



Responsible Public Authority : Department of the Premier and Cabinet

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Scope of disposal schedule

This schedule applies to core business records created by the Department of the Premier and Cabinet including records relating to aircraft management, cabinet services, cabinet submission development, constitutional services, executive support, intergovernmental relations, official protocol and communications, policy development and coordination, security and emergency management and legacy records.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).



No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority. Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of the Premier and Cabinet should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 5 version 1(96/0005), issued to Cabinet Secretariat, 3 September 1996
- QDAN 65 version 1 (96/0065), issued to Department of the Premier and Cabinet, 29 November 1996
- QDAN 77 version 1 (96/0077), issued to Department of the Premier and Cabinet, 14 January 1997
- QDAN 193 version 1 (97/0115), issued to Department of the Premier and Cabinet, 22 August 1997
- QDAN 257 version 1 (97/0179), issued to Department of the Premier and Cabinet, 22 December 1997
- QDAN 464 version 3, issued to Department of the Premier and Cabinet, 19 December 2002
- QDAN 611 version 1, issued to Department of the Premier and Cabinet, 8 March 2005
- QDAN 616 version 1, issued to Department of the Premier and Cabinet, 6 July 2005

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7777.



Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- (i) the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- (ii) the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- (iii) the public record must be retained pursuant to the *Evidence Act 1977*
- (iv) there is a current disposal freeze in relation to the public record, or
- (iv) there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.



The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3131 7777.

Records created before 1950

Records described in QDAN 681 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Department of the Premier and Cabinet' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on *Transferring Public Records to Queensland State Archives* available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.



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1. AIRCRAFT MANAGEMENT

The function of managing, operating and maintaining the Government Air Wing aircraft fleet operated by the Department of the Premier and Cabinet and used for official transportation purposes. Includes the aircraft's acquisition, maintenance, repair and disposal.

See the General Retention and Disposal Schedule for Administrative Records for records of:

- aircraft acquisition and disposal
- management of the Government Air Wing aircraft hanger.

Reference	Description of records	Status	Disposal Action
1.1	<p>COMPLIANCE</p> <p><i>The activity associated with mandatory and voluntary compliance with Civil Aviation Regulations, Orders and Airworthiness Directives under the Commonwealth Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988 and with the requirements of the Australian Transport Safety Bureau under the Transport Safety Investigations Act 2003.</i></p>		
1.1.1	<p>Aircraft certification, registration and maintenance – aircraft sale</p> <p>Records relating to Government Air Wing compliance with civil aviation requirements, where the aircraft is subsequently sold. Includes aircraft and aeronautical components:</p> <ul style="list-style-type: none"> • airworthiness certification • registration • maintenance • inspections • flight and technical records. <p>Records may include, but are not limited to:</p>	Temporary	Retain by the Department of the Premier and Cabinet until aircraft is sold and transfer on sale to new owner.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">certificates of airworthinesscertificates of registration of aircraft on the Register of Australian Aircrafttype certificatesapplicationsaircraft marking detailschanges to registration detailsaircraft designs and structural drawingsaircraft logbooks (section 100.5 of the Civil Aviation Safety Authority (CASA) <i>Civil Aviation Order</i>)maintenance entries, releases and certificationCASA exemptions and variations of requirements of the Civil Aviation Regulations, Orders and Airworthiness Directivesflight and technical logs.		
1.1.2	<p><i>Aircraft registration – aircraft decommission</i></p> <p>Records relating to Government Air Wing aircraft registration, where the aircraft subsequently ceases operation or is permanently removed from the Register of Australian Aircraft maintained by the Civil Aviation Safety Authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">certificates of registration of aircraft on the Register of Australian Aircraft.	Temporary	Retail until the aircraft has been permanently removed from the Register of Australian Aircraft and transfer to Civil Aviation Safety Authority.



