

EDUCATION AND TRAINING SECTOR RETENTION AND DISPOSAL SCHEDULE

Authorised 4 July 2024

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of public records of early childhood education and care, school education, training, and skilling created by the Education and Training Sector.

Where printed, this reproduction is only accurate at the time of printing.

Please refer to the [Queensland Government \(For Government\) website](#) for the current, authorised version.

Using this schedule

The *Education and Training Sector retention and disposal schedule* (the Schedule) authorises the disposal of public records, which can include data and information, created or received by the Education and Training Sector.

Unless otherwise specified or excluded in the scope of the disposal authorisation, this Schedule applies to:

- all public authorities within the Education and Training Sector
- public records created in any format including, but not limited to, paper and electronic records.

The Schedule can be used in conjunction with the *General retention and disposal schedule* (GRDS) and the *General retention and disposal schedule – Lite* (GRDS Lite). Disposal authorisations in the Common Activities section of the GRDS and the GRDS Lite may be applied to any function undertaken by a public authority, provided the minimum retention period meets all of the public authority's specific regulatory requirements.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Education and Training Sector is responsible for the Schedule. In the event of an administrative change, or the transfer of a function from one public authority to another, this Schedule will continue to apply to the public records described by the Schedule. For further advice on authorised retention and disposal schedules following administrative change, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government \(For Government\) website](#).

Repealed retention and disposal schedules must not be used to dispose of public records. Repealed schedules include:

- Early Childhood Education and Care retention and disposal schedule (QDAN691 v.1) issued 20/08/2013
- Department of Education, Training and the Arts – Training Services (Electronic Records) retention and disposal schedule (QDAN427 v.2) issued 5/04/2007
- Non-State Schools Accreditation Board retention and disposal schedule (QDAN599 v.1) issued 9/02/2004
- General Retention and Disposal Schedule – Technical and Further Education Institutes (QDAN588 v.1) issued 8/08/2003
- Wide Bay Institute of Technical and Further Education retention and disposal schedule (QDAN569 v.1) issued 24/06/2002
- Barrier Reef Institute of Technical and Further Education retention and disposal schedule (QDAN539 v.2) issued 21/12/2001
- Department of Employment and Training – Office of the Industry and Commerce Training Commission retention and disposal schedule (QDAN547 v.1) issued 4/10/2001
- Barrier Reef Institute of Technical and Further Education retention and disposal schedule (QDAN539 v.1) issued 26/07/2001
- Education Queensland (School for the Blind and Deaf and School for the Deaf) retention and disposal schedule (QDAN513 v.1) issued 8/09/2000
- Education Queensland retention and disposal schedule (QDAN509 v.1) issued 29/08/2000
- Education Queensland (Wellcamp and Oakleigh State Schools and Estrays) retention and disposal schedule (QDAN492 v.1) issued 18/04/2000
- Education Queensland (Miscellaneous Schools) retention and disposal schedule (QDAN488 v.1) issued 31/03/2000
- Education Queensland (Miscellaneous Operational Records) retention and disposal schedule (QDAN458 v.1) issued 21/12/1999

- Education Queensland – Film and Video Library retention and disposal schedule (QDAN460 v.1) issued 16/11/1999
- Education Queensland (Miscellaneous Records) retention and disposal schedule (QDAN459 v.1) issued 27/10/1999
- Southbank Institute of Technical and Further Education retention and disposal schedule (QDAN421 v.2) issued 11/10/1999
- Brisbane Institute of Technical and Further Education (Miscellaneous Records) retention and disposal schedule (QDAN452 v.1) issued 11/10/1999
- Southbank Institute of Technical and Further Education retention and disposal schedule (QDAN421 v.1) issued 24/05/1999
- Department of Employment, Training and Industrial Relations retention and disposal schedule (QDAN427 v.1) issued 21/05/1999
- Department of Employment, Training and Industrial Relations – Recruitment Branch retention and disposal schedule (QDAN401 v.1) issued 12/03/1999
- Gold Coast Institute of Technical and Further Education retention and disposal schedule (QDAN392 v.1) issued 11/02/1999
- Education Queensland (School Survey Records) retention and disposal schedule (QDAN365 v.1) issued 4/11/1998
- Education Queensland (School Records) retention and disposal schedule (QDAN364 v.1) issued 4/11/1998
- Department of Training and Industrial Relations – Maryborough Office retention and disposal schedule (QDAN305 v.1) issued 16/06/1998
- Education Queensland (Salary Cards) retention and disposal schedule (QDAN252 v.1) issued 22/12/1997
- Department of Training and Industrial Relations – Training Services retention and disposal schedule (QDAN248 v.1) issued 28/11/1997
- Department of Training and Industrial Relations – Skills Recognition Branch retention and disposal schedule (QDAN242 v.1) issued 17/11/1997
- Department of Training and Industrial Relations (Complaint and Examination Records) retention and disposal schedule (QDAN214 v.1) issued 26/09/1997
- Department of Training, Employment and Industrial Relations – Training Queensland retention and disposal schedule (QDAN200 v.1) issued 25/08/1997
- Department of Training and Industrial Relations – Training Queensland retention and disposal schedule (QDAN188 v.1) issued 1/09/1997
- Department of Training and Industrial Relations – TAFE Queensland retention and disposal schedule (QDAN183 v.1) issued 29/08/1997
- Department of Training and Industrial Relations – Training Queensland retention and disposal schedule (QDAN187 v.1) issued 4/08/1997
- Department of Training and Industrial Relations – TAFE Queensland retention and disposal schedule (QDAN167 v.1) issued 11/07/1997
- Education Queensland – Student Test Records retention and disposal schedule (QDAN163 v.1) issued 30/06/1997
- Gold Coast Institute of Technical and Further Education retention and disposal schedule (QDAN116 v.1) issued 7/05/1997
- Department of Training and Industrial Relations – TAFE retention and disposal schedule (QDAN127 v.1) issued 22/04/1997
- Department of Training and Industrial Relations (Miscellaneous Records) retention and disposal schedule (QDAN110 v.1) issued 4/04/1997
- Department of Training and Industrial Relations – Information Technology Branch [SPIDER] retention and disposal schedule (96/0057) issued 23/12/1996
- Department of Training and Industrial Relations – Information Technology Branch [TRPPS] retention and disposal schedule (96/0058) issued 23/12/1996
- Bremer Institute of Technical and Further Education (Miscellaneous Records) retention and disposal schedule (96/0074) issued 23/12/1996

- Logan Institute of Technical and Further Education retention and disposal schedule (96/0071) issued 23/12/1996
- Toowoomba College of Technical and Further Education (Miscellaneous Records) retention and disposal schedule (96/0040) issued 24/10/1996
- Education Queensland (Teacher Transfers) retention and disposal schedule (96/0033) issued 11/10/1996
- Education Queensland – Advisory Bodies retention and disposal schedule (96/0025) issued 1/10/1996
- Department of Training and Industrial Relations – Technical and Further Education Division retention and disposal schedule (96/0027) issued 27/09/1996
- Department of Training and Industrial Relations (Miscellaneous Records) retention and disposal schedule (96/0024) issued 24/09/1996
- Department of Training and Industrial Relations – Resource Management Unit retention and disposal schedule (96/0014) issued 3/09/1996
- Education Queensland: School records retention and disposal schedule (F52/151) issued 21/07/1995
- Education Queensland: Corporate records retention and disposal schedule (F52/151) issued 21/07/1995.

