June 1993 and is no longer in use. Date range: 1901-c.1993 Disposal action: 4 years from date of last action. Date authorised: 4 July 2024	Why are these records created: These records were created to assist with the management of the training of apprentices and trainees between 1901 and 1993. Why the records are retained for this retention period: These records were valued as temporary under the <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 2 – Employer files – Retain for four years from date of last action, then destroy (Series ceased in June 1993 and is no longer in use).

APPRENTICE, STUDENT, TRAINEE FILES AND COMPLETION RECORDS

Disposal Authorisation	Justifying the retention period
Disposal authorisation number: 2727 <i>Apprenticeship and traineeship files</i> Apprenticeship and trainee files managed by the Department of Training and Industrial Relations and its predecessor agencies. Date range: 1925-1978 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why are these records created: These apprenticeship and traineeship files were created to assist with the management of training and apprenticeship programs in Queensland between 1925 and 1978. These files record summary details of apprentices and trainees in Queensland. Why the records are retained for this retention period: These records were valued as permanent under the: • <i>Department of Training, Employment and Industrial Relations (Training Queensland) retention and disposal schedule</i> authorised by the State Archivist on 25 August 1997 • <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 1 – Apprenticeship and Trainee files – Permanent – Microfilm files according to quality standards when all action on the apprenticeship and traineeship files for the full series year is completed, Deposit master copy and working copy of microfilm with Queensland State Archives, Destroy paper records once microfilm has been quality checked, and destruction of paper records has been authorised, by Queensland State Archives. QDAN 200 v.1 – <i>Department of Training, Employment and Industrial Relations (Training Queensland) retention and disposal schedule:</i> • Reference 1.1 – Apprenticeship files – Permanent – Microfilm files according to quality standards, deposit master copy and working copy with Queensland State Archives. Destroy paper records once microfilm has been quality checked by Queensland State Archives. • Reference 2.1 – Traineeship files – Permanent – Microfilm files according to quality standards, deposit master copy and working copy with Queensland State Archives. Destroy original records once microfilm has been quality checked by Queensland State Archives.
Disposal authorisation number: 2728	Why are these records created: These are records of apprentice exam results created between 1925 and 1978

Disposal Authorisation	Justifying the retention period
Results Apprentice exam results. Date range: 1925-1978 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	in Queensland. Why the records are retained for this retention period: These records were valued as permanent under the <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 3 – Apprentice exam results [1925-1978] – Retain permanently.
Disposal authorisation number: 2729 Examiners returns Examiners returns managed by Training Services (Department of Training and Industrial Relations). Date range: 1925-1978 Disposal action: 5 years from date of last action. Date authorised: 4 July 2024	Why are these records created: There returns were created to record the results of students. Why the records are retained for this retention period: These records were valued as temporary under the <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 4 – Examiners Returns – Retain for five years from date of last action, then destroy.

COMMITTEES AND MEETINGS

Disposal Authorisation	Justifying the retention period
Disposal authorisation number: 2730 Apprenticeship executive and industry and commerce training commission minute books Minute books of the Apprenticeship Executive and Industry and	Why are these records created: These books were created to record minutes of the Apprenticeship Executive and Industry and Commerce Training Commission. Why the records are retained for this retention period: These records were valued as permanent under the <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i>

Disposal Authorisation	Justifying the retention period
Commerce Training Commission. Date range: 1925-1978 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 5 – Apprenticeship Executive & Industry and Commerce Training Commission minute books – Retain permanently.
Disposal authorisation number: 2731 Industry advisory committee minute books Minute books of the Industry Advisory Committee. Date range: 1925-1978 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why are these records created: These books were created to record minutes of the Industry Advisory Committee. Why the records are retained for this retention period: These records were valued as permanent under the <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> authorised by the State Archivist on 28 November 1997. Previous schedule reference: QDAN 248 v.1 – <i>Department of Training and Industrial Relations (Training Services) retention and disposal schedule</i> – Reference 6 – Industry Advisory Committee minute books – Retain permanently.

CURRICULUM AND PRODUCT

Disposal Authorisation	Justifying the retention period
Disposal authorisation number: 2732 Product – approved programs Records relating to subjects and modules developed by training and vocational institutes, including TAFE, classed as Category 'A' courses. Date range:	Why are these records created: These records were created during the development and teaching of Category 'A' courses at training and vocational institutes. Why the records are retained for this retention period: These records have a temporary value to meet business and legislative requirements for the agency and have no ongoing value for the community.

Disposal Authorisation	Justifying the retention period
1860-2005 Disposal action: 1 year after business action completed. Date authorised: 4 July 2024	

REGISTERS AND FILES

Disposal Authorisation	Justifying the retention period
Disposal authorisation number: 2733 <i>Corporal punishment and principal's discipline registers</i> All registers, however named, that record any form of physical punishment meted out to school-aged children prior to the ban on the use of corporal punishment introduced in Queensland in 1989. Date range: 1824-c.1995 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why are these records created: These registers record corporal punishment, and any other forms of physical punishment, at schools in Queensland. Why the records are retained for this retention period: These records were valued as permanent under the <i>Education Queensland (School Records) retention and disposal schedule</i> authorised by the State Archivist on 5 June 1996. Previous schedule reference: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> : - Schedule 2.2, Document B – Reference 27 – Corporal Punishment Register – Do not destroy-consult with State Archives for lodgement approval - Schedule 2.2, Document B – Reference 66 – Principal's Discipline Register – Do not destroy-consult with State Archives for lodgement approval.
Disposal authorisation number: 2734 <i>Inventory of moveable property – up to 1910</i> An inventory of moveable property for the period up to 1910. Date range: Up to 1910	Why are these records created: This inventory records a list of moveable property held by Education Queensland and its predecessor agencies for the period up to 1910. Why the records are retained for this retention period: These records were valued as permanent under the <i>Education Queensland (School Records) retention and disposal schedule</i> authorised by the State

Disposal Authorisation	Justifying the retention period
Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Archivist on 5 June 1996. Previous schedule reference: QDAN 364 v.1 – <i>Education Queensland (School Records) retention and disposal schedule</i> – Schedule 2.2, Document B – Reference 51 – Inventory of Moveable Property-Up to 1910 – Do not destroy-consult with State Archives for lodgement approval when administrative use ceases.
Disposal authorisation number: 2735 Graduate Development Program History 1992–1996 Records, dated 1992 to c.1996, generated by the Graduate Development Program within the Department of Training & Industrial Relations which is a predecessor agency of the Department of Education. Date range: 1992-1996 Disposal action: Permanent. Transfer to QSA after business action completed. Date authorised: 4 July 2024	Why are these records created: These records were created by the Graduate Development Program which was part of the Department of Training and Industrial Relations. Why the records are retained for this retention period: These records were valued as permanent under the <i>Department of Training and Industrial Relations (Miscellaneous Records) retention and disposal schedule</i> authorised by the State Archivist on 4 April 1997. Previous schedule reference: QDAN 110 v.1 – <i>Department of Training and Industrial Relations (Miscellaneous Records) retention and disposal schedule</i>: • Reference 7.1 – History [1992-1995] – Permanent. • Reference 7.2 – History [1996] – Permanent.
Disposal authorisation number: 2736 School history file School history file concerning the School for the Blind and Deaf which was opened in 1893. The School for the Blind and Deaf taught both blind and deaf students until February 1963 when the blind students were transferred to the Buranda School for the Blind. Date range: 1893-c.1989 Disposal action: Permanent. Transfer to QSA after business action completed.	Why are these records created: This file includes historical records created by the School for the Blind and Deaf and the School for the Deaf. Why the records are retained for this retention period: This file was valued as permanent under the <i>Education Queensland (School for the Blind and Deaf) retention and disposal schedule</i> authorised by the State Archivist on 8 September 2000. Previous schedule reference: QDAN 513 v.1 – <i>Education Queensland (School for the Blind and Deaf) retention and disposal schedule</i> – Reference 26 – School history file – Retain permanently.

Disposal Authorisation	Justifying the retention period
Date authorised: 4 July 2024	

EDITORIAL CHANGES MADE TO EXISTING DISPOSAL AUTHORISATIONS IN THE EDUCATION AND TRAINING SECTOR RETENTION AND DISPOSAL SCHEDULE

The 2020-2023 review of the *Education and Training Sector retention and disposal schedule* was primarily focussed on developing and reviewing proposed disposal authorisations relating to records of importance to vulnerable persons.

As part of this project, a brief review of the existing disposal authorisations in the *Education and Training Sector retention and disposal schedule* – first authorised by the State Archivist on 14 November 2018 – was also undertaken. This aspect of the schedule review primarily focussed on the provision of editorial updates to assist with user understanding of the scope and intent of selected disposal authorisations in the *Education and Training Sector retention and disposal schedule* which were authorised in 2018, namely editorial changes to:

- function scope notes
- activity scope notes
- disposal authorisations.

Additionally, some editorial changes have been made to appraisal justifications for disposal authorisations to:

- update legislation references and schedule references, including repealed legislative references and repealed schedule references
- correct typographical errors including, but not limited to, errors in legislative referencing, comparison schedule/previous schedule referencing and grammar/spelling
- reformat existing appraisal log entries to meet new appraisal log template guidelines.

For ease of comparison, a full list of the disposal authorisations, function scope notes and activity scope notes from the *Education and Training Sector retention and disposal schedule* – as authorised by the State Archivist on 14 November 2018 – is included below where editorial changes have been made in 2024. Please note, editorial changes that have occurred in 2024 due to updating legislative references or schedule references, formatting updates and/or typographical corrections in existing appraisal log entries have not been included in this section for comparison.

Function	Scope note
ACCREDITATION, REGISTRATION AND REGULATION	<i>The function of assessing, registering, regulating and monitoring education, training, vocational and early childhood education services within Queensland in accordance with Commonwealth and State legislation. Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • <i>board meeting agendas and minutes</i> • <i>funding and grants</i> • <i>funding committees' agendas and minutes</i> • <i>initiatives</i> • <i>policy development</i>

	• <i>planning</i> • <i>reports</i>
--	---

ACCREDITATION

The activity of assessing and reviewing an education or training institution, provider, or course with a view to being recognised, certified, or approved as meeting appropriate standards.

Disposal authorisation	Record class and retention period	Justifying the retention period
2290	Accreditation and registration – Commonwealth register of institutions and courses for overseas students (CRICOS) Records relating to the registration as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Retention period & trigger 30 years after registration ceases or is refused.	Date authorised: 14 November 2018 Background/business process: The regulation of the international education industry in Australia is founded on state and Commonwealth legislative frameworks, which for Queensland includes Queensland's <i>Education (Overseas Students) Act 1996</i>, Queensland's <i>Education (Overseas Students) Regulation 2014</i> and the Commonwealth ESOS Framework (including the National Code). Part C of the National Code outlines registration of providers and courses on CRICOS. It provides a general description of the registration process and specifies minimum requirements that apply to this process. Part D provides standards that set out obligations on and procedures for registered providers of education and training to overseas students. Providers are also audited for compliance. Registration of school sector providers and their courses on CRICOS involves two stages. The first stage is undertaken by the designated authority for that state or territory, and the second stage by the Commonwealth Department of Education and Training. Providers must meet the requirements of both state and Commonwealth legislation in order to become registered and maintain registration on CRICOS in Queensland. Regulatory requirements: <i>Education Services for Overseas Students (ESOS) Act 2000 (Cwlth)</i> National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) <i>Education (Overseas Students) Act 1996</i> <i>Education (Overseas Students) Regulation 2014</i> Business requirements: The <i>Education (Overseas Students) Act 1996</i> provides for the registration of providers of courses for overseas students in Queensland. Section 9 states the period of registration must not be longer than five years.

Disposal authorisation	Record class and retention period	Justifying the retention period
		Registration of CRICOS courses lasts for the duration of the provider's registration. The business area requires these records to be retained for 30 years after registration ceases to: • ensure full-fee paying overseas students are enrolled at a school registered on the CRICOS • decisions made by the business area about accreditation • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under section 10 of the <i>Limitations of Actions Act 1974</i> • ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. Community expectation: That CRICOS registered providers are assessed against both state and Commonwealth legislative requirements and demonstrate compliance at the point of registration and throughout the provider's period of registration. That records are retained as per legislation concerning the registration of providers on CRICOS. Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Victoria Retention and Disposal Authority for Records of the Accredited Training Function PROS 16/01 – Reference 1.2 – Records documenting the agency's accreditation as an approved Registered Training Organisation (RTO) and its compliance with standards for RTOs. Includes accrediting body audit and evaluation records – Destroy 7 years after action completed.</i>

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which the department is subject. Includes compliance with legislation and with national and international standards.

Disposal authorisation	Record class and retention period	Justifying the retention period
2293	Monitoring – education and care services Records relating to the routine assessment, rating, notifications and required actions for	Date authorised: 14 November 2018 Background/business process: The National Quality Standard (NQS) promotes continuous quality improvement. Children's education and care services covered under the Education and Care Services National Law are assessed and rated against the NQS. The process reflects a uniform approach to assessment and reporting across the range of service settings.