Reference	Description of records	Status	Disposal Action
1.1.3	<p><i>Aircraft certification and maintenance – aircraft decommission</i></p> <p>Records relating to Government Air Wing compliance with civil aviation requirements, where the aircraft subsequently ceases operation or is permanently removed from the Register of Australian Aircraft maintained by the Civil Aviation Safety Authority. Includes aircraft and aeronautical components:</p> <ul style="list-style-type: none">• airworthiness certification• maintenance• inspections• flight and technical records. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• certificates of Airworthiness• type certificates• applications• aircraft marking details• aircraft designs and structural drawings.• aircraft logbooks (section 100.5 of the Civil Aviation Safety Authority (CASA) <i>Civil Aviation Order</i>)• maintenance entries, releases and certification• CASA exemptions and variations of requirements of the Civil Aviation Regulations, Orders and Airworthiness Directives	Temporary	Retain for 10 years after the aircraft's operating life has ended or the aircraft has been permanently removed from the Register of Australian Aircraft.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• weight and balance details• aircraft, engine and propeller maintenance log books• current inspection status details• works sheet entries• list of compliance actions in accordance with Airworthiness• directives• manufacturer's service bulletins• records of addition or removal of equipment from the aircraft affecting airworthiness.• flight and technical log.		
1.1.4	<p><i>Aircraft certification, registration and maintenance – departmental copies</i></p> <p>Departmental copies of Government Air Wing airworthiness certification, registration, maintenance, technical specifications and inspections of each Government Air Wing aircraft and each aeronautical component that forms part of the aircraft's inventory records, where the aircraft has been subsequently sold and the original records transferred to the new owners. Includes flight and technical records.</p>	Temporary	Retain for 10 years after disposal of aircraft.
1.1.5	<p><i>Licensing – pilots and engineers</i></p> <p>Copies of records relating to the annual licensing, rating, medical clearance and endorsements of aircraft pilots and engineers, where the original record is held by the Civil Aviation Safety Authority (CASA).</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 1 year after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">copies of pilot and maintenance engineer's licences issued by CASAcopies of CASA approvals to provide specific types of trainingcopies of medical certificationcopies of results of drug and alcohol tests.		
1.1.6	<p>Australian Transport Safety Bureau notifications - immediately reportable matters</p> <p>Records relating to notifications of immediately reportable matters to the Australian Transport Safety Bureau in accordance with section 18 of the <i>Transport Safety Investigation Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">aviation accident or incident notification forms.	Permanent	Retain permanently.
1.1.7	<p>Australian Transport Safety Bureau notifications - routine reportable matters</p> <p>Records relating to notifications of routine reportable matters to the Australian Transport Safety Bureau in accordance with section 19 of the <i>Transport Safety Investigation Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">aviation accident or incident notification forms.	Temporary	Retain for 7 years after last action.
1.2	<p>OPERATIONS</p> <p><i>The activities associated with the operation of Government Air Wing aircraft. Includes aircraft flight and technical records, and administrative records concerning flight planning and approvals, and aircraft allocation.</i></p>		



Reference	Description of records	Status	Disposal Action
1.2.1	<p>Flight planning</p> <p>Records relating to the planning of flights undertaken by Government Air Wing aircraft for all official purposes.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none">• flight itineraries and records of associated arrangements• pilot's flight plans• Chief Pilot approvals of unusual flight profiles• Copies of flight crew accommodation records.	Temporary	Retain for 7 years after last action.
1.2.2	<p>Aircraft usage</p> <p>Records relating to applications for use of Government Air Wing aircraft in accordance with section 6.2 of the <i>Guidelines for the Use of Government Aircraft for Official Transport</i>. Includes flight requests for organ donation and emergency response purposes and flight requests which are refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• completed and revised <i>Applications for Use of Aircraft</i> forms• copies of proposed itineraries• justifications for travel by non-Government passengers• flight itineraries and records of associated arrangements• Chief Pilot approvals of unusual flight profiles• copies of flight crew accommodation records	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• after hours booking sheet• copy of aircraft trip record for the relevant flight• Donate Life Queensland (QLD Health) follow up request.		
1.3	<p>SAFETY MANAGEMENT</p> <p><i>The activities associated with developing and implementing the Government Air Wing Safety Management System (SMS) which includes safety risk management, safety promotion and training and safety monitoring.</i></p> <p><i>See section 1.1 COMPLIANCE (AIRCRAFT MANAGEMENT) for records relating to incidents involving GAW aircraft.</i></p>		
1.3.1	<p>Safety management system (SMS) manual</p> <p>Records relating to safety processes and procedures of the Government Air Wing in accordance with part 172 of the <i>Civil Aviation Safety Regulations 1998</i>. Includes the Safety Management System Manual.</p>	Temporary	Retain for 75 years after last action.
1.3.2	<p>Risk management – safety management system (SMS)</p> <p>Records relating to risk management as required by the Government Air Wing safety management system. Includes risk identification and mitigation processes, internal safety investigations and risk reporting system.</p>	Temporary	Retain for 7 years after last action.