Records relating to vulnerable persons

While using this Schedule, the Education and Training Sector needs to carefully consider public records relevant to the proactive protection of vulnerable persons. Public records relevant to the proactive protection of the rights and entitlements of vulnerable persons are covered by disposal authorisations under COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the [GRDS](#). The [Guideline on creating and keeping records for the proactive protection of vulnerable persons](#) provides assistance on identifying and managing public records related to vulnerable persons.

If there is an inconsistency in disposal authorisation between the public records related to vulnerable persons detailed in the GRDS and this Schedule, the disposal authorisation with the longest minimum retention period is applied.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) if ‘a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence’. A duty of care exists for public authorities to ensure public records are not disposed of which may be needed in evidence for a judicial proceeding, including any legal action or a Commission of Inquiry. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area.

Schedule layout

Each disposal authorisation has been allocated a unique number to aid with the disposal of public records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

Disposal

This Schedule provides authorisation by the State Archivist for the disposal of public records as required under the *Public Records Act 2002*. No further notification of the disposal of public records by your public authority to Queensland State Archives is required. Approval from the Executive Officer or authorised delegate of your public authority is required prior to the disposal of public records. Disposal must also be appropriately documented in accordance with the [Records governance policy](#).

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

Further information

More information on implementing schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this Schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government \(For Government\) website](#).

Approved by State Archivist: Louise Howard

Date: 4 July 2024

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ACCREDITATION, REGISTRATION AND REGULATION

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:

- board meeting agendas and minutes
- committee meeting agendas and minutes
- funding and grants
- initiatives
- policy development
- planning
- reports.

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ACCREDITATION <i>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).</i> <i>See LEGACY RECORDS – Accreditation, Registration and Regulation for records relating to the provisional registration of non-state schools.</i>			
2687	Accreditation – applications for accreditation and funding eligibility of non-state schools 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. Records may include, but are not limited to: • applications for accreditation and for changes in accreditation attribute/s • applications for funding eligibility only	30 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• board notices • certificates of accreditation • decisions • funding committee recommendations • minister's approvals/refusals • public submissions • routine advice provided by a board • supporting information.		
2290	<i>Accreditation and registration – Commonwealth register of institutions and courses for overseas students</i> Records relating to the registration as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Records may include, but are not limited to: • applications • compliance assessments against mandated standards conditions • notices • performance monitoring and auditing.	30 years after registration ceases or is refused.	14 November 2018
2291	<i>Accreditation – vocational education and training and higher education courses</i> Records relating to the accreditation and registration of courses to be provided by registered training organisations (RTOs). Records may include, but are not limited to: • compliance assessments against mandated standards conditions • delegation documentation • notices • performance monitoring and auditing • recognition of vocational placement schemes (including placement registers) • staff profiles	30 years after course is withdrawn.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- regulator delegation authorisation notices - delegate notification of change forms - RTO registration renewals.		
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. Records may include, but are not limited to: - applications - certificates - compliance assessments against mandated standards conditions - licences - notices - performance monitoring and auditing - recognition of vocational placement schemes (including placement registers).	30 years after registration ceases or is refused.	14 November 2018
COMPLIANCE <i>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.</i>			
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. Records may include, but are not limited to: continuing registration forms	45 years from end of registration.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• correspondence with applicant • formal notices • internal processing records • supporting documentation including upcoming educational program • samples of student works. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
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. Records may include, but are not limited to: • cancellation of prohibition notices • compliance directions • compliance notices • emergency action notices • monitoring forms • notices to parent/guardian of removal of child • notices of decisions • photographs, film, audio recordings • power of entry forms/documentation • program assessment results • prohibition notices • quality improvement plans • seized items listings • show cause notices	45 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	warrants. <i>For records relating to staff contraventions of the Education and Care Services Act 2013 (Qld), refer to the General retention and disposal schedule (GRDS).</i>		
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. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: - enrolment and cessation information - reciprocity reports - incident responses - changes to exchange programs - student insurance. <i>See Student Protection – Selection and screening of host families for records relating to the screening of host families.</i> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>	45 years after business action completed.	4 July 2024
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</i> (Qld) and any other predecessor legislation. Records may include, but are not limited to: compliance notices	45 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• criminal history reports of governing bodies • decisions • investigations of governing bodies • information notices • notifications of change • review plans • review reports • show cause notices • surrendering of accreditation • supporting information. <i>See <u>LEGACY RECORDS – Accreditation, Registration and Regulation</u> for records relating to the monitoring of provisionally registered non-state schools.</i>		
LICENSING AND REGISTRATION <i>The activity of issuing and managing registrations and licences provided to child care providers, home education, schools and international schools and exchange programs.</i>			
2295	<i>Registers – non-state schools</i> 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. Entries in the registers may include, but are not limited to: • attributes of accreditation • date of accreditation • name of each school • type of education provided • supporting information.	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <u>LEGACY RECORDS – Accreditation, Registration and Regulation</u> for records relating to registers of provisionally registered non-state schools.		
2296	Applications – home education 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. Records may include, but are not limited to: • applications • correspondence with applicants • educational program summaries • formal notices • internal processing records • provisional registrations. For records relating to continuing registration for the provision of home education, see <u>Compliance – Continuing registration-home education</u>.	Permanent. Transfer to QSA after business action completed.	14 November 2018
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 for: • approved education and care services • approved providers • certified supervisors. Entries in the registers may include, but are not limited to: • address of each education and care service premises and approved family day care • licence transfers • name of each approved provider • name of each certified supervisor	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• name of each service • rating levels for each service • supporting information • suspensions/cancellations.		
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. Records may include, but are not limited to: • amendments • applications and supporting documentation • assessments • certificates • copies of provider approval • criminal history • information requests • notices of decisions • renewals/reassessments • replacement licences (lost, stolen, destroyed or damaged) • responses against refusals • transfers	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• waivers • working with children checks. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
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: • provider approval • service approval • supervisor certificate. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • applications, responses and supporting documentation • assessments • notices of decisions • notices to parent/guardian • show cause notices. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2692	<i>Licences – out of hours care</i> 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. Records may include, but are not limited to: • applications for licensing and accreditation • Commonwealth subsidies • funding arrangements • refusals • use of facilities and premises agreements. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>	45 years after business action completed.	4 July 2024
2693	<i>Registration – international exchange program providers</i> 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 persons. Records may include, but are not limited to: • applications • contracts • cancellations • fit and proper person declarations • minister’s approvals	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• minister's refusals • show cause notices • supporting documentation • third party contracts. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule</i> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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. Records may include, but are not limited to: • applications • cancellations • licences • minister's approvals • minister's refusals • show cause notices • supporting information.	7 years after business action completed.	14 November 2018
RESEARCH <i>Investigating or enquiring into a subject or an area of interest.</i>			
2751	School survey data	Permanent. Transfer to QSA after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	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. Information collected about non-state schools may include, but is not limited to: - the number of students who are: full-time, part-time, of Aboriginal or Torres Strait Islander descent, persons with a disability, overseas students, reside in an isolated zone, living in boarding facilities provided by the school, attended multiple sites for a single school, enrolled for distance education or require ESL tuition - for students who board at the school: the total amount of fees paid to live in the facilities and the total amount of fee concessions granted by the school to students due to economic hardship.		
REVIEWING <i>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.</i>			
2300	<i>Internal reviews of accredited schools</i> 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 accreditation. Records may include, but are not limited to: - applications to review a decision - decisions - ministerial directions - ministerial referrals	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• reports • supporting information.		
2694	<i>Internal decision reviews – licensing</i> 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 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. Records may include, but are not limited to: • applications and supporting documentation • assessments • notices of decisions. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>	25 years after business action completed.	4 July 2024