Disposal authorisation	Record class and retention period	Justifying the retention period
	compliance of an education and care service. <i>For records relating to staff contraventions of the Education and Care Services Act 2013, refer to the General retention and disposal schedule (GRDS).</i> Retention period & trigger 45 years after business action completed.	The Department of Education and Training's Early Childhood Education and Care division undertakes the assessment and rating process in Queensland. It is also the point of contact for any questions services may have about the assessment and rating process. The NQS ratings promote transparency and accountability and help parents assess the quality of education and care services available. Every service receives a rating for each quality area and an overall rating. These ratings must be displayed by each service and are published on national websites. There are five rating levels within the national quality rating and assessment process: • excellent rating, awarded by ACECQA • exceeding national quality standard • meeting national quality standard • working towards national quality standard • significant improvement required. Regulatory requirements: <i>Education and Care Services Act 2013</i> <i>Education and Care Services National Law (Queensland) Act 2011</i> <i>Education and Care Services Regulation 2013</i> <i>Education and Care Services National Law (Queensland) Regulation 2011</i> <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i> Business requirements: Early Childhood Education monitors early childhood education and care providers for children aged birth to 12 years. A monitoring program is required to meet legislative requirements of the national regulations and records are required to be retained for the monitoring process. The business runs three year compliance program cycles in accordance with section 207 of the <i>Education and Care Services Act 2013</i>. This allows authorised officers to inspect and assess the services every three years to determine whether the service complies with the Act. The business indicated the three year retention period allows staff to review three previous review cycles to ensure continual improvement. Running of three year compliance program cycles allow the program to be tailored to meet the needs of the business and is designed to: • identify and reduce the risk of breaches of the <i>Education and Care Services Act 2013</i> • remedy any breach that may occur • create a culture of compliance within the organisation. Additional retention requirements have also been recommended by the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>. Recommendation 8.1 of the royal commission states that "To allow for

Disposal authorisation	Record class and retention period	Justifying the retention period
		delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred". Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse. Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. Community expectation: That providers of early childhood education are monitored for compliance and that records are maintained by an authority as per legislation. Comparison with other schedules' retention period: After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules. <i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services FA318 – Reference 2.4.3 – Records relating to monitoring compliance with requirements and routine liaison with centres over terms and conditions – Retain 10 years after action completed.</i> <i>Victoria Education and Early Childhood Development Retention and Disposal Schedule PROS 10/09 – Reference 7.3.4 – Inspections of premises, physical environments and the operation of a children's service, including inspection and risk assessment reports – Retain for 10 years after last action.</i> Previous schedule/s: <i>Early Childhood Education and Care Retention and Disposal Schedule QDAN 691v1 – Reference 1.1.1 – Monitoring education and care services – Retain for 10 years after last action.</i>
2294	Monitoring – non-state schools Records relating to the assessment of the ongoing compliance of non-state schools under the <i>Education (Accreditation of Non-State Schools) Act 2001</i>.	Date authorised: 14 November 2018 Background/business process: The Board is responsible for monitoring the ongoing compliance of non-state schools with the accreditation criteria. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001 – Section 106</i> <i>Education (Accreditation of Non-State Schools) Regulation (Qld) 2001</i> <i>Working with Children (Risk Management and Screening) Act (Qld) 2000</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Retention period & trigger 45 years after business action completed.	<i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i> Business requirements: Every five years the Board monitors whether: • accredited non-state schools continue to comply with the statutory requirements for accreditation • the governing body of a provisionally accredited, or accredited non-state school is suitable to continue to be the school's governing body • a government-funded school is a school not being operated for profit • the governing body of a government-funded school is not a party to a prohibited arrangement in relation to the operation of the school • there is no direct or indirect connection between the governing body of a government-funded school and a for-profit entity that could reasonably be expected to compromise the independence of the governing body when making financial decisions. Any issues of non-compliance with the non-state schools will be identified during the monitoring process. Additional retention requirements have also been recommended by the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>. Recommendation 8.1 of the royal commission states that "To allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred". Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse. Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result the 45 year retention of these records is essential to support the Commission's recommendations and protect the rights of child abuse survivors. Community expectation: That non-state schools are monitored and assessed for quality and assurance. That records are kept in line with legislation by the monitoring authority. Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Non-State Schools Accreditation Board Disposal Authority QDAN 599 – Reference 4.1 – Board's program of school compliance records – Retain for 7 years after last action.</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
2295	Registers – non-state schools Registers maintained in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> capturing details of: • accredited non-state schools • provisionally accredited non-state schools. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: The Board must keep a register of provisionally accredited and accredited non-state schools (sections 106 and 164 of the Act). Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Education (Accreditation of Non-State Schools) Act 2001</i> <i>Education (Accreditation of Non-State Schools) Regulation 2001</i> Business requirements: As per the background/business process, this is a legislated recordkeeping requirement. A permanent retention period for non-state school register records will meet business and statutory requirements. Permanent retention criteria: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records. Community expectation: That registers are kept and maintained as per legislation. Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Non-State Schools Accreditation Board Disposal Authority QDAN 599 – Reference 3.1 – Register of non-state schools – Retain permanently in accessible, readable and inalterable format.</i> <i>Tasmania Home Education Advisory DA2439 – Reference 1.7.1 – Annual listing of registered non-government schools – Permanent.</i>
2296	Applications – home education Records relating to applications under the <i>Education (General Provisions) Act 2006</i> to register a child for home education.	Date authorised: 14 November 2018 Background/business process: Under the <i>Education (General Provisions) Act 2006</i> (the Act) a parent must ensure that a child of compulsory school age is enrolled at and attends a state school or non-state school or is registered for home education. A parent who is seeking to register a child for home education is required to reasonably satisfy the chief executive officer that they intend to and can comply with the standard conditions of registration. The three main standard conditions parents must meet are that:

Disposal authorisation	Record class and retention period	Justifying the retention period
	Includes unsuccessful applications. <i>For records relating to continuing registration for the provision of home education, see Applications – home education.</i> Retention period & trigger Permanent. Transfer to QSA after business action completed.	• their child receives a high-quality education • the parent must provide an annual written report on the child's educational progress • the parent must provide written notification of a change in the child's usual place of residence within 28 days of the change happening. When an application to register a child for home education is received, under section 208 of the Act, the manager of the Home Education unit: • notifies the applicant, in writing, that provisional registration has been issued • oversees the processing of the application • determines the issuing of registration • notifies parent, in writing, of the determination. A registration certificate is issued upon the granting of registration. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (General Provisions) Regulation (Qld) 2006</i> <i>Limitation of Actions Act 1974</i> Business requirements: There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. These records provide evidence of a child's educational participation in a home setting and provide comparable evidence to school admission registers which are retained permanently. With the introduction of the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>, there is now no limitation period for legal actions relating to claims of child sexual abuse. Historically, claims relating to child sexual abuse are often brought after the victim has reached adulthood. The recommended retention period allows time for the victim to request access to these records if they may assist as evidence for their claim. Permanent retention criteria: Admission register records provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include: • evidence of the DET's primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. Community expectation:

Disposal authorisation	Record class and retention period	Justifying the retention period
		There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students. That all Queensland children of compulsory school age are registered in an approved educational program. That parents of school-aged children who choose to deliver home education are meeting requirements for high-quality education and children registered for home education will not be disadvantaged in comparison to children who attend state or non-state schools. Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Tasmania – Home Education Advisory Council DA2439 – Reference 5.2.2 – Records documenting registration of families including Applications – Destroy once the youngest child in the family has reached 25 years of age.</i> Previous schedules: <i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 12.13 – Home Schooling Applications – Destroy 10 years after last action.</i>
2297	Registers – approved early childhood education providers and services Registers maintained in accordance with the <i>Education and Care Services Act 2013</i> and the <i>Child Care Act 2002</i> for: • approved education and care services • approved providers • certified supervisors. Retention period & trigger Permanent. Transfer to	Date authorised: 14 November 2018 Background/business process: Early childhood education and care is responsible for licensing child care services in Queensland under the <i>Child Care Act 2002</i> and the <i>Child Care Regulation 2003</i>. The Department must keep a register of child care licences under s.171 of the Act. A person may inspect the register, or obtain a copy of the register of part of the register, on payment of the fee prescribed under schedule 3 of the Regulation. Additionally, under the <i>Education and Care Services Act 2013</i>, registers fall under various sections of the Act as outlined: • approved providers – s.213 • approved education and care services – s.214 • certified supervisors – s.113. Regulatory requirements: <i>Child Care Act (Qld) 2002</i> <i>Child Care Regulation (Qld) 2003</i> <i>Education and Care Services Act 2013</i> <i>Education and Care Services Regulation 2013</i> Business requirements:

Disposal authorisation	Record class and retention period	Justifying the retention period
	QSA after business action completed.	Under s.215 of the <i>Education and Care Services Act 2013</i>, the Department must support the publication of the register of approved providers and the register of certified supervisors. The registers referred to in this activity contain information about individuals and services which are endorsed by ECEC. This is considered similar to the Register of non-State schools and the proposed retention is consistent with PROS 10/09 (reference 7.1.1). Community expectation: These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records. Comparison with other schedules' retention period: After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules. <i>Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN 637v2</i> – Reference 2.1.2 – Register of care service providers approved to hold a licence under s.127 of the <i>Child Protection Act 1999</i> – Retain for 50 years after expiry or cancellation of all licences. <i>Commission for Children & Young People & Child Guardian (CCYPCG) Retention and Disposal Schedule QDAN 636v2</i> – Reference 2.7.3 – records relating to the monitoring and audit of service providers licensed under the <i>Child Protection Act 1999</i> to provide services directly to children in the child safety system – 50 years after expiry or cancellation of licence. <i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services FA318</i> – Reference 2.4.1 – Records relating to children's services, including approvals of children's service, details of the licensee of service, the name of authorised supervisor, particulars of any compliance notices issued, and particulars of any offence licensee or authorised supervisor has been convicted of under the Act – Retain minimum of 25 years after action completed. <i>Victoria Education and Early Childhood Development Retention and Disposal Schedule PROS 10/09</i> – Reference 7.1.1 – The summary record of organisations licensed as Children's Services – Retain Permanently as State Archives. Previous schedules: <i>Early Childhood Education and Care Retention and Disposal Schedule QDAN 691 v1</i> – Reference 1.3.4 – Registers – Retain for 50 years after expiry or cancellation of all licences.
2299	<i>Licences – Use of curriculum resources</i>	Date authorised: 14 November 2018 Background/business process:

Disposal authorisation	Record class and retention period	Justifying the retention period
	Records relating to curriculum licensing activities performed by the Department of Education and Training for recognised offshore schools to offer Queensland Curriculum in accordance with the <i>Education (General Provisions) Act 2006</i>. Retention period & trigger 7 years after business action completed.	A curriculum licence is a formal contractual agreement between the Department of Education and Training and the program provider (offshore school). The agreement outlines the terms and conditions for a non-exclusive, non-transferable licence to use the Department's education materials solely for delivering the Queensland/Australian Curriculum at the offshore school. Offshore schools licensing the Queensland Curriculum receive: • syllabuses – schools receive authorised access to all Key Learning Area's core curriculum for the year levels they have licensed • essential learnings and standards – schools receive a licence to use the Essential Learnings and Standards (ELS) • regular updates – schools receive subscriptions to news for schools – electronic newsletters providing subscribers with regular curriculum updates. Offshore school applicants are required to: • meet and maintain established quality benchmarks including holding accreditation or registration as required under the regulation of the local authority or jurisdiction • satisfy the due diligence requirements of the Queensland Department of Education and Training. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2A Part 2 Business requirements: This record class is a contractual agreement between the Department and offshore providers of Queensland Curriculum. The seven year retention period ensures that these records are available in the event of legal action arising from a breach of contract under s.10 (1) (a) of the <i>Limitations of Actions Act 1974</i>, which allows an action to be brought up to six years from date of the cause of action. Community expectation: That offshore education providers are licensed and suitably accredited to provide Queensland Curriculum and that records are kept about the licensing as per legislation. Comparison with other schedules' retention period: After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules. <i>Tasmania – Retention and Disposal Schedule for Functional records of the Department of Education</i> DA2281 – Reference 09.10.01 – Records documenting arrangements for, and the management of, joint ventures, including the offshore delivery of the Tasmanian Curriculum – Destroy 7 years after action completed.

Disposal authorisation	Record class and retention period	Justifying the retention period
2300	Internal reviews of accredited schools Records relating to internal reviews of the accreditation of a school in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i>. Includes reviews relating to: • board performance • decision reviews • school accreditation. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: The Board will: • examine and advise the Minister about the operation of the accreditation scheme under s.106–107 of the <i>Education (Accreditation of Non-State Schools) Act 2001</i> • comply with directions given by the Minister relevant to the performance of its functions under the <i>Education (Accreditation of Non-State Schools) Act 2001</i> • comply with directions given by the Minister relevant to a decision made by the Board. The Minister may: • direct the Board about its performance; if the Minister is satisfied it is required in the public interest (s.108 of the Act). Any person dissatisfied with a decision made by the Board or the Minister may apply to the Minister for a review of the decision (s.101-104 of the Act). Regulatory requirements: <i>Corporations Act 2001 (Cwlth)</i> <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001</i> <i>Education (Accreditation of Non-State Schools) Regulation (Qld) 2001</i> <i>Working with Children (Risk Management and Screening) Act (Qld) 2000</i> Business requirements: A permanent retention period for non-state school internal accreditation review records: • will meet business and statutory requirements • is consistent with the previous retention period. Permanent retention criteria: These records provide evidence of the monitoring, analysis and review of policy affecting primary government functions including reports of review as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Community expectation: That reviews are undertaken where required and that records are retained as per legislation. Comparison with other schedules' retention period: After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Non-State Schools Accreditation Board Disposal Authority QDAN 599 – Reference 5.3 – Ministerial applications to review a decision records – Retain permanently.</i> Previous schedules: <i>Non-State Schools Accreditation Board Disposal Authority QDAN 599:</i> • reference 5.1 – Ministerial referral records – Retain permanently • reference 5.2 – Ministerial directions records – Retain permanently.