2. CABINET SERVICES

The function of providing procedural and operational services to Cabinet, Cabinet committees and Community Cabinet. Includes the preparation, scrutiny and management of Cabinet and Community Cabinet records and the coordination of business.

NOTE: Reference to Cabinet includes Cabinet Committees, such as the Cabinet Budget Review Committee and Special Purpose Committees, unless specified.

See section 3 Cabinet Submission Development for records of the development and drafting of Cabinet submissions.

See section 5 Executive Support for the records of Government's forward legislation program.

See the General Retention and Disposal Schedule for Administrative Records for records relating to arrangements for Cabinet meetings.

Reference	Description of records	Status	Disposal Action
2.1	<p>ACCESS</p> <p>Activities associated with providing official and public access to records of the Cabinet in accordance with protocols set out in the Cabinet Handbook. Includes advising, assessing access requests, examining Cabinet records prior to release, gaining approvals/opinions from relevant parties and producing redacted copies.</p>		
2.1.1	<p>Cabinet records – access provision</p> <p>Records relating to the provision of official access to the records of Cabinet.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • requests for access • correspondence • records of examination of records prior to access • redacted/paraphrased copies of records provided 	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• decisions to give or refuse access• records of identity verifications.		
2.2	ADVICE <i>The activities associated with the provision and receipt of advice by Cabinet Services about operational, procedural and logistical requirements relating to Cabinet.</i>		
2.2.1	Cabinet advice – significant Records relating to significant advice provided and received by the Cabinet Secretary regarding the operations and requirements of Cabinet and its committees. Significant advice may include, but is not limited to: <ul style="list-style-type: none">• advice provided to, or received by, the Premier, other Ministers, Director-Generals, Chief Executive Officers and Cabinet committees• advice and/or matters perceived as controversial attracting media attention or public debate.	Permanent	Retain permanently.
2.2.2	Cabinet advice – routine Records relating to operational and routine advice provided to Government departments, non-Government organisations and the public regarding Cabinet operations and requirements. <i>Excludes administrative arrangements for Cabinet committee meetings.</i>	Temporary	Retain for 5 years after last action.
2.3	CABINET AND CABINET COMMITTEES <i>This activity deals with the preparation of the records of Cabinet and Cabinet Committees.</i>		



Reference	Description of records	Status	Disposal Action
2.3.1	<p>Cabinet records – master set</p> <p>Master records of Cabinet meetings which document matters considered and decided upon by the Cabinet, excluding advance lodgement submissions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• final Cabinet submission, briefing papers and attachments• Cabinet agenda and business lists• collective minutes and attachments• Cabinet decisions.	Permanent	Retain permanently.
2.3.2	<p>Advance lodgement submissions</p> <p>Records relating to advance lodgement submissions submitted to Cabinet Services by departments, including the Department of Premier and Cabinet.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advance lodgement submissions and attachments• advance briefing papers. <p><i>Excludes the final submission which is signed by the relevant Minister and captured as part of the permanent Cabinet record.</i></p>	Temporary	Retain for 2 years after last action.
2.3.3	<p>Cabinet records – circulation copies</p> <p>Duplicate copies of Cabinet records produced for departmental circulation and returned to Cabinet Services in accordance with the requirements of the Cabinet Handbook.</p>	Temporary	Retain until reference ceases.