ANIMAL AND CROP MANAGEMENT

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).

These activities must be operated in accordance with the relevant legislation, standards, and guidelines.

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

- disposal
- financial records
- planning
- policy
- procedure
- property management
- security standards
- vehicle management.

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ANIMAL MANAGEMENT AND USE <i>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.</i> <i>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.</i>			
2323	Care of animals	7 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records relating to the management, maintenance, movement, scientific use, and care of animals and/or livestock on the public authority's grounds. Includes the activities of: • acquisition • agistment (grazing contracts) • animal identification (Health industry number (HIN) system, National livestock identification system (NLIS)) • 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 • scientific use of animals. Records may include, but are not limited to: • agistment (grazing contract) agreements • animal use reports • brands, earmarks, and stud prefixes • drugs or poison registers and information		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• licences to hold certain animals • livestock, non-livestock, and aquaculture feeding logs • National livestock identification system (NLIS) data • national vendor declarations • orders and notices • permits – livestock movement or travel • Property registrations and identifications code (PIC, RBE) • Queensland Schools Animal Ethics Committee (QSAEC) applications and approvals • registration certificates – stud animals • school-based animal activity register including livestock register • scientific use approvals and reports • scientific use registration certificates – (central office) • soil tests • treatment and medical records • waybills. <i>For records relating to parental permission for animal care, refer to Admissions and Enrolments – Parent/guardian permissions/consent.</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 the care and use of animals, refer to the General retention and disposal schedule (GRDS).</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CROP AND PASTURE MANAGEMENT <i>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.</i>			
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. Includes, but is not limited to, the activities of: • cropping • treatments • protection • disposal. Records may include, but are not limited to: • acquisition documentation • contracts • disposal of plant material remains or specimens • horticultural products • housing and storage documentation • management plans • quarantine orders • sales information • soil tests • treatments to crops, pastures and paddocks, e.g. records relating to control of agriculture by use of fertiliser, pest control, etc. • usage registers.	7 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>For records regarding food produced by the public authority for use in canteens, tuck shops or restaurants/cafes, refer to <u>Compliance</u> – Food service operations-use of produce grown by public authorities.</i>		

CURRICULUM AND TRAINING PRODUCT MANAGEMENT

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.

Includes records documenting:

- *the curriculum and/or courses for teaching and learning*
- *planning for implementing and delivering curriculum and/or courses*
- *researching and reviewing provision of curriculum and/or courses.*

Students, including apprentices and trainees, may be internal, external, child or adult.

See the [General retention and disposal schedule](#) (GRDS) for records related to joint ventures.

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CURRICULUM, COURSES AND TRAINING PRODUCTS <i>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.</i> <i>For records relating to assessment and evaluation, see STUDENT MANAGEMENT – Assessment.</i>			
2301	<i>Curriculum, courses, and training products – approved programs</i> Records relating to final approved Queensland 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.	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records may include, but not limited to: • early years learning framework • Queensland kindergarten learning guideline • master copy of approved programs • Queensland Curriculum. <i>See ACCREDITATION, REGISTRATION AND REGULATION – Compliance for records relating to program approvals.</i>		
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). Records may include, but are not limited to: • accredited curriculum documentation • national training packages • syllabus documents.	30 years after business action completed.	4 July 2024
2302	<i>Curriculum – development – Queensland Curriculum</i> Records relating to the development of Queensland Curriculum. Records may include, but are not limited to: • consultation • research • draft/s, for example information about curriculum intent, curriculum content, standards or objectives, reporting scale/s • feedback from stakeholders on drafts • suggested resources • reports • assessment and certification processes.	10 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2696	<i>Courses and training products – non-accredited</i> Records relating to non-accredited 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.	7 years after business action completed.	4 July 2024
PLANNING <i>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.</i>			
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. Records may include, but are not limited to: • assessment supervision • invigilation arrangements • equipment bookings • timetabling • venue bookings. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which:</i>	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• <i>may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons</i> • <i>may provide evidence of interactions and contact with vulnerable persons.</i>		
2698	Curriculum and courses – planning for implementation and delivery Records relating to the documented approach for implementing and delivering approved curriculum and/or courses into schools, care services, and registered training organisations. Records may include, but are not limited to: • planning overview aligned to the Queensland kindergarten learning guideline • program and activity plans • whole school and whole faculty level plans • year level plans and/or band plans • unit level plans • teaching learning and assessment plans or equivalent • work plans • training and assessment strategies • subject and/or course selection guides or overviews.	5 years after business action completed.	4 July 2024
2699	Curriculum and courses – teacher planning for implementation and delivery Records relating to lesson planning developed by schools and/or teachers and/or trainers. Records may include, but are not limited to: • checklists • lesson plans • research notes • materials list.	1 year after business action completed.	4 July 2024
2700	Curriculum and courses – resources Records relating to resources used in curriculum and/or course delivery.	Until business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Excludes records relating to curriculum and courses covered by disposal authorisations 2301, 2695, 2302, and 2696. Records may include, but are not limited to: • texts • digital applications • audio visual teaching aids • course handbooks • online materials • readings • study guides. <i>For the management of any other transitory and short term records, data and information, see TRANSITORY AND SHORT TERM in the General retention and disposal schedule (GRDS).</i>		
RESEARCH <i>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.</i>			
2309	Registers – approved education research projects Register of approved research projects into 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.	Permanent. Transfer to QSA after business action completed.	14 November 2018
2310	Studies – major Records relating to major research studies into issues that have a substantial impact upon the delivery of programs or policy.	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	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. Records may include, but are not limited to: • findings • proposals • research approvals • summaries.		
2311	Studies – routine Records relating to minor research studies that do not have a substantial impact upon the delivery of programs or policy. Studies may include, effective teaching and learning, learning difficulties, health issues, nutrition, etc. Records may include, but are not limited to: • findings • proposals • reference materials • research approvals • successful and unsuccessful research applications • summaries • surveys • questionnaires.	10 years after completion of research.	14 November 2018
REVIEWING <i>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.</i>			
2701	Reviewing – curriculum and courses – approved programs	Permanent.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	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. Records may include, but are not limited to: • consultation • research • feedback • major drafts • reports.	Transfer to QSA after business action completed.	
2312	<i>Reviewing – curriculum and courses – planning for implementation and delivery</i> Records documenting changes to planning for implementing and delivering curriculum and/or courses based on changing requirements, feedback, and review. Records may include, but are not limited to: • consultation • research • feedback • reports • surveys • stakeholder engagement • outcomes of reviews.	5 years after business action completed.	14 November 2018