Function	Scope note
SCHOOL ANIMAL AND CROP MANAGEMENT	<i>The function of operating and managing facilities and resources that allow students to engage in animal and agricultural educational and operational environments as part of their schooling/training and/or provide opportunity for commercial exploitation to gain economic benefit for the school or institute. These activities must be operated in accordance with the relevant legislation, standards and guidelines.</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
2323	Care of animals Records relating to the management, maintenance, movement, scientific use and care of animals and/or livestock on school grounds. Includes the activities of: • acquisition • agistment • animal identification (Health Industry Number (HIN) system, National Livestock Identification System (NLIS))	Date authorised: 14 November 2018 Background/business process: The management, use and care of animals are significant activities within many schools and other training institutes. Schools with the appropriate approvals keep and use animals (e.g. cattle, horses, sheep) to achieve scientific outcomes for students or to allow the use of school land/ facilities by the community. In doing so it acquires, cares for, breeds, sells and disposes of animals and a range of records need to be kept to facilitate the business and statutory requirements related to these activities. Acquisition of animals is through formal agreements. Agreements are required for keeping other parties' livestock on school property and are referred to as agistment agreements. Brands and earmarks provide animal identification that prove ownership of livestock in Queensland and are compulsory, for cattle and pigs when they are being sold. Individual stud animals may be registered with the relevant breed/ers society or association, using the stud prefix or suffix, for showing, selling and breeding purposes. Owners of stud animals are normally required by the rules of the society to keep records and send in returns about these animals. The National Livestock Identification System (NLIS) is Australia's system for identification and traceability of livestock. The <i>Biosecurity Act 2014</i> deals with biosecurity risks associated with pests, diseases and contaminants

Disposal authorisation	Record class and retention period	Justifying the retention period
	• breeding • care (including veterinary treatment and medical records) • chemical management • disease and pest control • disposal • food • handling • housing and holding facilities • husbandry • movement or transport of livestock or animals • management planning • property registration and identification for biosecurity (property identification code (PIC), registered biosecurity entity (RBE)) • quarantine • removal of remains and specimens	and allows for biosecurity orders requiring specific action to be taken to minimise risks. This Act requires anyone who keeps a threshold number of designated animals to be registered as a registrable biosecurity entity for traceability purposes in case of a disease outbreak or possible contamination. Property identification codes (PIC) relate to registered parcels of land. The <i>Animal Care and Protection Act 2001</i> (ACPA) and the Australian code for the care and use of animals for scientific purposes have requirements for keeping and providing records and reports relating to the use of animals for scientific purposes. Investigators, teachers, persons-in-charge of animal facilities and animal ethics committees (AECs) and institutions report on animal use activities. The <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> governs the use of chemicals in treating animals. Under the <i>Exotic Diseases in Animals Act 1981</i>, inspectors or the Minister may make orders in minimising the spread of exotic diseases. Areas may be put under quarantine under Section 14 of the <i>Stock Act 1915</i>. Section 15 allows for orders to be made for the destruction of stock. The <i>Land Protection (Pest and Stock Route Management) Act (Qld) 2002</i> allows for notices and directions to be given in the control of pests and diseases in animals. Under the Primary Industries Levies and Charges Collection Regulations 1991, records must be kept of sale and delivery of cattle and other livestock for five years. The <i>Stock Act 1915</i> and Stock Regulation 1988 cover orders and notices related to the certification of healthy and quarantine and disposal of diseased animals. Under Section 25 of the Veterinary Surgeons Regulation 2002, records of treatment of animals must be kept for three years. Regulatory requirements: <i>Agricultural Standards Act 1994</i> <i>Animal Care and Protection Act 2001</i> Animal Care and Protection Regulation 2002 Australian code for the care and use of animals for scientific purposes 8th edition (2013) <i>Biosecurity Act 2014</i> <i>Brands Act 1915</i> <i>Cattle Stealing Prevention Act 1853</i> <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> Chemical Usage (Agricultural and Veterinary) Control Regulation 1999 <i>Education (General Provisions) Act 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions.

Disposal authorisation	Record class and retention period	Justifying the retention period
	scientific use of animals. <i>For records relating to parental permission for animal care, refer to STUDENT MANAGEMENT – Attendance– parent/guardian permissions.</i> <i>For records relating to decisions about what to have as school mascots, refer to SCHOOLS MANAGEMENT – Corporate Identity.</i> <i>For records relating to incidents involving a student and an animal, refer to STUDENT MANAGEMENT – Incidents.</i> <i>For records relating to complaints about use of animals, refer to the General retention and disposal schedule (GRDS).</i> Retention period & trigger 7 years after business action completed.	<i>Exotic Diseases in Animals Act 1981</i> <i>Land Protection (Pest and Stock Route Management) Act 2002</i> Primary Industries Levies and Charges Collection Regulations 1991 (Cwlth) <i>Stock Act 1915</i> Stock Identification Regulation 2005 Stock Regulation 1988 Veterinary Surgeons Regulation 2002 Business requirements: This record class is created and maintained within schools and allows records for the activities of animal management, use and care to remain available for an appropriate period to allow ongoing delivery of agricultural science and other curriculum programs in schools as well as meeting statutory requirements. Specifically, s.197 of the <i>Biosecurity Act 2014</i> requires a record of movement be kept for: - a special designated animal – 5 years after movement started - others – 2 years after movement started. Schools do not engage in scientific research projects and mainly uses its animals for education and training purposes only. The department considers the recommended seven year retention period covers the legislative requirements, is sufficient for schools' requirements and is consistent with other Queensland schedules. Community expectation: That schools and training institutions will take responsible care of the animals as per legislation. Comparison with other schedules' retention period: The jurisdictions which have permanent retention periods include records such as the final curriculum and the accreditation of syllabuses are: <i>Queensland University Sector</i> QDAN 601.2 – Reference C95 – Animal management – Acquisition, management, maintenance and care – Temporary – Retain for 7 years after last action. <i>Queensland Agricultural Education Sector</i> QDAN 704 – Reference 6.3 – Animal management – Temporary – Retain for 7 years after last action. <i>Queensland General retention and disposal schedule</i> – Reference 1099 – Asset and money management – Temporary – Retain for 7 years after the financial year which they relate.

CROP AND PASTURE MANAGEMENT

The activities associated with the planting, growth, maintenance, use, protection and disposal of plant material or specimens including school gardens, crops, pastures, grains and horticultural products for training, educational, agricultural production and commercial operations in accordance with statutory requirements. Includes grain and fodder treatment records and crop, garden, pasture and paddock treatment records.

Disposal authorisation	Record class and retention period	Justifying the retention period
2324	Care of pastures and crops Records relating to the management and maintenance of crops, grains and pastures on school grounds in accordance with the <i>Plant Protection Act 1989</i> including the activities: • cropping • treatments • protection • disposal. <i>For records regarding food produced by the school or institute for use in canteen, tuck shop or restaurants/cafes, refer to FOOD SERVICES.</i> Retention period & trigger 7 years after business action completed.	Date authorised: 14 November 2018 Background/business process: The management of crops and pastures are significant activities within many schools and other training institutes. A school has the option to grow crops, grains and pastures to support the learning of students in agricultural production purposes. When growing crops schools are to prevent, control and eradicate pest infestation of plants or remove plant pests, diseases, infections or conditions and disposing of plant matter requires a range of records to be kept to facilitate the business and statutory requirements related to these activities. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions <i>Food Safety Act 2006</i> Food Safety Regulation 2006 <i>Plant Protection Act 1989</i> Plant Protection Regulation 2002 <i>Exotic Diseases in Animals Act 1981</i> Business requirements: This record class is created and maintained within schools and allows records for the activities of crop and pasture management to remain available for an appropriate period to allow ongoing delivery of the agricultural science programs in schools as well as meeting statutory requirements. Community expectation: That schools and training institutions will take responsible care of the crops and pastures as per legislation. Comparison with other schedules' retention period: <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 – Reference 6.9.1 – Pasture and crop care – Temporary – Retain for 7 years after last action <i>Queensland General retention and disposal schedule</i>– Reference 1099 – Asset and money management – Temporary – Retain for 7 years after financial year to which the records relate.

Function	Scope note
CURRICULUM AND TRAINING PRODUCT MANAGEMENT	<i>The function of enhancing student, apprentice and trainee learning outcomes through quality curriculum and courses. Includes developing, implementing, delivering, researching and reviewing teaching processes and education resources through a range of options. Students, including apprentices and trainees, may be internal, external, child or adult.</i> <i>See the General retention and disposal schedule (GRDS) for records related to joint ventures.</i>

LEARNING

The activities related to programs, strategies, curriculum and products designed to actively engage individuals in learning experiences that develop knowledge, skills and behaviours in order to demonstrate learning outcomes and foster lifelong learning behaviours.

For records relating to assessment and evaluation, see STUDENT MANAGEMENT.

Disposal authorisation	Record class and retention period	Justifying the retention period
2301	<i>Curriculum and teaching products – approved programs</i> Records relating to final approved school curriculum and vocational education and training and higher education accredited courses. Includes subjects and modules developed as Queensland Curriculum and Queensland senior schooling curriculum. Also includes records relating to courses developed by training and vocational institutes. <i>For records relating to</i>	Date authorised: 14 November 2018 Background/business process: The Australian Curriculum, Assessment and Reporting Authority provides an Australian Curriculum for kindergarten up to year 10 with the continuation of the Queensland Curriculum for years 11 and 12. The Department of Education and Training managed the curriculum for eight key learning areas (e.g. English, mathematics, and science, study of society and the environment, languages, technology, health and physical education, and the arts) for schools before the establishment of the Queensland School Curriculum Council (1995) to manage the school curriculum. The Queensland School Curriculum Council was replaced by Queensland Studies Authority in 2002, then it was replaced with the Queensland Curriculum, Assessment Authority (QCAA) in 2014 that now manages the final curriculum and accreditation of syllabuses for Queensland. The QCAA develops and revises syllabuses and guidelines for the kindergarten year to year 12 and accredits syllabuses and guidelines prepared outside of the QCAA. State Schools Division of Education Queensland is supporting state school teachers to implement the Australian Curriculum through the development of the Curriculum into the Classroom (C2C) resource. C2C delivers a comprehensive set of whole-school and classroom planning materials for single level and multi-level classes, students with disability and for students who study through the Schools of Distance Education. In addition, community driven curriculum development such as the Daniel Morcombe child safety

Disposal authorisation	Record class and retention period	Justifying the retention period
	<i>program approvals, see ACCREDITATION, REGISTRATION AND REGULATION.</i> Retention period & trigger Permanent. Transfer to QSA after business action completed.	curriculum is approved by Education Queensland. Some RTOs develop product (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for five years. The Australian Curriculum covers the main aspects of curriculum including literacy, numeracy, science and history and is retained by the Australian Curriculum Assessment and Reporting Authority. Standard 1 of the AQTF, and SNR 4 and 15 of the NVR Standards require an RTO to provide quality training and assessment across all of its operations including using training and assessment materials consistent with the requirements of the training package or accredited course and the RTO's own training and assessment strategies. Section 47 of the <i>Vocational Education, Training and Employment Act 2000</i> allows a person to apply to the Training and Employment Recognition Council to have a course accredited. Section 47C states that accreditation may be for a term up to five years. Training organisations that develop product or curriculum consider these records to form a significant part of the historical record of the training provided in Queensland. A permanent retention period is recommended for the approval and final curriculum content of the course/unit. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions. Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Continuing Registration – Standard 1 <i>National Vocational Education and Training Regulator Act 2011</i> Standards for NVR Registered Training Organisations 2012 <i>Vocational Education, Training and Employment Act 2000</i> – s.47 Business requirements: Queensland curriculum developed outside of the Australian Curriculum should be retained by the business for historical and business purposes. A permanent retention period for these curriculum materials will meet business and statutory requirements. Permanent retention criteria: These records represent the core function of education and training providers as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Community expectation:

Disposal authorisation	Record class and retention period	Justifying the retention period
		Public records provide evidence of curriculum taught to students by education and training institutions in line with legislative requirements. It is envisaged that the community expectations for the departmentally produced supporting curriculum materials used across all Queensland state, distance education and non-state schools as well as extending to nation-wide schools and registered schools will be available and support the history of learning and teaching within schools. Additionally, it is expected that the community would expect that quality training and vocational courses are developed to strengthen Queensland's economic base by providing a skilled workforce that meets the current and future needs of industry, government and the community. Comparison with other schedules' retention period: The jurisdictions which have permanent retention periods include records such as the final curriculum and the accreditation of syllabuses are: <i>Queensland Studies Authority (Queensland Curriculum and Assessment Authority) Retention and Disposal Schedule QDAN 408 v3 – Reference 3.2.1 – Approved syllabus package – Retain permanently by Queensland Studies Authority¹.</i> <i>Technical and Further Education Institutes QDAN 588 v1 – Reference 4.1.4 – Records relating to subjects and modules developed by TAFE – Permanent – Retain Permanently.</i> <i>University Sector Retention and Disposal Schedule QDAN 601 v3 – Reference 601.2/C281 – Curricula approval – Permanent.</i> <i>Agricultural Education Retention and Disposal Schedule QDAN 704 v1 – Reference 10.4.2 – Curriculum Approval – Retain Permanently.</i> <i>Territory Records Disposal Schedule – Records Disposal Schedule – School Management Records ACT No1 – Reference 170.365.001 – Final versions of approved school based curricula – Retain as Territory Archives.</i> <i>Victoria General & Disposal Authority for the Records for Higher and Further Education Institutions PROS 02/01 – Reference 21.2.0 – Records relating to Curriculum Management. Process for the development and accreditation of courses of study and course or subject content. Curriculum Approval. The accreditation or sanction of a course and its content once developed – Permanent.</i> <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22:</i> • reference 2.3.2 – School curriculum implementation – Records relating to the registration of class programs – Minimum Retention period & trigger is Permanent

¹ The appraisal log states the recommended retention period of retain permanently by Queensland Studies Authority is because the material is deposited with State Library Queensland and therefore it is not required for permanent retention by Queensland State Archives. This position of not taking public records that are legally deposited has changed over the years – records that have been published and have a permanent value are now being transferred to Queensland State Archives custody.