Reference	Description of records	Status	Disposal Action
2.3.4	Cabinet notes Records relating to notes taken during Cabinet meetings by the Cabinet Secretary which have been used to compile the official decisions and minutes taken in Cabinet.	Temporary	Retain until decisions and minutes confirmed.
2.4	COMMUNITY CABINET <i>The activities associated with the receipt and processing of public deputations for Community Cabinet and meeting arrangements.</i> <i>See reference number 2.2 ADVICE (CABINET SERVICES) for advice about Community Cabinet.</i> <i>See reference number 5.4 COMMUNITY CABINET BRIEFING SERVICES (EXECUTIVE SUPPORT) for Community Cabinet briefings prepared for the Premier.</i> <i>See reference number 7.8.2 MEDIA RELATIONS (OFFICIAL PROTOCOL AND COMMUNICATIONS) for records of the Premier's speech notes prepared for Community Cabinet proceedings.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to administrative arrangements for Community Cabinet meetings, including catering, travel and security arrangements.</i>		
2.4.1	Community Cabinet proceedings Records relating to Community Cabinet proceedings, including the daily program, schedule of appointments and deputations.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.4.2	<p>Community Cabinet coordination</p> <p>Records relating to the organisation and coordination of Community Cabinet meetings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• invitations to submit deputations• referrals of deputations to Ministerial offices• Community Cabinet registrations.	Temporary	Retain for 5 years after last action.
2.5	<p>INFORMATION MANAGEMENT</p> <p><i>Activities associated with the Cabinet Secretary's management of Cabinet records including their registration, circulation and disposal in accordance with the Cabinet Handbook.</i></p> <p><i>See section 2.1 ACCESS (CABINET SERVICES) for the provision of access to Cabinet records by Cabinet Services.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the management of the Cabinet Information System and other information management activities.</i></p>		
2.5.1	<p>Cabinet control records - registers and indexes</p> <p>Cabinet registers and indexes created to manage and facilitate access to Cabinet records over time. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Cabinet Information System• register of submissions to Cabinet• register of collective minutes of Cabinet• register of decisions of Cabinet• indexes to the records of Cabinet and Cabinet committees.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.5.2	<p>Cabinet control records – distribution, return and disposal</p> <p>Records associated with the labelling, distribution, tracking and return of Cabinet records in accordance with section 4.9 of the <i>Cabinet Handbook</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• barcode numbers generated by the Cabinet Information System• destruction certificates for duplicate, circulation copies of Cabinet records• authorised Officers lists• distribution lists and signed receipts.	Temporary	Retain for 5 years after last action.
2.6	<p>OPERATIONS</p> <p><i>The activities associated with the provision of operational and coordination support to Cabinet and Cabinet committees. Includes the preparation of the Cabinet business timetable.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to administrative arrangements for Cabinet meetings.</i></p>		
2.6.1	<p>Cabinet timetable</p> <p>Records relating to the scheduling of whole of Government Cabinet business in accordance with the <i>Cabinet Handbook</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Cabinet timetable• report requests• reports.	Temporary	Retain until administrative use ceases.



Reference	Description of records	Status	Disposal Action
2.7	<p>PROCEDURES</p> <p><i>The activities associated with the preparation and maintenance of the Queensland Cabinet Handbook.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none">• <i>legal deposit requirements for the final version of the Cabinet Handbook.</i>• <i>training in Cabinet procedures provided to departments by Cabinet Services.</i>		
2.7.1	<p>Queensland Cabinet Handbook – master</p> <p>Final master versions of the <i>Queensland Cabinet Handbook</i> outlining the procedures and conventions for the operation of Cabinet in Queensland.</p> <p>NOTE – In addition to the permanent public record, these handbooks may also be subject to legal deposit requirements under the <i>Libraries Act 1988</i> and the <i>Copyright Act 1968</i>.</p>	Permanent	Retain permanently.
2.7.2	<p>Queensland Cabinet Handbook – drafting</p> <p>Records relating to the preparation and review of the <i>Queensland Cabinet Handbook</i>.</p> <p>Records may include, but are not limited to;</p> <ul style="list-style-type: none">• background and research material• consultation records• approvals.	Temporary	Retain for 10 years after Handbook superseded.



3. CABINET SUBMISSION DEVELOPMENT

The function of collecting, collating and assembling background material in preparation for the development and the drafting of Cabinet submissions. Includes the provision of advice on the draft submissions of other agencies and the drafting of the Department of the Premier and Cabinet's own Cabinet submissions.

See section 2 Cabinet Services for records relating to the formal submission of matters Cabinet.