FACILITIES MANAGEMENT

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.

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

- *acquisition*
- *leasing/leasing out*
- *procedures*
- *contracting out*
- *planning*
- *security*
- *disposal*
- *playground equipment*
- *standards*
- *events for honouring/naming*
- *policy*
- *tendering.*

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
NATIVE TITLE MANAGEMENT <i>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.</i>			
2313	<i>Native title areas – claim assessments</i>	Permanent.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	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. 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 Legal Services Branch advice) • easement documentation and easement survey plans, car park excision and resumption details as applicable • facilities maps, building drawings and plans • financial records relating to budget payments • Indigenous land use agreements (ILUAs) • invoices for payment of fencing works, site clearing, acquisition, payment of suppliers of public works construction and materials, survey plans, ILUA compensation • Native title assessments (NTAs) • 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 and other historic tenure searches • survey plans • tenure records including permits to occupy, leases, licences, joint development agreements.	Transfer to QSA after business action completed.	

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to school and campus maps.			
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. Records may include, but are not limited to: • approvals • blue card compliance evidence • hire agreements • insurance certificates of currency • licences • memorandum of understanding • permissions • personnel training certificates and qualifications, e.g. current AUSTSWIM certificate for swimming and water safety, current first aid certificate issued by St John Ambulance (Qld) • booking calendars • terms and conditions • supporting material. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons. See the General retention and disposal schedule (GRDS) for records relating to disaster recovery.		
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.			
2703	Directions and orders about conduct of persons 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. Records may include, but are not limited to: • personal details of person • notes taken on the person relating to their time on school or campus premises • directions issued to the person relating to their conduct or movement • notification of review of decision • notification of review outcome. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.	Retain until 31 December 2028 QSA will undertake a reassessment of this retention period prior to 31 December 2028	4 July 2024
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/boarded accommodation residents.	Retain until 31 December 2028	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • school or campus sign-in registers • visitor books • student sign-in registers • visitor sign-in registers. See <i>Student Protection – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse to a minor. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records</i> in the <i>General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.	<i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	

FOOD SERVICES

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.

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

- equipment and stores
- evaluation
- financial records for food and beverage orders
- pest control
- stock takes
- supplier information
- awarding supply contracts for the provision of food services (where the public authority does not provide the service).

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
AUTHORISATION <i>The activity of the school seeking permission to undertake an action.</i>			
2316	Liquor licence Records relating to the licensing of the public authority to sell or supply liquor under the <i>Liquor Act 1992</i> (Qld). Records may include, but are not limited to: • decision notices • liquor licence applications • records relating to the acquisition, purchase, sale and supply of liquor.	7 years after expiry of licence or registration.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2315	<i>Food premises – registration</i> 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 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. Records may include, but are not limited to: • compliance self-assessments • copies of inspection reports • copies of program audits • decision notices • licence applications • renewal, variation, or cancellation notices • show cause notices • supporting documentation. See <u><i>Compliance</i></u> – <i>Food service operations-accreditation (Food Safety Program)</i> for records relating to the Food Safety Program.	3 years after the expiry of the licence or registration.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
COMPLIANCE			
<i>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.</i>			
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.	5 years after program superseded.	14 November 2018
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. Records may include, but are not limited to: • copies of Food Safety program • food premise licence.	4 years after business action completed.	14 November 2018
2319	<i>Food service operations – use of produce grown by public authorities</i> Records relating to food grown on the public authority's grounds for use in saleable food items. Records may include, but are not limited to: • applications to participate in food programs • food service records • reports and surveys.	4 years after business action completed.	14 November 2018
MONITORING			
<i>The activity of checking, observing, or recording the operation of equipment, services, infrastructure, or systems.</i>			
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.	1 year after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records may include, but are not limited to: • food temperature logs • freezer/refrigerator temperature logs. See the <i>General retention and disposal schedule (GRDS)</i>: • <i>COMMON ACTIVITIES – Compensation for the management of records, data and information relating to claims following food service incidents</i> • <i>EXTERNAL RELATIONS – Enquiries and Reactions for the management of records, data and information for complaints relating to food service operations</i> • <i>WORK HEALTH AND SAFETY – Accidents and Incidents for the management of records, data and information relating to accidents and incidents involving members of the public, visitors or customers that occur on agency premises.</i>		

SCHOOL AND CAMPUS MANAGEMENT

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.

Includes, but is not limited to:

- *the opening and closing of schools, institutes, early education and care centres, and campuses*
- *alumni and community engagement*
- *complaints against schools, campuses or their employees*
- *arrangements for special needs.*

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

- *accident/incident registers*
- *litigation involving the school or campus*
- *administrative arrangements for events*
- *operational, financial, and quality assurance audits*
- *business registration for training and skills*
- *staff meetings*
- *client records for training and skills*
- *strategic management*
- *funding and grant funding arrangements for school or campus programs*
- *school uniform policy and tenders*
- *legal advice.*