Disposal authorisation	Record class and retention period	Justifying the retention period
		- reference 2.4.1 – School curriculum policy – Records relating to school based curriculum policy strategies, including assessment and teaching policy strategies – Minimum Retention period & trigger is Permanent. <i>South Australia – General Disposal Schedule for Universities of South Australia GDS24 – Reference 7.7.1 – Records relating to the development of curricula, including master copies of proposals and reports, including proposals not proceeded with – Permanent. Tasmania Disposal Schedule for Functional Records of the Department of Education TAS DA2281 – Reference 04.08.03 – Curriculum development (Curriculum Development & Management) – Records documenting the Tasmanian curriculum – Permanent</i> Previous schedules: <i>Department of Education and Training QDAN F52/15:</i> 3.5 – Key learning areas – Permanent – Subject to review at sentencing 3.6 – Distance education – Permanent – Subject to review at sentencing.
2302	Curriculum – development – Queensland curriculum Records relating to the development of Queensland Curriculum. Retention period & trigger 10 years after business action completed.	Date authorised: 14 November 2018 Background/business process: See record class above. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006 – Chapter 1 Part 4</i> Business requirements: There is significant variance in the interpretation, definition and retention period and trigger for curriculum development records. The retention ranges from 1–10 years in other states and territories. The business unit considers the recommended 10 years supports their ongoing development needs. Community expectation: That supporting materials are created by schools to support the delivery of the Australian Curriculum and to provide consistency in learning at schools. Comparison with other schedules' retention period: <i>Queensland Studies Authority Retention and Disposal Schedule QDAN 408 v3 – Reference 3.2.2 – Development of new syllabuses and guidelines – Temporary – Retain for 7 years after last action. Tasmania Disposal Schedule for Functional Records of the Department of Education TAS DA2281:</i> - reference 04.08.01 – Curriculum development (Curriculum Development & Management) – Records documenting syllabus development – Destroy 7 years after superseded - reference 04.08.02 – Curriculum development (Curriculum Development & Management) – Resources and publications used to support the development of the curriculum – Destroy 10 years after superseded.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Victoria Retention & Disposal Authority for the Records of the Curriculum and Assessment Functions</i> PROS 08/10 – Reference 1.1.3 – Individual Curriculum Units for Senior Secondary Qualifications – Development – Destroy 5 years after curriculum unit replaced. <i>Territory Records Disposal Schedule – Records Disposal Schedule – School Management Records ACT</i> No1 – Reference 170.365.003 – Working papers associated with the development of school based curricula – Destroy 1 year after action completed

PLANNING

The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. Includes planning and administrative arrangements for lessons, courses and units for early childhood education and care services, school, training and further education.

RESEARCH

The activity of investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. used to support the development of projects, standards, guidelines, etc., and the department's business activities in general. Includes following up enquiries relating to departmental programs, projects, working papers, literature searches, etc.

Disposal authorisation	Record class and retention period	Justifying the retention period
2310	Studies – major Records relating to major research studies into issues that have a substantial impact upon the delivery of programs or policy. Major studies include those funded by the Australian Research Council (ARC), prestigious for the school, have wide	Date authorised: 14 November 2018 Background/business process: The Department of Education and Training aims to provide Queenslanders with high quality education and training informed by the best available evidence to inform policy and practice and to support continual service improvements. The department receives a high volume of complex research applications that are reviewed, assessed and either approved or refused. Approval to conduct research is not official departmental support or endorsement of any aspect of the project or its outcomes or recommendations. Participation in research by a school is voluntary and the decision to participate in a research project is at the discretion of the school principal or site manager. At the conclusion of a study, the researcher must provide a copy of an executive summary and a full report of the research results to the approving authority.

Disposal authorisation	Record class and retention period	Justifying the retention period
	range effects on the community, are funded or partnered by the Department of Education and Training. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Major research studies include those that: • are conducted across the education and training (normally within schools) • are funded by the Australian Research Council (ARC) • help advise the alignment of school curriculum, assessment and reporting frameworks • contribute to student learning outcomes through the history of the department. Example of major research studies include: • exploring barriers to distance education and potential to electronically deliver courses of entire school programs by video and computer • change in schools: practice and vision. There is an internal requirement to record and publish all major research activity outcomes. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions. Business requirements: Research studies frequently relate to effective teaching and learning, learning difficulties, health issues, nutrition, etc. These studies have a direct and substantial impact upon the delivery of programs or departmental policy. A permanent retention period for these major research studies will meet business requirements. Permanent retention criteria: These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Community expectation: These studies provide a historical record of the context and perspective on previous and current curriculum and or learning environment within schools and other areas. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601 – Reference 601.2/C123 – Research data – significant – Permanent. <i>State Record Authority New South Wales, Department of Education and Training</i> NSW DA141 – Reference 1.6.1 – Major research – Required as State archives. <i>Disposal Schedule for Functional Records of the Department of Education Tasmania</i> TAS DA2281 – Reference 1.24 – Records documenting research, formal research findings and summaries of research undertaken – Permanent.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Victoria – Retention and Disposal Authority for Records of Education and Early Childhood Development Functions</i> PROS 10/09 – Reference 5.1.1 – Education and early childhood research projects – Permanent – Retain as State Archives. Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule</i> QDAN F52/151 – Reference 3.12 – Studies Policy and Development – research – Temporary – Destroy when reference ceases (files containing research initiated by or containing substantial input from the Department of Education should be retained permanently).

REVIEWING

The activity of re-evaluating or re-examining established subject/school/early childhood education programs or curriculum or aspects of the curriculum. Includes making recommendations and providing advice resulting from these activities.

Disposal authorisation	Record class and retention period	Justifying the retention period
2312	Reviewing – curriculum, product and program reviews Records documenting changes to course, subject and program content based on changing requirements, feedback and review. Retention period & trigger 5 years after business action completed.	Date authorised: 14 November 2018 Background/business process: Ongoing reviews of Australian Curriculum, Queensland Curriculum and the supporting materials for the delivery of curriculum are required to ensure up to date, accurate and consistent learning. C2C materials are reviewed and revised in response to feedback from schools and their communities. Some Registered Training Organisations (RTOs) develop product (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for five years. Regulatory requirements: N/A Business requirements: School Planning, Reviewing and Reporting Framework 2012–15 outlined a quadrennial review plan for Queensland state schools. This review includes the review of curriculum as part of the four year school plans. The recommended retention period of five years meets the department's business requirements and is consistent with Queensland and other jurisdictions' schedules.

Disposal authorisation	Record class and retention period	Justifying the retention period
		Community expectation: That regular reviews of curriculum are undertaken to ensure learning material is current. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601v3 – Reference 601.3/C21 – Curricula development and review – non-award courses/programs – Retain for 5 years after last action. <i>Records Disposal Schedule</i> ACT No. 1 – Education Strategy – Reference 168.093.002 – Other records documenting a review of agency programs and operations. Includes documents establishing the review – Destroy 5 years after action completed <i>Disposal Schedule for Functional Records of the Department of Education Tasmania</i> TAS DA2281: reference 06.33.01 – Reviews of education training and support activities, programs, strategies – Destroy 5 years after action complete reference 04.21.02 – Records documenting changes to course/subject content based on changing requirements, feedback and review – Destroy 7 years after superseded.

Function	Scope note
FACILITIES MANAGEMENT	<i>The function of controlling and managing land and facilities owned and leased by schools and institutions. Includes buildings and land allotments owned, rented, or leased by the school such as educational facilities, office blocks, fences, repositories, sporting grounds and workshops.</i>

PROPERTY MANAGEMENT
<i>The activity of managing land and structures owned by schools and institutions. Includes the development, disposal, sale, transfer, demolition, and setting aside of land, offices, structures including fences, improved land, sport ovals, etc. for schools/colleges (school reserves) and institutions.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to school and campus maps.</i>

Function	Scope note
FOOD SERVICES	<i>The function of providing food for sale through canteens, tuckshops, and campus cafes and restaurants managed by schools and institutes. Includes the provision of food to outside school hours care (OSHC) and the provision of food to boarding house students where the food service is conducted or managed by the school. Also includes acquiring and maintaining operating licences under the Food Act 2006 and Food Regulation 2006 and complying with national food safety standards and liquor licences.</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
2315	<i>Food premises – schools and institutes registration</i> Records relating to the registration of the school's facilities as food premises under the <i>Food Act 2006</i>. Schools requiring food premise authorisation include: • all non-government schools • government schools with third party suppliers contracted to run the food premise • some outside school hours care providers. <i>For records relating to the Food Safety program, see Compliance – Food safety program.</i> Retention period & trigger 3 years after the expiry of the licence or registration.	Date authorised: 14 November 2018 Background/business process: All food premises that are operated at schools and institutes by entities other than Parents & Citizens (P&C) associations are required to obtain authorisation for the food premises under Section 52 of the <i>Food Act 2006</i>. In Queensland, applications are made to the local government to operate a food premise and must comply with requirements as set out by local law. Licences granted by the local government are required to be renewed annually. Regulatory requirements: <i>Food Act 2006</i> Food Regulation 2006 Australia New Zealand Food Standards Code Business requirements: The schools and institutes that operate food businesses under the <i>Food Act 2006</i> must participate in a registration process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators. The recommended three year retention period allows sufficient time for the local government to impose penalties for non-compliance with the <i>Food Act 2006</i> or instigate legal action if necessary. Community expectation: It is expected that food operators comply with the <i>Food Act 2006</i> unless exempt. Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v.4 – Reference 24.9.3 – Registers documenting applications for a licence to operate a regulated food business issued in accordance with s.52 of the <i>Food Act (Qld) 2006</i> – Retain for 3 years after the expiry of all licences and/or registrations. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/C26 – Food business operator – records relating to the licensing of the university to operate a food business – Retain for 3 years after last action. <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education</i> DA No 2281 – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires. Other comments/factors for consideration: The suggested retention period is in line with the <i>Local Government Sector Retention and Disposal Schedule</i> for consistency in retention obligations with the local government regulators of food businesses in Queensland and in line with legislation.

Disposal authorisation	Record class and retention period	Justifying the retention period
2316	Liquor licence Records relating to the licensing of schools or institutes to sell or supply liquor under the <i>Liquor Act 1992</i>. Retention period & trigger 7 years after expiry of licence or registration.	Date authorised: 14 November 2018 Background/business process: Schools and institutes require a liquor licence to sell or supply liquor under Part 4 and Part 4A of the <i>Liquor Act 1992</i>. Liquor is supplied or sold in schools at special events and in institutes for training and at special events. A subsidiary on premise licence is required when selling liquor for on-premises consumption and is a secondary function of a business. Types of businesses requiring this licence include: • restaurants • cafes • theatres • function centres • training institutions. Amendments to the Act in 2013 determined that some eligible schools and other not for profit groups no longer have to apply for a liquor permit to sell alcohol at fundraising events. Not for profit groups include P&C associations. Conditions for the exemption include: • all proceeds must be used for the benefit of the community • the supply of liquor must be secondary to the fundraising event • liquor can only be sold for a period of eight hours or less and between 7.00 am and midnight • liquor must be sold by an adult, in an open container and for consumption at the event • the entity must ensure the sale of liquor does not create an unsafe environment at the event • liquor must not be sold or supplied in a way that encourages rapid or excessive consumption • liquor must not be sold or supplied to minors or patrons who are unduly intoxicated or disorderly. Regulatory requirements: <i>Liquor Act 1992</i> Business requirements: The schools and institutes that supply or sell liquor under the <i>Liquor Act 1992</i> must participate in a licensing process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators. Under section 217(2)(c) of the <i>Liquor Act 1992</i>, these records must be kept by the licence holder for '6 years after the day on which the record is made'. The retention period has been increased to seven years for consistency with other Queensland schedules. This allows one year as a safety margin to cover any outstanding legal action which may be brought by or against the school or institute.

Disposal authorisation	Record class and retention period	Justifying the retention period
		Community expectation: It is expected that supply and sale of alcohol should be in accordance with legislation. Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v.4 – Reference 26.1.1 – Records relating to the authorisation of the local government to sell or supply liquor in accordance with s.217 of the <i>Liquor Act (Qld) 1992</i> – Retain for 7 years after last action. <i>University Sector Schedule</i> QDAN 601 – Reference 601.2/C27 – Records relating to the licensing of the university to sell or supply liquor in accordance with section 27 of the <i>Liquor Act (Qld) 1992</i> – Retain for 7 years after last action. Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule for Education Records</i> QDAN 364v2 – Reference 1.7 – Alcohol on School Premise – Temporary – Retain at school as long as required.

