



HOW TO COMPLETE THE RETENTION AND DISPOSAL SCHEDULE TEMPLATE

Queensland State Archives

A retention and disposal schedule is a legal document which authorises the destruction or transfer of public records. A schedule:

- describes the type of business a public authority performs
- identifies the records produced as a result of that business
- specifies how long each record must be kept.

A schedule is made up of the following sections:

- introduction
- table of contents
- body of schedule
- legacy records.

The retention and disposal schedule template is available on the [website](#).

How to complete the schedule template

The template is set to the standard required for submission to the State Archivist, so you don't need to change the font type and size.

Introduction

Below provides details about what information you need to complete in the introduction.

Type of information	How to complete
Title of schedule	Insert the schedule title. This will either be the name of the agency, the sector being covered or a particular function.
Queensland Disposal Authority Number (QDAN)	DO NOT COMPLETE. QSA will allocate this number when submitting to the State Archivist for approval.
Authorised	DO NOT COMPLETE. QSA will insert the authorised date.

Type of information	How to complete
Type of records	Insert what type of records are covered in the schedule.
Name of agency	Insert the responsible public authority.
Revoked schedules	Insert a list of any schedules that this schedule will revoke. If there are no schedules to be revoked, remove this section.
Approved by State Archivist	DO NOT COMPLETE. QSA will insert this information.
Date:	DO NOT COMPLETE. QSA will insert the approval date.

Table of Contents

The table of contents for the schedule will include:

- function title
- page numbers.

Body of schedule

Below provides details about what information you need to complete in the body of the schedule.

Field	How to complete
Function	Insert the title of the function and the scope note (what the function is about). Functions are to be listed alphabetically. Include see references to other sections of the schedule or to other schedules, such as the General retention and disposal schedule (GRDS) .
Disposal Authorisation	DO NOT COMPLETE. QSA will insert this information.
Activity term	Insert the title of the activity and the scope note (what the activity is about). Activities are to be listed alphabetically. Include see references to other sections of the schedule or to other schedules, such as the <i>General retention and disposal schedule (GRDS)</i> .
Description of records	Insert the record class title and scope note. Write the description to assist people identify the records and disposal actions for the future: <ul style="list-style-type: none"> • by being specific about the records • be clear and concise

Field	How to complete
	<ul style="list-style-type: none"> • include some detail on the information documented in the records • provide examples of specific records • include reference to relevant legislation where appropriate. <p>Record classes are to be listed in descending retention period order.</p> <p>Include see references to other sections of the schedule or to other schedules, such as the <i>General retention and disposal schedule (GRDS)</i>.</p>
Retention period & trigger	<p>Insert the recommended retention period and disposal trigger.</p> <p>For permanent records insert – Permanent. Transfer to QSA after business action completed.</p> <p>For temporary records insert – [number] years after business action completed.</p> <p>If a trigger has been stipulated in legislation, please include the specific trigger, e.g. 75 years from date of birth or 30 years after last assessment, whichever is later.</p>