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ALUMNI <i>The activity of maintaining lists of graduates and others for fundraising and general communication purposes.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • <i>alumni association meetings</i> • <i>publication of alumni newsletters/magazines.</i>			
2325	<i>Alumni register – notifications</i> Register of alumni. Includes records relating to notification of member detail changes.	6 months after business action completed.	14 November 2018
ASSOCIATIONS <i>The activity of maintaining records of associations.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • <i>financial management</i> • <i>meetings.</i>			
2326	<i>Parents and citizens' association constitution</i> Records relating to establishing and maintaining the association's incorporation. Includes the approval of the association's constitution. Records may include, but are not limited to: • changing the constitution • electing a management committee • final approved constitution • merging associations • reporting changes • setting up and closing down the association.	Until superseded.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
AUTHORISATION <i>The activity of the school seeking permission to undertake an action.</i>			
2327	Research approvals Records relating to approvals granted by schools to persons or organisations to undertake research studies at the school. Records may include, but are not limited to: • applications • approval • supporting documents.	7 years after study ceases.	14 November 2018
CLOSURES <i>The activity relating to the permanent closure of a school or campus.</i> Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to: • asset management • financial management.			
2330	Closure – school or campus Records relating to closing a school or campus permanently. Includes records relating to the amalgamation of schools or campuses. Records may include, but are not limited to: • ministerial approvals • transition plans • viability assessments.	Permanent. Transfer to QSA after business action completed.	14 November 2018
2331	Closure – group training organisation (GTO) Records relating to the permanent closure of a GTO. Records may include, but are not limited to:	10 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• appeals • employment and training arrangements for apprentices and trainees • employee-related entitlements and payments for apprentices and trainees • GTO certificate of recognition cancellation • show cause notices.		
COMMITTEES <i>The activities associated with the management of committees (internal and external) established by the school or campus.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to:</i> • <i>financial management</i> • <i>meetings.</i>			
2332	<i>School council</i> Records relating to school councils. Records may include, but are not limited to: • approvals of plans and policies • election documentation • minutes • school council constitution • setting up and closing down school council. <i>Refer to STUDENT MANAGEMENT – <u>Student Office Bearer-Management</u> for registers or summary records of school officers.</i>	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
COMPLAINTS MANAGEMENT <i>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.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to the complaints register.</i>			
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 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. Records may include, but are not limited to: • complaints • compliance notices • applications for external review • interview transcripts • investigation notes • minutes of meetings • decisions	Permanent. Transfer to QSA after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• further information or other correspondence relating to the complaints • reviews • show cause notices. See <i>Student Protection – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse to a minor. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 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. Records may include, but are not limited to: • complaints • compliance notice • applications for external review	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• interview transcripts • investigation notes • minutes of meetings • recommendations • referrals • reports • decisions • further information or other correspondence relating to the complaints • reviews • show cause notice. See <i>Student Protection – Reports of abuse</i> for records, data and information relating to allegations or confirmed reports of sexual abuse to a minor. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
CORPORATE IDENTITY <i>The activity relating to the development and protection of the name, coat of arms, crest, motto, logo, or seal of the public authority.</i> Refer to the <i>General retention and disposal schedule (GRDS)</i> for records relating to: • <i>litigation resulting from unauthorised use or misuse of corporate identity</i> • <i>requests for permission to use corporate identity such as logos, crests, etc.</i>			
2335	Corporate identity objects Final corporate identity objects including, but not limited to: • coat of arms • common seal	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- letterhead - logo - testamurs.		
2336	<i>Development and protection</i> Records relating to the development and protection of the public authority's corporate identity objects. Records may include, but are not limited to: - 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.	70 years after final approval of object.	14 November 2018
EMPLOYMENT CONDITIONS <i>The activity of managing the general employment conditions for personnel.</i> Refer to the <i>General retention and disposal schedule</i> (GRDS) for records relating to teaching scholarships.			
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 appointment diaries - records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. See <i>Student Protection – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse to a minor. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule</i> (GRDS) for records, data and	80 years from date of birth OR 7 years from date of separation, whichever is later.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i> <i>See the General retention and disposal schedule (GRDS):</i> • <i>WORKFORCE MANAGEMENT – Employment History for the management of work diaries of Chief Executive Officers which:</i> ○ <i>do not capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</i> ○ <i>are not covered by this disposal authorisation</i> • <i>TRANSITORY AND SHORT TERM – Appointment Diaries, Calendar Entries and Duty Rosters for the management of work diaries of all other employees which:</i> ○ <i>do not capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</i> ○ <i>are not covered by this disposal authorisation.</i>		
EQUITY AND DIVERSITY <i>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.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • <i>joint venture agreements for the provision of arrangements</i> • <i>discrimination incidents and legal cases.</i> <i>See Research – School survey data for records relating to information provided to the Non-State Schools Accreditation Board.</i>			
2758	Special needs arrangements Records relating to the provision of specialist services or assistance to eligible recipients (such as a person with a disability). Records may include, but are not limited to: • agreements • funding applications	7 years after expiry of agreement.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- ascertainment, verification or validation checks. <i>For the management of records, data and information relating to the operational administration of specialist services or assistance provided to eligible recipients under agreed arrangements see STUDENT MANAGEMENT – <u>Admissions and Enrolments</u>:</i> <i>Admissions-student file-primary and secondary school students</i> <i>Admissions-student file-accredited and non-accredited training and higher education-minors</i> <i>Admissions-student file-accredited and non-accredited training and higher education-adults.</i> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
ESTABLISHMENT <i>The activities associated with establishing a new state school or a new campus.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to the needs analysis, reporting and approvals to establish and build a new school or a new campus.</i>			
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.	Permanent. Transfer to QSA after business action completed.	14 November 2018

Education and Training Sector retention and disposal schedule

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records may include, but are not limited to: • consultation discussion papers, plans and reports • outcomes of decisions.		

STUDENT MANAGEMENT

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.

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

- funding and grant funding arrangements for student programs
- joint ventures for provision of student programs.