Disposal authorisation	Record class and retention period	Justifying the retention period
2317	Food service operations – Compliance monitoring Records relating to the compliance of the school or institute's facilities with the <i>Food Act 2006</i> (if applicable) and the National Food Standards Code (2016) for use as food premises. Retention period & trigger 4 years after business action completed.	Date authorised: 14 November 2018 Background/business process: Queensland Health published the monitoring and enforcement of the <i>Food Act 2006</i> (the Act) guidelines in November 2015. Under Section 8, Queensland Health and local government authorised persons are required to monitor and enforce the provisions of the Act. This part of the guideline is intended to provide guidance and clarification on monitoring the Act. Monitoring activities are essentially evidence gathering activities and any material gathered through monitoring may become evidence. Monitoring activities may include: • spot checks (inspections) • surveillance • comparison of data over time • audits. An inspection is used to assess compliance with legislative requirements where the standard is fairly prescriptive and where no or limited documentation or records are required to be kept by the food business. The National Food Safety Audit Policy defines an inspection as 'the examination of food or systems for control of food, raw materials, processing and distribution, including in-process and finished product testing, to verify that they conform to regulatory requirements.' Inspections may be performed routinely or as a result of a complaint, they may be scheduled or

Disposal authorisation	Record class and retention period	Justifying the retention period
		unannounced. It is considered appropriate that at least one inspection is undertaken at each licensed food business annually. While low risk food businesses are not required to have a licence under the Act, they are still required to produce safe and suitable food and comply with the requirements of the Act and code and can be inspected to check compliance. All food premises operated by P&C associations and some out of school hours care providers are exempt from the <i>Food Act 2006</i>. The out of school hours care providers with exemptions are those that provide pre-packaged food only. While exempt from the Act, these food premises must comply with the Australia New Zealand Food Standards Code. Under Standard 3.2.1, exempt businesses that are identified as high-risk are required to have a food safety program. Regulatory requirements: Australia New Zealand Food Standards Code (2016) Business requirements: While there is no legislative requirement for food businesses to keep records for a certain period of time in the Act, Standard 3.2.1 of the Australia New Zealand Food Standards Code requires a food business to retain copies of all written reports for a period of four years. It is recommended by the Department of Health that businesses retain records for that same period to allow any inspections/audits to be verified if necessary. Community expectation: It is expected that records relating to food provided to students are kept in line with safety standards. Comparison with other schedules' retention period: <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education</i> DA No 2281 – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires. Other comments/factors for consideration: The Standards in the Australia New Zealand Food Standards Code are legislative instruments under Section 8 of the <i>Legislation Act 2003</i>. While some school premises are exempt from the <i>Food Act (Qld) 2006</i>, they are required to comply with the Australia New Zealand Food Standards Code. The recommended retention period for these records is based on the average frequency of audits (annual) and the limitation period (three years) for actions arising from personal injury (e.g. food poisoning) under section 11 of the <i>Limitation of Actions Act (Qld) 1974</i>.
2318	Food service operations – Accreditation (Food	Date authorised: 14 November 2018 Background/business process:

Disposal authorisation	Record class and retention period	Justifying the retention period
	safety program) Final version of Food Safety program required under the <i>Food Act 2006</i> and the National Food Standards Code (2016). Retention period & trigger 5 years after program superseded.	The <i>Food Act 2006</i> requires licensable food businesses to have an accredited food safety program if: • the food business involves off-site catering • the primary activity of the food business is on-site catering at the premises • the primary activity of the food business is on-site catering at part of the premises stated in the licence • a food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous foods to six or more vulnerable persons (for example, childcare centres, meals on wheels, aged care facilities). Hazardous foods include: • raw and cooked meat or foods containing meat, such as casseroles, curries and lasagne • dairy products, for example milk, custard, and dairy based desserts • seafood excluding live seafood • processed fruits and vegetables, for example salads • cooked rice and pasta • foods containing eggs, beans, nuts, or other protein rich foods, such as quiche and soy products • foods that contain these foods such as sandwiches and rolls. All food businesses licensed under local government or law must have an accredited food safety program under the <i>Food Act 2006</i>. The Food Standards Australia New Zealand Standard 3.2.1 outlines that for a food business to meet food safety program requirements, the business must: • systematically examine all of its food handling operations to identify hazards • implement a food safety program to control any hazards identified • document the food safety program and retain at the food premise • comply with the food safety program • review the program annually. For premises that cater to child care facilities, including long day care, occasional day care and employer sponsored child care, compliance with Standard 3.3.1 Food Safety Programs for Food Supplied to Vulnerable Persons is also required. Regulatory requirements: <i>Food Act 2006</i> Australian Food Safety Standard: Standard 3.2.1 Food Safety Programs Business requirements: The recommended five year retention period is consistent with Queensland and other jurisdictions schedules. It also meets schools' business requirements.

Disposal authorisation	Record class and retention period	Justifying the retention period
		Community expectation: That licensed food service premises comply with legislation and retain records accordingly. Comparison with other schedules' retention period: <i>University Sector Schedule QDAN 601 – Reference 601.2/C33 – Final versions of Food Safety Programs – Retain for 5 years after program superseded.</i> <i>Queensland General retention and disposal schedule – Reference 1031 – Operational plans final – Retain for 5 years after plan is superseded.</i> <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education DA No 2281 – Reference 06.09.03 – development and final version of the School Canteen Handbook – Temporary – Destroy 5 years after superseded.</i> Other comments/factors for consideration: For schools that operate food businesses only for charitable events, the school does not have to prepare a food safety program in accordance with this. That is, events that raise funds solely for community or charitable causes and not for personal financial gain are exempt. Previous schedules: <i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 12.12 – Health and Safety Programs – Destroy 5 years from date of last action.</i>
2319	<i>Food service operations – use of produce grown by school</i> Records relating to food grown on school grounds for use in saleable food items. Retention period & trigger 4 years after business action completed.	Date authorised: 14 November 2018 Background/business process: The growing, cultivation, picking, harvesting, collection or catching of food is considered primary food production and is subject to the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 – Food Safety Programs. Some schools produce food as part of the learning environment and use the food in saleable food items. Some schools such as Cannon Hill State School engage with students use produce from the kitchen garden to prepare meals to sell and share with the school community. As an example, The Stephanie Alexander Kitchen Garden Program promotes a healthier way of life by teaching primary school children to grow, harvest, prepare and share their own fresh food. It operates within schools using the school's own garden and kitchen, and becomes part of the school's curriculum. Up to 200 primary schools have been provided the opportunity to establish their own kitchen garden program in Queensland. Regulatory requirements: Australia New Zealand Food Standards Code – Section 3.2.1 <i>Limitations of Actions Act 1974</i> Business requirements:

Disposal authorisation	Record class and retention period	Justifying the retention period
		For compliance with the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 and in line with Queensland Health's recommendation for records retention, schools should retain records around the program and the food service for four years. This is sufficient in consideration of the <i>Limitations of Actions Act 1974</i> as any food incidents can result in action three years after an incident. Community expectation: Records are kept as evidence of programs that schools participate in and with consideration of food services that those records about the food and handling would be kept as per legislation or standards. Other comments/factors for consideration: Programs like the kitchen garden program have increasing participation as a contemporary approach to learning and curriculum. There are neither comparative schedules nor previous schedules that cover these records. The recommended retention period and trigger is in line with retention recommendations from Queensland Health and in line with legislation.

Function	Scope note
SCHOOLS MANAGEMENT	<i>The function of managing all matters that relate to the operational management of schools. Includes the opening and closing of schools, institutes and early education and care centres; alumni and community engagement; complaints against non-state schools and school employees; and arrangements for special needs.</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
2326	Parents and citizens' association constitution Records relating to establishing and maintaining the association's incorporation. Includes the approval of the association's constitution. Retention period & trigger	Date authorised: 14 November 2018 Background/business process: Parent and Citizen Associations (PCA) may be formed for a state instructional institution or for an educational institution and comprises of parents of children attending the school or institution, staff members of the school or institution, and adults who are interested in the school or institution's welfare. Constitutions are the rules and regulations for PCAs. These are similar across all PCAs and routine in nature, e.g. you must have a president, secretary and treasurer, keep financial records, audit financial records etc. Constitutions do not include who was president, secretary and treasurer at any given time. An association promotes the interests of, and facilitates the development and further improvement of, the school or institution. PCAs are not eligible for incorporation under the <i>Associations Incorporation Act 1981</i> (Section 5).

Disposal authorisation	Record class and retention period	Justifying the retention period
	Until superseded.	Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Business requirements: Section 131 of the <i>Education (General Provisions) Act 2006</i> outlines the requirement for an association to have a Constitution that is approved by the chief executive (School Principals). PCAs are responsible for maintaining records of their meetings and financial accounts. PCAs should refer to the <i>General retention and disposal schedule</i> (GRDS) for retention requirements for these records. The retention period of retain until superseded meets business requirements and is consistent with the previous schedule's record classes. Community expectation: Records relating to instances where a PCA may pay for piece of school equipment will be held by the school as part of the school records. This type of information is not included in the constitution. Comparison with other schedules' retention period: <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22</i> – Reference 1.3.6 – Records relating to the establishment of school committees relating to administrative matters within the school including Constitutions – Destroy 7 years after last action. Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule for Education Records QDAN 364v2</i> – Reference 2.60 – Parent and Citizens Association Constitution and List/Notice of Office Bearers – Destroy after superseded. <i>Department of Education and Training Retention and Disposal Schedule QDAN F52/151</i> – Reference 11.9 – P & C Associations – Constitutions – Destroy after superseded. Replace and Destroy.

CLOSURES

The activity relating to the permanent closure of a school or institute.

Refer to the [*General retention and disposal schedule*](#) (GRDS) for records relating to:

- *asset management*
- *financial management.*

Disposal authorisation	Record class and retention period	Justifying the retention period
2330	Closure – school Records relating to closing a school or institute permanently. Includes records relating to the amalgamation of schools. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: The Department of Education and Training (DET) conducts an annual review to assess the viability of Queensland state schools, using viability criteria of enrolments, accessibility, curriculum and resourcing equity. Schools assessed as not meeting the criteria, or if two or more schools are identified as candidates for amalgamation, they are referred to the Minister for consideration to close. Under the <i>Education (General Provisions) Act 2006</i> (the Act), the Minister is required to advertise all proposed school closures in the Queensland Government Gazette at least six months before any official closure. Consultation must occur with the community during the intervening period. Transitional plans are provided to assist school principals and staff to manage the transition of the students to another school. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 17 Business requirements: Chapter 2, Part 3, Section 17 of the <i>Education (General Provisions) Act (Qld) 2006</i> describes the requirements for amalgamation or closure of state schools including consultation and community notices. The closure of a school or an institute is a significant event for a community. The permanent retention ensures the business units keep evidence of their deliberations, decisions and actions that impact the administration of government and the people of Queensland. It also ensures the history of education and training in Queensland is managed and retained through the years. The retention is consistent with other jurisdictions' schedules and the previous Queensland schedule. Permanent retention criteria: A permanent retention period for these records are recommended. These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. The records also meet Characteristic 4 of the Appraisal Statement as they provide substantial evidence of the significant impact of closing a school or institution in a community. Community expectation: Those records of schools that are closed or amalgamated are maintained as part of the State's cultural and educational history. Comparison with other schedules' retention period:

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA141:</i> - reference 14.1.1 – Records relating to approvals for the closure of schools/colleges that have been the subject of major public interest or community involvement – Required as State archives - reference 14.1.2 – Records relating to the routine and non-contentious closure of schools/colleges – Required as State Archives. Previous schedules: <i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 11.15 – School Closures – Permanent.</i>

COMMITTEES

The activities associated with the management of committees (internal and external) established by the school.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- financial management*
- meetings.*

Disposal authorisation	Record class and retention period	Justifying the retention period
2332	School council Records relating to school councils. <i>Refer to STUDENT MANAGEMENT – Student Office Bearer– Management for registers or summary records of school officers.</i> Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: School councils can be established in state schools and enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. Chapter 6 of the <i>Education (General Provisions) Act 2006</i> states the chief executive may, by notice in the gazette, establish a school council for a state school. A school council has particular functions for guiding the broad strategic direction of the state school for which it is established. The role of a school council is to: - monitor the school's strategic direction - approve plans and policies of the school of a strategic nature, including the annual estimate of revenue and expenditure for the school - monitor the implementation of the plans, policies and other relevant documents - advise the school's principal about strategic matters. The school council plays a role in monitoring and informing the school's strategic direction in a way that

Disposal authorisation	Record class and retention period	Justifying the retention period
		achieves the best learning outcomes for the school's students. Subject to its constitution, a school council may conduct its business, including its meetings, in the way it considers appropriate but records must be retained as per legislation. As soon as practicable after the dissolution of a school council for a state school, the school's principal must ensure the council's records are given to the chief executive. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Business requirements: The closure of a school council is a significant event for a community. The permanent retention ensures the department keeps evidence of the council's deliberations, decisions and actions that impact the relationship between the community and the school. It also ensures the history of education and training in Queensland is managed and retained through the years. The recommended permanent retention is consistent with other jurisdictions schedules. Permanent retention criteria: These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Community expectation: That records of school councils are retained as per legislation. Comparison with other schedules' retention period: <i>Victoria – Retention & Disposal Authority for School Records</i> PROS 01/01: • reference 1.1.1 – Council and Committee Meetings – Permanent • reference 1.2.0 – School Planning and Reporting – Activities of Council – Permanent. <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools</i> GDS22 – Reference 1.3.1 – Records of School Councils – Permanent. Other comments/factors for consideration: School councils are different from P&C associations (PCAs). PCAs are responsible for maintaining their own records, while the school council records are the responsibility of the schools. A school council is a public authority under the <i>Public Records Act 2002</i> and outlined in the <i>Education (General Provisions) Act 2006</i>, section 105.

COMPLAINTS MANAGEMENT

The activities associated with issues or complaints raised by employees, students, parents or guardians or members of the community against schools or school employees.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to the complaints register.

CORPORATE IDENTITY

The activity relating to the development and protection of the name, coat of arms, crest, motto, logo or seal of the school.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to:

- litigation resulting from unauthorised use or misuse of corporate identity*
- requests for permission to use corporate identity such as logos, crests, etc.*

Disposal authorisation	Record class and retention period	Justifying the retention period
2335	Corporate identity objects Final corporate identity objects including, but not limited to: • coat of arms • common seal • letterhead • logo • testamurs. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: Restrictions apply to the use of the Queensland Government and the Department of Education and Training departmental logo under copyright. Schools may engage persons to create new school logos. Written agreements are established giving the state of Queensland (the State) ownership of the copyright to the logo. The agreements are covered under Section 179 of the <i>Copyright Act 1968</i>. These are unique objects that market and represent schools, institutes, organisations and the corporate identity of business. They establish ownership of intellectual property that assists with the protection of identity and may protect the state against any legal action or disputes regarding ownership or copyright. The <i>Copyright Act 1968</i> allows for copyright owners to licence the following rights (and as set out in the Common Creative (CC) BY licence): • reproduce the work • incorporate the work into one or more collections • reproduce the work as incorporated in any collection • create and reproduce one or more derivative works • distribute/publicly perform work, to make a derivative or incorporate in any collection. Regulatory requirements:

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Copyright Act 1968</i> – Section 179 Business requirements: In addition to establishing legal ownership, corporate visual identity plays a significant role in the way an organisation presents itself to both internal and external stakeholders. In general terms, a corporate identity expresses the values and ambitions of an organisation, its business and its characteristics. Queensland Education corporate identity and emblems demonstrate Queensland's rich and diverse heritage and identity, as well as the vision for the future. Additionally, they provide enduring evidence of the source of authority of Queensland schools and educational institutions. For example – provision of educational qualifications on appropriate letterhead or testamurs. The recommended permanent retention is consistent with other Queensland schedules. Permanent retention criteria: The Queensland State Archives Appraisal Statement support the permanent retention of these records by: • providing evidence of the source of authority of Queensland schools and educational institutions as outlined in Characteristic 1 • supporting evidence to the rights and entitlements of individuals and groups as outlined in Characteristic 3 • providing evidence of a substantial contribution to community memory as outlined in Characteristic 5. Community expectation: That corporate identity is retained permanently for historical purposes. Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v4 – Reference 2.5.1 – Corporate Image Design – Permanent – Retain permanently. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/A99 – Corporate Identity Development – Permanent – Retain permanently. <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 2.3.1 – Corporate Identity Development and protection – Permanent – Retain permanently.
2336	<i>Development and protection</i> Records relating to development and protection of the school's corporate identity objects including but not limited to:	Date authorised: 14 November 2018 Background/business process: In April 2005, the Australian Attorney-General's Copyright Law Review Committee completed a review of the Crown copyright. The Committee determined that the Crown be treated like any other employer and that for certain materials, copyright be removed or a generalised licence be granted for re-use. In response to this, Queensland Government adapted the use of the Creative Commons model. Corporate identity is considered an artistic work under the Part VII of the <i>Copyright Act 1968</i>. Artistic works

Disposal authorisation	Record class and retention period	Justifying the retention period
	- design and format of objects, e.g. letterhead, testamurs, common seal, logo, coat of arms - registration and custody of seal, logo, trademarks, business names, applications, etc. Retention period & trigger 70 years after final approval of object.	owned by the Crown are subject to copyright for 50 years from the end of the year that the work was made. The Australian Copyright Council's information sheet G028 v10 Logos: Legal Protection identifies infringement occurs when a 'substantial part' of a logo is used without the permission of the copyright owner. Copyright infringement can vary on a case by case basis. Regulatory requirements: <i>Copyright Act 1968 (Cwlth)</i> Business requirements: Copyright development records are widely classed as permanent (see comparisons with other Queensland schedules), however it is recommended that the value of these records are downgraded to temporary and that only the final objects are held permanently. Development records of corporate identity can hold evidence either proving or disproving copyright infringement. As copyright is 50 years for Crown and 70 years after the death of an individual, these records hold long term value in the event of an infringement case. Digital development records and all accompanying correspondence about the development have potential to consist of high volumes of records. The value of retaining the development records is expected to primarily be required for copyright infringement cases. 70 years' retention is sufficient to meet requirements of copyright infringement cases. Community expectation: That Crown identity is original in concept and development records are retained for historical and legal purposes. Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v4 – Reference 2.5.1 – Corporate Image Design – Permanent – Retain Permanently. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/A99 – Corporate Identity Development – Permanent – Retain Permanently. <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 2.3.1 – Corporate Identity Development and protection – Permanent – Retain Permanently.

ESTABLISHMENT

The activities associated with establishing a new state school or institute.

Refer to the [General retention and disposal schedule](#) (GRDS) for records relating to the needs analysis, reporting and approvals to establish and build a new school.

Disposal authorisation	Record class and retention period	Justifying the retention period
2337	Community engagement – schools Records relating to community engagement involved in the decision making processes for the establishment of new schools. Community engagement includes, but is not limited to: • logo design • safe access or travel for students • school motto • school naming • tuckshop/canteen set up • uniform design. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: Part 2 of the <i>Education (General Provisions) Act 2006</i> outlines that the Minister may establish schools at which the state provides primary, secondary or special education. The Minister may also name, and change the name of, a state educational institution. Queensland is a large state with some of the most remote schools in Australia. The most effective and successful decisions made in schools are those supported by the school community. Records relating to the budget, financial and tendering processes in starting a new school are covered by the <i>General retention and disposal schedule (GRDS)</i>. The principal is named in the school year prior to the opening in order to commence community engagement. Once the need for a new school is established, the principal is engaged and provided with activities required to establish the new school and its identity in consultation with the community. Public meetings are held to introduce the principal to the community and to explain progress of the building schedule and processes to be used. At the first public meeting the community is invited to identify their area/s of interest in assisting the new school principal to develop proposals for the uniform, logo and motto, tuckshop or canteen. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Business requirements: The process involves the community forming a group which works closely with the principal to develop options to be considered and adopted by the Interim P&C association. These records provide evidence of the Department's consultation process. The records demonstrate the state government's commitment to building stronger school communities and demonstrates state education is valued through partnerships that are built between the principal, the school staff and the school community. The permanent retention is consistent with other jurisdictions schedules and the previous Queensland schedule. Permanent retention criteria: These records provide evidence of the primary functions and programs of government as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement. Records in this class relate to the development of, reaction to, and impact of reports on major social issues such as education and town planning.

Disposal authorisation	Record class and retention period	Justifying the retention period
		These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records that provide a representation of the Queensland way of life including work, education and culture. Community expectation: That records relating to the establishment of a new school are created and maintained permanently for historical and cultural purposes. Comparison with other schedules' retention period: <i>Queensland General retention and disposal schedule</i> – Reference 1014 – High-level committees – Retain permanently. <i>Victoria General Disposal Schedule for School Records</i> PROS 01/01 – Reference 7.1.0 – The formal recording and preservation of a school's history – Permanent. Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule for Corporate Records Held in Central and District Offices</i> QDAN F52/151 – Reference 1.9 – Establishment of New School – Permanent.

Disposal authorisation	Record class and retention period	Justifying the retention period
2340	Admissions – register Records relating to the registration of student enrolment details into a program, activity or school. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: Section 176 of the <i>Education (General Provisions) Act 2006</i> outlines that – Each parent of a child who is of compulsory school age must – (a) ensure the child is enrolled at a state school or non-state school; and (b) ensure the child attends the state school or non-state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse. The registered student enrolment details include demographic, address, family, origin, country of birth and religion and is maintained within the approved school and student management database. This information provides evidence the prospective student is eligible to apply for enrolment at a school. The student admission register provides evidence a student is enrolled or registered into an education program. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Education (General Provisions) Regulation 2006</i> <i>Education and Care Services Act 2013</i> <i>Education and Care Services Regulation 2013</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
		Business requirements: Queensland state schools offer enrolment to children of compulsory school age and to young people in the compulsory participation phase. There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. Specific provisions apply to those students who are over 18 years of age at time of enrolment. The permanent retention is consistent with other jurisdictions' schedules and the previous Queensland schedule. Permanent retention criteria: Admission register records provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include: • evidence of the DET's primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. Community expectation: There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students. Comparison with other schedules' retention period: <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22:</i> • reference 4.2.1 – Student admission records created before the commencement of the central student database, which register details of individual student admission including personal and enrolment details – Permanent • reference 4.2.2 – Student admission records, including history of changes, either managed separately or contained in the central student database, which register details of individual student admission, including personal and enrolment details – Permanent. <i>Victoria Retention & Disposal Authority for Schools Records PROS 01/01 – Reference 3.3.1 – Summary enrolment records – Permanent.</i> Previous schedules: <i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364v2 – Reference 2.7 – Admission Register – Keep only current register, transfer non-current registers to State Archives.</i>
2342	Admissions – student file – accredited training	Date authorised: 14 November 2018 Background/business process:

Disposal authorisation	Record class and retention period	Justifying the retention period
	and higher education – adults Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion. Excludes files for students who commenced as minors and completed or left the training as adults. <i>For records relating to school-based apprentices and trainees, refer to Admissions – student file – primary and secondary school students.</i> <i>For records relating to misconduct, refer to Student Conduct.</i> Retention period & trigger 7 years after business action completed.	Under Chapter 2 of the <i>Further Education and Training Act 2014</i> an apprenticeship or traineeship may be declared and outlined in a contract based on variable circumstances of the apprentice, trainee or employer. Students who undertake apprenticeships or traineeships through a registered training organisation are expected to comply with the organisations requirements. The organisation maintains the records of the individual students. School based apprenticeships and traineeships are managed in accordance with Chapter 2 Part 4, Chapter 9 Part 4, and Chapter 10, of the <i>Education (General Provisions) Act 2006</i> to provide an opportunity for young people (usually in Years 11 and 12) to participate in training and work as paid employees while completing senior schooling. These records are created and maintained within regions or centrally within the student management system. Regulatory requirements: <i>Education (General Provisions) Act 2006 – Section 238</i> <i>Further Education and Training Act 2014</i> <i>Limitation of Actions Act 1974</i> User Choice 2010 – 2016 Policy Business requirements: Student files are kept electronically and in hard copy depending on the record and format. To comply with the AQF Issuance Policy requirements around verifying and issuing qualifications and statements of attainment, QATC must retain records of assessment (e.g. assignments & examination scripts) and other documentation necessary to prove completion of requirements by students (e.g. attendance and placement performance records). These records meet that requirement. This record class excludes student records of statements of attainment that must be kept for 30 years to comply with condition 6 of the AQTF and SNR12 & 23 of the new NVR Standards require a provider to retain client records of attainment of units of competency and qualifications for a period of thirty years. <i>Limitation of Actions Act 1974</i> Part 2 Section 10, states that claims relating to actions of contract and tort and certain other areas can be actioned up to 6 years after the event or action first arose. The recommended seven year retention is consistent with other jurisdictions schedules and the previous schedule. Community expectation: That records of trainees and apprentices are created and maintained as per legislation and that a record of qualifications and achievements is available to trainees and apprentices for a period of time after completion. Comparison with other schedules' retention period: <i>Records of Higher and Further Education Institutions Victoria PROV 02/01 – Student enrolment – Destroy</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
		7 years following date of enrolment. <i>Vocational Education and Training Records of the Institute of TAFE Tasmania</i> DA 2183 – Records supporting enrolment – Destroy 7 years after action completed. <i>Technical and Further Education Retention and Disposal Schedule</i> QDAN 588: • reference 2.1.3 – Apprenticeships and Traineeships – Correspondence – Retain for 2 years after last action • reference 2.1.4 – Apprenticeships and Traineeships – Records relating to apprentice/traineeship students including training plans, allocations agreements, etc. – Retain for 7 years after last action • reference 2.5.1 – Enrolment – Enrolment records including subject selection and change-of-advice forms, withdrawals from course of study and transfers between institutes – Retain for 7 years after data entry in CAP database has been verified • reference 2.5.2 – Enrolment – Student admission and class allocation records recorded in CAP database administered by TAFE Queensland – TAFE Queensland to retain for 7 years after last action • reference 2.5.4 – Recognition of Current Competencies – Credit transfer documentation, exemptions (academic) – applications and approval records – Retain for 7 years after last action • reference 2.5.5 – Recognition of Prior Learning (RPL) documents – Retain for 7 years after last action. • reference 2.5.7 – Student files – Retain for 7 years after last action.
2343	Admissions – unsuccessful applications Records relating to applications for enrolment into a program, activity or school that is unsuccessful or where an applicant did not commence at the school. Retention period & trigger 2 years after business action completed.	Date authorised: 14 November 2018 Background/business process: <u>Primary and secondary schools</u> All eligible children and young people are entitled to 26 semesters of state education (including Prep) and are able to enrol in any state primary and secondary schools unless there is an enrolment management plan in place. This means students may not be entitled to enrol unless they live within the local catchment area, or, for students from outside the local catchment area, have met eligibility criteria contained in the plan. Other conditions may also affect a prospective student's entitlement to enrolment. <u>State special schools</u> Under sections 166 and 167 of the <i>Education (General Provisions) Act 2006</i> the Chief Executive of the Department of Education and Training is responsible for determining whether a prospective student does or does not satisfy the requirements for referral for enrolment in a special school. The Minister's policy for the criteria to decide whether a person is a person with a disability, for the purpose of enrolment in state special schools, is that the person must meet the following criteria:

Disposal authorisation	Record class and retention period	Justifying the retention period
		- the person has a disability as defined by the <i>Disability Discrimination Act 1992</i> (DDA) - the person has a severe disability which includes an intellectual disability - the person is unlikely to attain the levels of development of which the person is capable unless the person receives special education - the person's educational program is best delivered in a special school taking into account the appropriateness of this placement for the individual concerned. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Chapter 8, Part 1, Division 2, Sections 157- 163; 166 and 167 Business requirements: This record class for unsuccessful enrolment applications is created and maintained within schools and allows for the disposal of these short term records instead of maintaining them until the applicant is 27 years of age. The retention period for these unsuccessful enrolment applications will meet the departments business, community and statutory requirements. Community expectation: That records regarding unsuccessful applications are created and maintained by the authority who makes the decision. These should be held for a time required for an appeal process or other legal matters. Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule</i> QDAN 588 – Reference 2.1.2 – Application/Selection unsuccessful – Destroy 2 years. <i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA141 – Reference 6.2.1 – Admission unsuccessful – Destroy 2 years.

ASSESSMENT

The activity of determining a student's progress towards planned learning outcomes through observations, assignments, tests, etc. and collecting information as evidence of student learning. Some assessment also measures student achievement relative to other students in school curriculum. Includes assessment records, e.g. mark books and samples of assignments or work submitted by students and assessment through a recognition of prior learning pathway.