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

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ADMISSIONS AND ENROLMENTS <i>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.</i> <i>Refer to ACCREDITATION, REGISTRATION AND REGULATION – Compliance for records relating to students registering in early childhood education and care and home education programs.</i>			
2340	Admissions – register Records relating to the registration of student enrolment details into a program, activity, school, or campus.	Permanent. Transfer to QSA after business action completed.	14 November 2018
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.	100 years from date of birth.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • career information • compulsory schooling exemptions and cancellations • custody particulars/family court orders • dispensation requests • 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 • evidence of student identity verification • 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) • semester allocations • sensitive case notes • show cause notices		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• student assessment (results, reports to parent/guardian, testamurs) • student protection • student record cards • transfers • transport • work experience. See <u>Student Protection</u> – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor. See STUDENT SERVICES – <u>Student Safety and Health Care</u> for records relating to the provision of health care services to students. For records relating to parental permissions, refer to Admissions and Enrolments – <u>Parent/guardian permissions/consent</u>. For records relating to assessments and assignments, refer to STUDENT MANAGEMENT – <u>Assessment</u>. See STUDENT MANAGEMENT – <u>Student Conduct</u> for records, data and information relating to student misconduct. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.		
2708	Acceptance advice – international exchange Records relating to acceptance of international student applications to study in Queensland education programs. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • Acceptance Advice for Secondary Exchange Student (AASES) form • parent/guardian permissions.	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 persons. Records may include, but are not limited to: • allocation agreements • application forms • class allocation • credit transfers • decision documentation • deeds of agreement • excursions • exemptions (academic) – applications and approvals • industry/vocational placement • off-campus activity • prior learning results • references, results and supporting documentation • score sheets	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• student admission • student acquisition activities • training blocks correspondence • training plans • user choice records including agreements, evidence, compliance, and participant eligibility data • work experience. See <u>Student Protection</u> – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor. See Admissions and Enrolments – <u>Admissions-student file-primary and secondary school students</u> for records relating to student enrolment and management for school-based apprentices and trainees. See Admissions and Enrolments – <u>Parent/guardian permissions/consent</u> for records relating to parental permissions for a child to attend a special event or activity. See STUDENT MANAGEMENT – <u>Student Conduct</u> for records, data and information relating to student misconduct. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • animal care permission	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• excursion/camp permission notes • off-campus activities permissions for minors • sporting event permission notes • social media permissions (photos of students) • release of health information from health records • consent to share personal information of a student. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
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. Records may include, but are not limited to: • allocation agreements • application forms • class allocation • credit transfers • decision documentation • deeds of agreement • excursions	7 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• exemptions (academic) – applications and approvals • industry/vocational placement • off-campus activity • prior learning results • references, results and supporting documentation • score sheets • student admission • student acquisition activities • training blocks correspondence • training plans • user choice records including agreements, evidence, compliance, and participant eligibility data • work experience. <i>For records relating to students who commenced as minors and completed or left training as adults, refer to Admissions and Enrolments – <u>Admissions-student file-accredited and non-accredited training and higher education-minors</u>.</i> <i>For records relating to school-based apprentices and trainees, refer to Admissions and Enrolments – <u>Admissions-student file-primary and secondary school students</u>.</i> <i>For records relating to misconduct, refer to STUDENT MANAGEMENT – <u>Student Conduct</u>.</i> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
2711	Attendance Records relating to the attendance of all students at a school or campus in accredited or non-accredited courses.	Retain until 31 December 2028	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • class rolls • event rolls • online learning rolls • excursion rolls • religious instruction rolls • sporting event rolls • swimming rolls • work placement rolls. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>	<i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	
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. Records may include, but are not limited to: • admissions forms • advice that child will not be attending the school • appeals • evidence of payment of waiting list fees • expressions of interest • review submissions • signed enrolment forms • supporting documentation	2 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	waiting lists.		
ASSESSMENT <i>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.</i>			
2713	Academic results Official academic records of student, trainee, and apprentice achievement. Records may include, but are not limited to: - transition statements for kindergarten students - academic results for students in Prep to Year 12 - certificates of achievement such as Senior Education Profile, Queensland Certificate of Education, Queensland Certificate of Individual Achievement - register of certificates and statements issued - statements of results.	Permanent in agency.	4 July 2024
2714	Supervision – examination arrangements Records relating to administrative arrangements for internal and external examination and assessment. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: - attendance records for examinations and other assessment activities - correspondence regarding student eligibility - seating plans - special consideration requests - supervision/invigilation arrangements - temporary absences	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	timetables. See Student Protection – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
2345	Assessment – master copy Master copy of assessment administered as part of delivery of curriculum and/or courses. Records may include, but are not limited to: - transition statement for the purposes of describing learning and development of students in kindergarten - assessment task/s, related marking guide/s, criteria, observations checklists, and tests administered for the purposes of assessing student achievement - assessment administered for purposes of assessing student competency.	5 years after business action completed.	14 November 2018
2347	Assessment – results appeals Records relating to student appeals against assessment results. Records may include, but are not limited to: - approval - change of result records - decisions - formal request.	2 years after business action completed.	14 November 2018
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. Records may include, but are not limited to: student assessment folios	1 year after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• assessment task/s, examinations, and related marking guide/s with teacher judgments • annotations or written comments by the teacher about student performance in response to the assessment task including against task-specific standard descriptors on the marking guide • evidence of student responses to assessment tasks • summary of feedback to students • overall level of achievement awarded for student response to assessment task/s using the appropriate scale. <i>See Assessment – Academic results for records relating to official academic records of student, trainee, and apprentice achievement.</i>		
EQUITY AND DIVERSITY <i>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.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • <i>joint venture agreements for the provision of programs</i> • <i>funding for student programs</i> • <i>anti-discrimination cases and other legal claims.</i>			
2348	Programs – education and support Records relating to educational and support programs aimed at providing equal access to education. Programs include, but are not limited to: • disadvantaged youth programs • education adjustment programs (EAP)	7 years after program ceases.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• Every Child Counts program • Indigenous education programs • skills participation and pathways (SPP) • student allowance programs • student holiday programs. Records may include, but are not limited to: • data collection • evaluation • intervention • plans • program development • reports • reviews • schedules. <i>For records relating to student programs for health and wellbeing, religious instruction, guidance, etc, refer to STUDENT SERVICES:</i> • <u>Specialist Services</u> • <u>Student Safety and Health Care</u>.		
GRADUATION <i>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.</i> <i>Refer to the <u>General retention and disposal schedule</u> (GRDS) for records relating to award presentation and graduation ceremonies.</i>			
2349	Completion register Registers of students who graduate or obtain awards, certificates, and qualifications. Records may include, but are not limited to:	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• awards registers • certificate registers • graduate registers • qualification registers • returned awards • revoked awards.		
INCIDENTS <i>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.</i>			
2350	<i>Incident report – significant</i> 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, removed, or mistakenly locked in or out of premises. Records may include, but are not limited to: • briefings • compliance directions • enforceable undertakings • incident forms • investigation reports • medical reports	Permanent. Transfer to QSA after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• notices to parent/guardian • notifications of incidents • outcomes of any court cases. See <i>Student Protection – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse relating to a minor which occur outside of the educational boundary. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records</i> in the <i>General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 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. Records may include, but are not limited to: • briefings • incident forms • investigation reports • monitoring forms • notices to parent/guardian • notifications of incidents.	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>Student Protection</i> – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule</i> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 <i>General retention and disposal schedule</i> (GRDS) for records, data and information relating to award ceremonies, honours, awards, and prizes successfully received, or distributed, by the education and training sector.			
2351	Establishment Records relating to the establishment, rules and conditions of scholarships, grants, and bursaries. Includes liaison with private sponsors.	Permanent. Transfer to QSA after business action completed.	14 November 2018
2352	Recipient register Register of recipients of scholarships, grants, and bursaries whether awarded by the public authority or an external organisation.	Permanent. Transfer to QSA after business action completed.	14 November 2018
2353	Scholarships, prizes, awards, and bursaries – applications Records relating to the administration of applications for scholarships, grants, and bursaries awarded by the public authority. Includes unsuccessful applications. Records may include, but are not limited to: • applications • nominations • notification of outcome • ongoing recipient correspondence • successful applications that do not proceed or are abandoned.	7 years after announcement date.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
STUDENT CONDUCT <i>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.</i> Refer to the <i>General retention and disposal schedule (GRDS)</i> for records relating to: • <i>grievances</i> • <i>investigations of non-students</i> • <i>legal matters.</i>			
2717	<i>Student misconduct – minors</i> Records relating to instances where 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. Records may include, but are not limited to: • allegations • notices • charges • decisions • determination of penalties • disciplinary appeals • investigations • incident report • orders.	45 years after end of enrolment.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <u>Student Protection</u> – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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. Records may include, but are not limited to: • allegations • charges • decisions • determination of penalties • disciplinary appeals • investigations • incident report • notices • orders. See <u>Student Protection</u> – Reports of abuse for records relating to student protection. See <u>Student Conduct</u> – <u>Student misconduct-minors</u> for records, data and information relating to investigations of student misconduct involving minors.	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
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. <i>For the management of records, data and information relating to punishments imposed on individuals, see STUDENT MANAGEMENT – <u>Admissions and Enrolments</u>:</i> <i>Admissions-student file-primary and secondary school students</i> <i>Admissions-student file-accredited and non-accredited training and higher education-minors</i> <i>Admissions-student file-accredited and non-accredited training and higher education-adults.</i>	7 years after superseded.	14 November 2018
STUDENT OFFICE BEARER – MANAGEMENT <i>The activity of managing student office bearers, including prefects, house captains and student council representatives within the school.</i>			
2355	<i>Register of student office bearers</i> Register or summary record of student office bearers. <i>Refer to <u>Committees</u> – School council for records relating to election nominations, results, and outcomes.</i>	Permanent. Retain in agency.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
USER CHARGING <i>The activity of setting fees and charges for services and goods provided by a public authority.</i> Refer to the <i>General retention and disposal schedule (GRDS)</i> for records relating to: • <i>approvals of fees</i> • <i>collection of fees</i> • <i>offering fee schedules.</i> See <i>Research</i> – School survey data for records relating to information provided to the Non-State Schools Accreditation Board.			
2356	<i>Fees – exemptions</i> Records relating to fee exemptions from courses and programs. Includes fee waivers. Records may include, but are not limited to: • applications • approvals • refusals • student/corporate client fee variation calculation records • supporting documentation.	7 years from end of last financial year to which exemption applies.	14 November 2018
2357	<i>Fees – refunds</i> Records relating to refunds of student fees. Records may include, but are not limited to: • applications • notices • refusals.	7 years after the financial year to which the records relate.	14 November 2018