Disposal authorisation	Record class and retention period	Justifying the retention period
2345	Assessment –	Date authorised: 14 November 2018

Disposal authorisation	Record class and retention period	Justifying the retention period
	completed Records relating to completed assessments for all students. Assessment instruments may include, but are not limited to: • criteria • marking guide • observation checklists • tests. Retention period & trigger 5 years after business action completed.	Background/business process: The <i>National Vocational Education and Training Regulator Act 2011</i> states that Vocational Education and Training providers have a scope of registration which outlines the qualifications and courses that each provider is able to deliver. Part of the scope of registration includes that it will allow a National Vocational Regulator (NVR) registered training organisation to: • provide training and assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation • provide assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation. Assessment is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration and is required as proof that a student, apprentice or trainee possesses the appropriate skills and knowledge for the attainment of the qualification. Regulatory requirements: <i>National Vocational Education and Training Regulator Act 2011</i> <i>Education (General Provisions) Act 2006</i> Standards for NVR Registered Training Organisations 2012 AQF Qualifications Issuance Policy Business requirements: Under the Australian Qualifications Framework, a senior secondary certificate of education qualification may only be issued by an organisation that is authorised for that purpose by the relevant government and meets any government standards for the sector. Assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification. Issuing organisations must issue qualifications consistent with the AQF Qualifications Issuance Policy. The recommended retention period supports the curriculum and training product activity of reviewing which has a review cycle and retention of five years. Community expectation: That assessment strategies meet the requirements of relevant standards and are retained for a period of time as evidence of appropriate training and assessment. Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.2.3 – Master</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
		copy of assessor's marking guide, criteria and/or observation checklists, tests and assignments – Retain for 7 years from date assessment was last issued. <i>Queensland Agricultural Education Sector Retention and Disposal Schedule</i> QDAN 704 – Reference 10.2.1 – Assessment instruments – Retain for 30 years after cessation of delivery of course or unit.

GRADUATION

The activity associated with the conferral of an academic award following the completion of course or program requirements. Also includes the award of honorary degrees to persons external to the university.

INCIDENTS

The activity associated with an occurrence or event which causes physical, emotional, or psychological injury or damage, either human caused or natural phenomena, which requires action to ensure the safety of people, to prevent or minimise loss of life or to prevent damage to property and/or natural resources. Includes an incident which occurs at an educational premise or at a child care provider that may or may not cause disruption to services or precipitate a crisis.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2352	Recipient register Register of recipients of scholarships, grants and bursaries whether awarded by the department or an external organisation. Retention period & trigger Permanent. Transfer to QSA after business action completed.	Date authorised: 14 November 2018 Background/business process: Award recipients are published as part of the award processes and presentations. Historical lists of award, scholarship and bursary recipient registers are made available to the community. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 368 refers to the conditions a scholarship may be granted. Business requirements: This record class is created and maintained within the department and is required for the management of awarding recipients' scholarships. The retention period for these scholarship recipient registers will meet the department's business and statutory requirements. The retention period is consistent with the Queensland, Victorian, New South Wales, South Australia and Tasmanian schedules. Permanent retention criteria: These records have a significant impact on individuals as outlined in Characteristic 4 of the Queensland

Disposal Authorisation	Record class and retention period	Justifying the retention period
		State Archives (QSA) Appraisal Statement. These records also provide evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research. Community expectation: The department will maintain these scholarship recipient registers as historical information due to the longevity of these scholarships. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.3/C80 – Award Recipients – Permanent. <i>Records of Higher and Further Education Institutions</i>, Victoria PRO 02/01 – Reference 7.1.0 – Establishment/Management of scholarships/prizes, includes recipient register – Permanent. <i>Functional records of the Department of Education, Tasmania</i> DA 2281 – Reference 01.06.03 – Records of recipients of awards – Permanent. <i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA 141 – Reference 18.23.1 – Records relating to the process and activities for awarding prizes including donations from individuals, companies, industry associations and professional associations – Required as State archives. <i>General Disposal Schedule for Public Primary and Secondary Schools, South Australia</i> GDA 23 – Reference 4.5.4 – Lists and summaries of recipients of various academic awards – Permanent.
2353	Scholarships, prizes, awards and bursaries – applications Records relating to the administration of applications for scholarships, grants and bursaries awarded by the department. Includes unsuccessful applications. Retention period & trigger 7 years after announcement date.	Date authorised: 14 November 2018 Background/business process: The awarding of scholarships, prizes, awards and bursaries to students or potential students encourages excellence and assistance to students. Scholarships, prizes, awards and bursaries require applications from individuals with evidence of merit. Application processes are outlined on entries. Business requirements: Applications and supporting documentation are submitted for a judging panel to determine recipients based on the terms of the awards and the merit displayed by the recipient. As some awards come with financial assistance, the recommended retention period & trigger supports financial record retention requirements and any appeal process timeframes. The recommended seven year retention period is consistent with the Victorian and South Australian schedules, but is inconsistent with Tasmania, New South Wales and Queensland schedules. The department considers the seven years adequately meets their financial requirements. Information about the awards may be found in the recipient register, student files and other award management records.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Community expectation: That applications for scholarships, prizes, awards and bursaries are created as part of the process and retained for a period of time to meet any appeals or legal dealings. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v3</i> – Reference 601.3/C75 – Applications for scholarships, prizes, awards, bursaries and fellowships – Retain until end of the appeal period. <i>Records of Higher and Further Education Institutions, Victoria PRO 02/01:</i> - reference 7.2.0 – Application/selection process – successful applicants – Destroy 7 years following completion of delivery of scholarship/prize to applicant - reference 7.3.0 – Application/selection process – unsuccessful applicants – Destroy 1 year following date of decision. <i>Functional records of the Department of Education, Tasmania DA 2281</i> – Reference 06.38.06 – Records relating to the nomination and selection of recipients of awards – Destroy 5 years after action completed. <i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA 141</i> – Reference 18.23.2 – Records relating to the establishment and administration of donations made to recognise students who achieve outstanding merit in their qualifications. Includes the election of students for prizes – Retain a minimum of 10 years after action completed, then destroy. <i>South Australia – South Australian Universities GDS24:</i> - reference 10.3.5 – Successful applications and administrative arrangements for the delivery of specific awards and prizes to students – Destroy 7 years after action completed - reference 10.12.4 – Successful applications and administrative arrangements for the delivery of specific scholarships to students – Destroy 7 years after action completed.

Disposal authorisation	Record class and retention period	Justifying the retention period
2354	Behaviour management Records relating to behaviour management strategies and delegations. Includes codes of conduct or behaviour for students. Excludes punishments	Date authorised: 14 November 2018 Background/business process: Behaviour management within schools is managed supportively to achieve a positive learning environment for the benefit of students, staff and parents. Corporal punishment is not allowed in Queensland state schools. All state schools are required to have an approved Responsible Behaviour Plan for Students that articulates a range of responses including whole school, targeted and intensive behaviour support as a means of facilitating positive learning and responsible behaviour in students.

Disposal authorisation	Record class and retention period	Justifying the retention period
	imposed on individuals – see student file. Retention period & trigger 7 years after superseded.	A Code of School Behaviour was developed for state schools to deliver the best possible outcomes for students and promote the development of responsible behaviour. School communities use the code as a basis for providing: • positive support to promote high standards of achievement and behaviour • clearly articulated responses and consequences for inappropriate behaviour. Schools provide a safe, supportive and disciplined learning environment in many ways, including: • inclusive and engaging curriculum and teaching • positive interpersonal relationships between staff, students and parents • fair, safe practices • non-discriminatory language and behaviours • reducing possible barriers to learning, especially for those most at risk • consideration and use of suspension, exclusion and cancellation of enrolment, only when all other approaches have been exhausted. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Education (General Provisions) Regulation 2006</i> Business requirements: The recommended retention period is consistent with Tasmania and the GRDS. However, it does differ to other jurisdictions. From the department's perspective, plans are generally reviewed regularly. However, given the contents in plans may carry over to subsequent years, a seven year retention period ensures that plans will remain available for reference for a sufficient length of time (e.g. for reference in subsequent planning cycles and to analyse school trends). The recommended seven year retention period meets the business needs of education providers. Community expectation: That records relating to student behaviour are created and maintained as per legislation. Comparison with other schedules' retention period: <i>Queensland General retention and disposal schedule:</i> • reference 1011 – Records of delegations of authority issued to public authority staff, excludes financial delegations – Retain for 7 years after authorisation ceases. • reference 1030 – Specific purpose plans – final – Retain for 7 years after plan is superseded. <i>General Retention and Disposal Schedule for School Records, Victoria PROS01/01 – Reference 3.1.0 – Records relating to student policy, procedures, strategies, code of conduct and behaviour – Permanent.</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Functional records of the Department of Education, Tasmania</i> DA 2281 – Reference 06.36.01 – Records documenting the implementation of standards, regulations and codes of practice to education and student support – Destroy 7 years after action completed. <i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA 141 – Reference 18.27.4 – Records relating to the establishment of standards for student behaviour – Retain a minimum of 10 years after superseded, then destroy. <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools</i> GDS22 – Reference 4.6.4 – Records relating to the provision of information concerning behaviour and discipline within the school – Retain until 2020, retention subject to a review at that date. Previous schedules: <i>Department of Education and Training – Retention and Disposal Schedule for Education Records</i> QDAN 364 v2 – Reference 1.149 – Supportive School Environment – Behaviour Management Procedures – Destroy 10 years from date of last action.

Disposal authorisation	Record class and retention period	Justifying the retention period
2358	Applications – unsuccessful Records relating to the unsuccessful applications for residential/boarding accommodation for students. Retention period & trigger 1 year after business action completed.	Date authorised: 14 November 2018 Background/business process: Process as above. Applications for accommodation that are unsuccessful may relate to: • availability of space at schools • student does not have the appropriate student visa • availability of approved homestay families. Accommodation provided directly through schools may be limited and where applications are greater in number than availability, applications may be held in the event that a placement becomes available. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 15 <i>Residential Tenancies and Rooming Accommodation Act 2008</i> <i>Residential Services (Accreditation) Act 2002</i> Business requirements: Applications are submitted each semester. The retention of unsuccessful applications for one year allows for reconsideration when a position becomes available during the semester. The Residential Tenancies and Rooming Accommodation Regulation 2009 details requirements under the

Disposal authorisation	Record class and retention period	Justifying the retention period
		Act. The longest retention period required for records under the Act and Regulations applies to exit condition reports (Act s.66, Reg s.40) which must be kept at least one year after the agreement ends. The recommended one year retention period meets the residential tenancy legislative requirements and is consistent with Queensland and other jurisdictions' schedules. Community expectations: That student information is retained for waiting list purposes in line with legislation to accommodate student requirements as vacancies arise. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.2/C201 – Accommodation applications – unsuccessful – Retain for 6 months after semester commenced.
2359	Code of conduct Code of conduct for students in residential/boarding accommodation. Includes codes outlining the required behaviours and actions of international students enrolled in state schools and approved homestay providers. <i>For records related to individual agreements and contracts with students, see Applications (residential/boarding accommodation) – successful.</i> Retention period & trigger Until superseded.	Date authorised: 14 November 2018 Background/business process: Educational institutions are committed to providing a safe and secure working environment for all students and staff and to ensure all employees demonstrate a high standard of ethical conduct in both their work and private lives and that schools recognise the reciprocal relationship between academic success and social behaviour. This record class consolidates the requirements under the National Code 2007. Education Queensland International (EQI) is obliged to ensure the safety and well-being of an international student enrolled in an EQI program. EQI summarise the National Code requirements into key responsibilities for students, schools and EQI in the Code of Conduct and their International Student Program Terms and Conditions of Enrolment into courses. Codes of conduct are written to outline expectations of student behaviour in accommodation and to encourage and support responsible behaviour of school students. These codes are included in the terms and conditions for the provision of accommodation. This record class excludes the individual students' contracts and written agreement (contained in the applications – successful record class) with accommodation providers about their accommodation requirements and their behaviour during their residency. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Chapter 12 Business requirements: Students code of conduct support good order and management of state educational institutions and non-state schools as outlined in Chapter 12 of the <i>Education (General Provisions) Act 2006</i>. The code:

Disposal authorisation	Record class and retention period	Justifying the retention period
		• forms part of the broader requirements by the department to ensure a safe and secure environment for students • is based on the National Code. This State's adaptation will be maintained and updated according to ongoing national requirements • is written into the agreements and the terms and conditions of enrolment made with students. The recommended retention of 'until superseded' meets business requirements. Evidence of the code at a given time will be accessible from the terms and conditions of enrolment contained in individual agreements. Community expectations: That students are made aware of behavioural expectations and that codes of conduct are available to support good management of student residential accommodation and in line with legislation. Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v3</i> – Reference 601.3/C152 – Accommodation code of conduct – Retain for 5 years after last action. <i>Department of Education and Training, New South Wales DA 141</i> – Reference 18.2.2 – Accommodation – Records relating to routine arrangements for the operation of residential accommodation for students. Includes setting of fees, accommodation reports and complaints – Retain for a minimum of 2 years after action completed, then destroy.

OUT OF HOURS CARE

The provision of out of hours care, including vacation care, where the service is provided directly by the school or where, for other reasons (such as contractual agreements), the school has a responsibility for control of the records in accordance with the Education and Care Services Act 2013 and the Child Care Regulation 2003. Includes compliance with relevant standards of practice, promotion of services and vacation programs for children.

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- *agreements*
- *asset management*
- *centre evaluations*
- *complaints against out of hours care providers*
- *development*
- *fleet management*

- operational requirements including the physical activity and nutrition outside school hours policy
- personnel records including scheduling, breaks, attendance
- tendering

SPECIALIST SERVICES

The activity of planning for and providing services (normally by specialists) that support all students to maximise educational outcomes. Includes specialist advisory, guidance, and therapy services to individual students.

Disposal authorisation	Record class and retention period	Justifying the retention period
2360	Guidance – career Records relating to career guidance and counselling provided to students including course/subject changes, career guidance and general matters. Records may include, but are not limited to: • career directions advice • suitability and prerequisite qualifications. Retention period & trigger 5 years after enrolment ceases.	Date authorised: 14 November 2018 Background/business process: Guidance officers help all students and their families get the most out of their school years. They help with career planning, but can also provide advice about support programs and access to helpful resources. Guidance officers: • provide guidance and counselling services to students and their families to help guide students' personal and social development • identify individual's barriers to learning and help plan support programs • provide advice about education and career pathways, and can help define and coordinate a career pathway. Students have a range of options to find out about careers. These include programs like: • Myfuture – a joint initiative of the Australian, state and territory governments. It includes an extensive resource centre and career planner • My Career Match – allows students to build a profile of themselves and create a career path report • career counselling assists students with the above and other career counselling initiatives. Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Business requirements: In today's world of work the term 'career' is seen as a continuous process of learning and development, which can involve a range of jobs and different types of employment. The role of a career guidance officer identifies the needs and requirements of individuals and provides guidance to students on the opportunities for the future. The recommended five year retention period is not consistent with Queensland and other jurisdictions schedules, however, it does meet education providers' needs, i.e. five years is adequate to

Disposal authorisation	Record class and retention period	Justifying the retention period
		keep updated on the guidance and pre-requisite qualifications advice that continual change in the career market. Community expectations: That specialist counselling is available to students to assist with their career decision options and that records are maintained by the counsellors and schools in line with legislation. Comparison with other schedules' retention period: <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 9.3.1 – Counselling – academic and career – Retain for 1 year after last action. <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools</i> GSD 22 – Reference 4.8.2 – Records relating to careers counselling and advice – Destroy 1 years after student leaves school. <i>Retention and Disposal Schedule for Records of Higher and Further Education Institutions</i> – PROV 02/01 – Reference 13.1.0 – Career counselling – Destroy 2 years from date of last contact.

STUDENT PROTECTION

The activity of providing safe and supportive learning environments and responding when an employee or visitor of an educational institution reasonably suspects harm or a risk of harm to students. Includes measures implemented to prevent harm.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- *community engagement*
- *funding – state and federal funding of programs*

Disposal authorisation	Record class and retention period	Justifying the retention period
2361	School health nurse and clinics – Clinical records – adults Records displaying evidence of clinical care to an individual student who is an adult. Retention period &	Date authorised: 14 November 2018 Background/business process: As above. Regulatory requirements: As above. Business requirements: The recommended retention is not consistent with other jurisdictions' schedules. However, from a Queensland perspective, these records must be made available in the event of legal action arising from a

Disposal authorisation	Record class and retention period	Justifying the retention period
	trigger 10 years after last patient service provision or medico-legal action.	breach of contract under s.10 (1)(a) of the <i>Limitation of Actions Act 1974</i> which allows an action to be brought up to six years from the date of the cause of action. The proposed retention period exceeds the six years (allowed for under existing claim periods) and an additional three years (in line with Queensland's approach to being a model litigant). This is to make the retention consistent with clinical records covered in Queensland's Health Sector and Universities Sector schedules. Comparison with other schedules retention periods: <i>Health Sector (Clinical Records) Retention and Disposal Schedule</i> QDAN 683 v1 – Reference 1.1 – Clinical Records – Adults - Retain for 10 years after last patient/client service provision or medico-legal action. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.2/C235 – Clinical records adults – Retain for 10 years after last patient service provision or medico-legal action. <i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> PROS 02/01 – Reference 18.1.0 – Patient Management – Destroy 7 years following last attendance, or access on behalf of the patient, provided the patient has reached 25 years of age. <i>General Disposal Schedule for Universities</i>, South Australia GDS 24 – Reference 11.7.2 – Client records relating to health services. Includes client files of both adults and minors – Destroy 30 years after action completed.

LEGACY RECORDS

This section covers legacy records of the Department of Education and Training and TAFE Queensland from 1925 to 2005.

DISPOSAL AUTHORISATIONS IN THE EDUCATION AND TRAINING SECTOR RETENTION AND DISPOSAL SCHEDULE THAT HAVE BEEN REPEALED BY THE STATE ARCHIVIST IN 2024

The 2020-2023 review of the *Education and Training Sector retention and disposal schedule* was primarily focussed on developing and reviewing proposed disposal authorisations relating to records of importance to vulnerable persons. However, as part of this schedule review, it was agreed that some disposal authorisations in the *Education and Training Sector retention and disposal schedule* would be repealed by the State Archivist in 2024.

For ease of use and reference, included below is a list of repealed disposal authorisations from the *Education and Training Sector retention and disposal schedule* with information on the reason for the decision to repeal.

Please note, repealed disposal authorisations can no longer be used by an agency to manage and dispose of public records.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
2289	Accreditation – applications for accreditation and funding eligibility of non-state schools Records relating to applications for the accreditation of non-state schools, applications for changes in accreditation attributes for provisionally accredited and accredited schools and application for a change in provisional accreditation period in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2017</i> (Qld) and any other predecessor legislation. Includes records relating to applications for eligibility for government funding and recommendations to the Minister about such applications.	Repeal of disposal authorisation due to updates to the scope of this disposal authorisation and the development of legacy disposal authorisations relating to the provisional accreditation of non-state schools.
2298	Applications – early childhood services refused Records relating to licences refused under the <i>Education and Care Services Act 2013</i> (Qld) and any other predecessor legislation which includes, but is not limited to, licences for: • provider approval • service approval • supervisor certificate.	Repeal of disposal authorisation due to merge with draft disposal authorisation Licence applications – early childhood services granted or refused to form a new disposal authorisation concerning licence applications granted and refused for early childhood services.
2303	Master copy – assessment Master set of examination questions used to support assessment of school, training and vocational education.	Repeal of disposal authorisation due to agency decision to manage all records of this type under disposal authorisation 2345.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
2304	<i>Product – development – training and vocational</i> Records relating to the development of resources, assessment and reporting materials to address learning areas within training and vocational courses in compliance with the Australian Quality Framework (AQF). Records may include, but are not limited to: • accredited curriculum documentation • national training packages • syllabus documents.	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.
2305	<i>Product – non-accredited</i> Records relating to non-accredited short courses developed to provide training in highly specialised areas and do not result in a formal qualification. Records may include, but are not limited to: • supporting materials • syllabus documents.	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.
2306	<i>Curriculum – planning and delivery</i> Records relating to the development of teacher resources supporting the delivery of Qld curriculum and national frameworks into schools and care services. Records may include, but not limited to: • distance education • early years learning framework • Queensland kindergarten learning guideline • Queensland Curriculum • the Australian Curriculum • the National Quality Framework (early childhood education and care). Records may include, but are not limited to: • advice • assessment methods • curriculum intent • guidelines • program and activity plans	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	- teaching resources - unit level plans - whole school level plans - work plans - year level plans.	
2307	Teaching resources Records relating to detailed lesson descriptions developed by teachers. Records may include, but are not limited to: - checklists - lesson plans - research notes - list of materials.	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.
2308	Resources and materials Records relating to resources and materials used in course and unit delivery. Excludes curriculum development and content records. Records may include, but are not limited to: - annual book lists - applications (i.e. SPEAK Ap) - audio visual teaching aids - brochures - class notes - course handbooks - online materials - readings - secondary products - self-assessment exercises - study guides - subject and course outlines/profiles.	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.
2314	School property records Records relating to school property for all schools where construction commenced on or before 23 December 1996, but which have not been	Repeal of disposal authorisation because there is existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i>

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	subject to a native title claim. These records are required in the event of a future native title claim on all or some of the school property. Records may include, but are not limited to: • certificates of title for property • correspondence (including emails) and delegate's approval briefs relating to significant events affecting the property, e.g. approval of acquisition and disposals • Crown law and other legal advice (including LALB advice) • easement documentation and easement survey plans, car park excision and resumption details as applicable • executive approvals • facilities maps, building drawings and plans • financial records relating to budget payments • historical books • invoices for facilities, buildings, pipelines, fencing, etc. • invoices for payment of fencing works, site clearing, acquisition, payment of suppliers of public works construction and materials, survey plans • photos of ceremonial opening plaques • photos of clearing of site, opening ceremonies, facilities photos, aerial photos (particularly those aerial photos with dates evidencing the before and after clearing of the site and subsequent establishment of the public works) • reserve searches • site inspections • survey plans • tenure records including permits to occupy, leases, licences, joint development agreements. <i>For records relating to school properties where construction commenced on or after 24 December 1996, refer to the General retention and disposal schedule (GRDS).</i> <i>For schools subject to native title claims, see Native title areas – claim assessments.</i>	(GRDS).
2320	Food service operations – Incidents – adults	Repeal of disposal authorisation because there is

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	Records of internal and external investigations into food-related complaints involving adults. Records may include, but are not limited to: • directions issued by Queensland Health under section 271 (2) or 271(D) of the Food Act 2006 • incident reports • notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the Food Act 2006 • results of food tests. <i>For records relating to cases which result in claims for compensation, refer to the General retention and disposal schedule (GRDS).</i>	existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i> (GRDS).
2321	Food service operations – Incidents – minors Records of internal and external investigations into food-related complaints involving minors. Records may include, but are not limited to: • incident reports • results of food tests • notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the Food Act 2006 • directions issued by Queensland Health under section 271 (2) or 271(D) of the Food Act 2006. <i>For records relating to cases which result in claims for compensation, refer to the General retention and disposal schedule (GRDS).</i>	Repeal of disposal authorisation because there is existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i> (GRDS).
2328	School, early childhood education and care and institute awards – significant Records relating to the conferring of significant awards, honours and prizes on a school, early childhood education and care centre or institute. Includes awards in recognition of achievements or service and awards given as part of reward and recognition programs. Records may include, but are not limited to:	Repeal of disposal authorisation because there is existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i> (GRDS).

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	• nominations • outcomes • registers. <i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i>	
2329	<i>School, early childhood education and care and institute awards – other</i> Records relating to the conferring of minor awards, honours and prizes on a school, early childhood education and care centre or institute. Includes awards in recognition of achievements or service and awards given as part of reward and recognition programs. Records may include, but are not limited to: • nominations • outcomes • registers. <i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i>	Repeal of disposal authorisation because there is existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i> (GRDS).
2333	<i>Complaints against non-state schools or governing bodies of non-state schools – significant</i> Records relating to complaints against a non-state school or governing body of a non-state school that have a major impact on policy or procedure. Records may include, but are not limited to: • complaints • compliance notice • decisions • further information or other correspondence relating to the complaints • reviews • show cause notice. <i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i>	Repeal of disposal authorisation due to merge with disposal authorisation 2334 to form a new disposal authorisation concerning significant complaints.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
2334	<i>Complaints against state education institutions – significant</i> Records relating to complaints, lodged either informally or formally, against a school employee by a student or parent/guardian on behalf of a student that have a major impact on policy or procedure. Includes complaints handled internally and complaints referred to an external body or referred for external review. May also be referred to as grievances. Records may include, but are not limited to: • applications for external review • complaints • decisions • interview transcripts • investigation notes • minutes of meetings • recommendations • referrals • reports. <i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i>	Repeal of disposal authorisation due to merge with disposal authorisation 2333 to form a new disposal authorisation concerning significant complaints.
2338	<i>Ceremonies – opening and naming</i> Records relating to opening and naming ceremonies in honour of the establishment of new schools, institutes and early childhood education centres. Records may include, but are not limited to: • invitations • ministerial approvals • openings • photographs • programs • reports.	Repeal of disposal authorisation because there is existing appropriate disposal coverage for records in the <i>General retention and disposal schedule</i> (GRDS).
2339	<i>Special needs arrangements</i> Records relating to the provision of specialist services or assistance to	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	eligible recipients (such as a person with a disability). Records may include, but are not limited to: • agreements • funding applications • plans • reports.	number to be issued and authorised by the State Archivist.
2341	<i>Admissions – student file – Aboriginal and Torres Strait Islanders</i> Records relating to all aspects of compulsory primary and secondary education student management from enrolment to leaving school for students that identify as Aboriginal and Torres Strait Islander. Records may include, but are not limited to: • career information • compulsory schooling exemptions and cancellations • custody particulars/family court orders • distance education • early childhood education for Higher Education Development Program (HEDP) and Overall Position (OP) enrolment • early entry requests and approvals • enrolment agreements • enrolment forms • exclusion and suspensions • extracurricular activities • individual education plans • personalised learning including special education and specialist services • positive behaviour (captains, student council representatives) • references • refusals • religious instruction notifications and consents from parent/guardian • school-based apprenticeships and traineeships • school-based permissions (consent forms)	Repeal of disposal authorisation due to merge with new disposal authorisation 2710 to manage all school files for primary and secondary school students in a single disposal authorisation.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	• semester allocations • sensitive case notes • show cause notices • student assessment (reports to parent/guardian, testamurs) • student protection • student record cards • transfers • transport • work experience. <i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i> <i>For records relating to primary and secondary students that do not identify as Aboriginal and Torres Strait Islander, refer to Admissions – student file – primary and secondary school students.</i> <i>For records relating to parental permissions, refer to Attendance – parent/guardian permissions.</i> <i>For records relating to assessments and assignments, refer to Assessment.</i> <i>For records relating to misconduct, refer to Student Conduct.</i>	
2344	Academic record Official academic records of student, trainee and apprentice achievement once all results have been accepted by all parties. Records may include, but are not limited to: • certificate of achievement (senior certificate, Queensland certificate of education) • details maintained in electronic student management systems • register of certificates and statements issued • statements of results.	Repeal of disposal authorisation due to significant changes to scope of disposal authorisation – new disposal authorisation number to be issued and authorised by the State Archivist.
2346	Assessment – results Records relating to the results of internal, individual examinations or assignments. Records may include, but are not limited to:	Repeal of disposal authorisation due to change in disposal trigger – new disposal authorisation number to be issued and authorised by the State Archivist.

Repealed Disposal Authorisation Number	Repealed Disposal Authorisation	Repeal Decision
	• assignments • examinations • marks provided for works • records of oral comments on works • summary of feedback to student • written comments on works. <i>For official academic record, see 2344.</i>	