STUDENT SERVICES

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.

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

- funding and grant funding arrangements for student services
- joint ventures for provision of student programs.

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.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ACCOMMODATION SERVICES <i>The activities involved in providing places of residence for students. This excludes privately controlled and owned accommodation.</i> <i>Refer to the General retention and disposal schedule (GRDS) for records relating to:</i> • acquisition and management of residential buildings and facilities • setting of fees • staff accommodation. <i>See Research – School survey data for records relating to information provided to the Non-State Schools Accreditation Board.</i>			
2719	<i>Applications (residential/boarded accommodation) – successful</i> Records relating to the management of residential/boarded accommodation for students, including homestay. Excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: • accommodation guidelines • advice regarding change of details or circumstances	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• applications and acceptances • disciplinary action • parent/guardian consent forms • requests for leave • signed student contracts • written agreements. See <i>Student Protection – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse to a minor. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
2358	Applications – unsuccessful Records relating to the unsuccessful applications for residential/boarding accommodation for students. Records may include, but are not limited to: • applications • refusals.	1 year after business action completed.	14 November 2018
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. Records may include, but are not limited to: • homestay code of conduct • international student code of conduct.	Until superseded.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>For records related to individual agreements and contracts with students, see Accommodation Services – Applications (residential/boardng accommodation)-successful.</i>		
OUT OF HOURS CARE <i>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.</i> Refer to the General retention and disposal schedule (GRDS) for records relating to: • <i>agreements</i> • <i>asset management</i> • <i>centre evaluations</i> • <i>complaints against out of hours care providers</i> • <i>development</i> • <i>fleet management</i> • <i>operational requirements including the physical activity and nutrition outside school hours policy</i> • <i>personnel records including scheduling, breaks, attendance</i> • <i>tendering.</i>			
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. Records may include, but are not limited to: • admission agreements • attendance records • registers of children's attendance or registration which document:	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	○ arrival and departure times of the child ○ parent/guardian details ○ emergency contacts. ● enrolment details ● excursion and other parent/guardian authorisations ● health and medical requirements ● information about a parenting order or parenting plan in accordance with the <i>Family Law Act 1975</i> (Cth) ● Family Assistance Office assessment notices and correspondence ● statement of child care usage forms ● personal development plans and programs. See <i>STUDENT MANAGEMENT – <u>Incidents</u></i> for records relating to a child's injury, illness, or death. See <i><u>Student Protection</u> – Reports of abuse</i> for records relating to allegations or confirmed reports of sexual abuse to a minor. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS)</i> for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
SPECIALIST SERVICES <i>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.</i> Refer to the <i><u>General retention and disposal schedule</u> (GRDS)</i> for records relating to: ● community engagement ● funding – state and federal funding of programs. See <i>STUDENT SERVICES – <u>Student Safety and Health Care</u></i> for records relating to the provision of health care services to students.			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2721	<i>Specialist services – advisory, guidance, therapy and support services</i> Records relating to provision of specialist services to individual students including, but not limited to: - the voluntary arrangements in schools and registered training 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 relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons. Records may include, but are not limited to: - consent forms - file notes - sensitive case files - student guidance files - work plans - mentor/support plans - religious/service content summary. See <i>Student Protection – Reports of abuse for records, data and information relating to allegations or confirmed reports of sexual abuse to a minor.</i> For records, data and information relating to student misconduct, see <i>STUDENT MANAGEMENT – Student Conduct:</i> <u><i>Student misconduct-minors</i></u>	Retain until 31 December 2028 <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i>	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>Student misconduct-adults.</i> See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule</i> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
2360	Specialist services – career guidance 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 - file notes. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <i>General retention and disposal schedule</i> (GRDS) for records, data and information which may provide evidence of interactions and contact with vulnerable persons.	5 years after enrolment ceases.	14 November 2018
STUDENT PROTECTION <i>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.</i> Refer to the <i>General retention and disposal schedule</i> (GRDS) for records relating to: - community engagement - funding – state and federal funding of programs.			
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. Records may include, but are not limited to: case plans	100 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• documented suspicions and/or incidents of harm • education support plans • referral forms • reporting of incidents and allegations of abuse • resolution of problems • student protection reports • Suspected Child Abuse and Neglect (SCAN) system forms. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information:</i> • <i>which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons</i> • <i>which document the overarching policies, frameworks and governance practices put in place for the proactive protection of vulnerable persons.</i>		
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. Records may include, but are not limited to: • agreements • assessments of accommodation • criminal history checks • interviews • orientation program. <i>See <u>Student Protection</u> – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor.</i>	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule (GRDS)</u> for records, data and information:</i> • which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons • which document the overarching policies, frameworks and governance practices put in place for the proactive protection of vulnerable persons.		
STUDENT SAFETY AND HEALTH CARE <i>The activity of providing education and care to students to encourage health, safety, and wellbeing.</i>			
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. Records may include, but are not limited to: • medical or procedural/progress notes or reports made by the school nurse, therapist, first aid officer or counsellor • health/therapy support plans • evaluations/assessment records • consent forms • medications • medical doctors' orders or pathology results • sick bay register • request for service • informal assessment information e.g. proformas, checklists, language samples • health support needs/plans/processes • correspondence with external providers including, but not limited to, paediatrician reports, audiology test results and emails	45 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- health plans including, but not limited to, individual, emergency, action, and management plans - written medication orders. <i>See Student Protection – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse to a minor.</i> <i>See Equity and Diversity – Programs-education and support for records relating to educational and support programs aimed at providing equal access to education.</i> <i>See Equity and Diversity – Special needs arrangements for records relating to the provision of specialist services or assistance to eligible recipients</i> <i>See Specialist Services – Specialist services-advisory, guidance, therapy and support services for records relating to guidance and counselling services on personal matters.</i> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.</i>		
2361	Health care services – adults Records displaying evidence of clinical care to an individual student who is an adult. Records may include, but are not limited to: - medical or procedural notes or reports made by the school nurse, therapist, first aid officer or counsellor - evaluations - evidence of medical treatment administered - medications - sick bay register - health/therapy support plans - evaluations/assessment reports.	10 years after last patient service provision or medico-legal action.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <u>Equity and Diversity</u> – Programs-education and support for records relating to educational and support programs aimed at providing equal access to education. See <u>Equity and Diversity</u> – Special needs arrangements for records relating to the provision of specialist services or assistance to eligible recipients See <u>Specialist Services</u> – Specialist services-advisory, guidance, therapy and support services for records relating to guidance and counselling services on personal matters. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.		
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 intervention • immunisation programs • oral health programs • road safety • sun smart program • swimming and water safety programs • treatment of head lice. Records may include, but are not limited to: • advice • agreements • instructions • plans • procedures • statistics.	7 years after business action completed.	14 November 2018

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>Refer to the General retention and disposal schedule (GRDS) for records relating to joint venture agreements for the provision of programs.</i>		
TRANSPORTATION <i>The activity of conveying students to and from school. Includes transportation assistance, transportation to designated programs outside the school ground and school excursions.</i>			
2725	Transport arrangements Records relating to the 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. Records may include, but are not limited to: • arrangements • approvals for assistance • individual student transport plans • reviews and amendments • student allowances. See COMMON ACTIVITIES – Agreements in the General retention and disposal schedule (GRDS) for records, data and information relating to agreements for the provision of transport services. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures, or investigations of abuse of vulnerable persons.	45 years after business action completed.	4 July 2024

LEGACY RECORDS

This section covers legacy records of the Department of Education, TAFE Queensland, and their predecessor agencies created between 1925 and 2005.

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.

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
ACCREDITATION, REGISTRATION AND REGULATION				
2752	Registers of provisionally accredited non-state schools Registers of provisionally accredited non-state schools kept in accordance with the repealed <i>Education (Accreditation of Non-State Schools) Act 2001</i> (Qld).	c.2001-2017	Permanent. Transfer to QSA after business action completed.	4 July 2024
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.		Permanent. Transfer to QSA after business action completed.	4 July 2024
2753	Provisional accreditation and funding recommendations (non-state schools) 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	c.2001-2017	30 years after business action completed.	4 July 2024

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	surrender of provisional accreditation.			
2726	Employer files 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.	1901–c.1993	4 years from date of last action.	4 July 2024
APPRENTICE, STUDENT, TRAINEE FILES AND COMPLETION RECORDS				
2727	Apprenticeship and traineeship files Apprenticeship and trainee files managed by the Department of Training and Industrial Relations and its predecessor agencies. Includes apprenticeship files which contain the following documents: - front file cover showing apprentice's registration number, name, trade calling, employer's name, and address - indenture of apprenticeship - history card - certificate of service - certificate of completion of apprenticeship - any other important documentation, e.g. various committee decisions. Includes traineeship files which contain the following documents: - front file cover showing apprentice's registration number, name, trade calling, employer's name, and address - training agreement - certificate of proficiency - college results.	1925-1978	Permanent. Transfer to QSA after business action completed.	4 July 2024
2728	Results	1925–1978	Permanent.	4 July 2024

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	Apprentice exam results.		Transfer to QSA after business action completed.	
2729	<i>Examiners returns</i> Examiners returns managed by Training Services (Department of Training and Industrial Relations).	1925–1978	5 years from date of last action.	4 July 2024
COMMITTEES AND MEETINGS				
2730	<i>Apprenticeship executive and industry and commerce training commission minute books</i> Minute books of the Apprenticeship Executive and Industry and Commerce Training Commission.	1925–1978	Permanent. Transfer to QSA after business action completed.	4 July 2024
2731	<i>Industry advisory committee minute books</i> Minute books of the Industry Advisory Committee.	1925–1978	Permanent. Transfer to QSA after business action completed.	4 July 2024
CURRICULUM AND PRODUCT				
2732	<i>Product – approved programs</i> Records relating to subjects and modules developed by training and vocational institutes, including TAFE, classed as Category 'A' courses. Records may include, but are not limited to: • checklists • guidelines • key learning areas • required tests/assessments.	1860–2005	1 year after business action completed.	4 July 2024
REGISTERS AND FILES				
2733	<i>Corporal punishment and principal's discipline registers</i>	1824–c.1995	Permanent.	4 July 2024

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	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.		Transfer to QSA after business action completed.	
2734	<i>Inventory of moveable property – up to 1910</i> An inventory of moveable property for the period up to 1910.	Up to 1910	Permanent. Transfer to QSA after business action completed.	4 July 2024
2735	<i>Graduate Development Program History 1992–1996</i> 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.	1992–1996	Permanent. Transfer to QSA after business action completed.	4 July 2024
2736	<i>School history file</i> 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. The file contains: • a map of land • copies of some ministerial correspondence • copy of invitation to opening of the School for the Blind and Deaf in 1893 • correspondence regarding school establishment/restructures etc.	1893–c.1989	Permanent. Transfer to QSA after business action completed.	4 July 2024