Reference	Description of records	Status	Disposal Action
3.1	ADVICE <i>The activities associated with the provision of advice to other Queensland Government agencies on working drafts of Cabinet submissions prior to formal lodging with Cabinet.</i>		
3.1.1	Cabinet working papers – External advice Records relating to the provision of advice to other Queensland Government agencies on Cabinet submission drafts regarding new or modified policy initiatives. Records may include, but are not limited to: <ul style="list-style-type: none">• draft submissions• departmental advice• related documents such as information memos and briefing notes• research documentation. <i>See reference number 3.3.1 for records relating to the internal development of Cabinet Submissions by the Department of the Premier and Cabinet.</i>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
3.2	LEGISLATION <i>The activities associated with the drafting, amendment or review of legislation in liaison with the Office of the Queensland Parliamentary Counsel and other Queensland Government agencies.</i>		
3.2.1	Legislative drafting Records relating to the drafting of new legislation and amendments to existing legislation required by the Queensland Government, Members of Parliament and statutory authorities. Records may include, but are not limited to: <ul style="list-style-type: none">• draft submissions• approval briefs• related correspondence• research documentation.	Permanent	Retain permanently.
3.3	SUBMISSIONS <i>The activity of drafting Cabinet submissions by the Department of the Premier and Cabinet in preparation to submit to Cabinet.</i>		
3.3.1	Cabinet working papers Records relating to the development and drafting of Cabinet Submissions by the Department of the Premier and Cabinet, including input from other Queensland Government agencies. Records may include, but are not limited to: <ul style="list-style-type: none">• draft and final submissions• approval briefs• comments from other Queensland Government agencies	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• supporting research documentation• related correspondence. <p><i>See reference number 3.1.1 for records relating to advice provided by the Department of the Premier and Cabinet to other government agencies preparing Cabinet Submissions.</i></p>		



4. CONSTITUTIONAL SERVICES

The function of providing support in Constitutional matters to the Premier in their role as Senior Executive Councillor and Chief Advisor to the Governor pursuant to the Constitution and its conventions.

Constitutional matters include the appointment of the Governor, Acting Governor, and Deputy Governor, appointments and changes to the Ministry, Ministerial delegations, royal pardons, administrative arrangements, and Parliamentary Secretary appointments. It also includes matters relating to the issue of writs for elections, the opening, prorogation, and dissolution of Parliament, and projects relating to Constitutional legislation.

See the General Retention and Disposal Schedule of Administrative Records for records relating to legislative drafting.

Reference	Description of records	Status	Disposal Action
4.1	<p>ADVICE</p> <p><i>The activity of offering considered opinions to the Premier, Ministers and Queensland Government on constitutional and administrative reform matters. This also includes the department's receipt of advice from stakeholders (e.g. Ministers) on constitutional and administrative issues.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to Crown Law advice.</i></p>		
4.1.1	<p>Constitutional advice – strategic</p> <p>Records relating to the provision of strategic advice to the Premier and Ministers' offices on constitutional and administrative reform matters, in support of the Premier's role as Senior Executive Councillor and chief adviser to the Governor. Strategic advice includes the provision of advice on election issues and Executive Council Minute processes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Premier's briefing papers• Premier's memoranda	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">stakeholder correspondence (e.g. with Ministers)copies of advice provided to the Premier, Ministers and Executive Council		
4.1.2	<p>Petitions for pardon</p> <p>Records relating to petitions or requests for pardon, including requests for commutation of a sentence, reprieve of the carrying out of a sentence, or the remission of a fine or penalty. Includes requests granted or denied.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">petitions or requests for pardonPremier's response, andrelated correspondence.	Permanent	Retain permanently.
4.1.3	<p>Letters patent – certified copy requests</p> <p>Records relating to requests for a certified copy of a letters patent approval under s. 58 of the <i>Evidence Act 1977</i>.</p> <p><i>See reference number 4.3.1 for records of the original letters patent.</i></p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
4.2	<p>APPOINTMENTS</p> <p><i>The activity of nominating and appointing candidates to significant Government positions in accordance with the Constitution of Queensland 2001, including the appointment of the Queensland Governor, Acting Governor, Deputy Governor, Premier, Ministers and Parliamentary Secretaries. It also includes the appointment of acting Ministers, as well as the receipt of letters of resignation from the abovementioned positions.</i></p> <p><i>See reference number 7.13 OFFICIAL PROTOCOL & COMMUNICATIONS – STATE OCCASIONS for planning, management and arrangement of State occasions such as the Governor’s and Members of Parliament’s swearing-in ceremonies, etc.</i></p>		
4.2.1	<p>Appointment – Governor, Acting Governor and Deputy Governor</p> <p>Records relating to the nomination and appointment of candidates to politically significant positions under the provisions contained in the <i>Constitution of Queensland 2001</i>, specifically the positions of:</p> <ul style="list-style-type: none">• Governor of Queensland (s.29)• Acting Governor of Queensland (s.41)• Deputy Governor of Queensland (s.40). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• nominations• advice to Premier (such as that relating to recommendations on the termination of Governor, Acting Governor, or Deputy Governor)• Premier’s recommendations to Her Majesty the Queen, seeking formal approval for the appointment or termination of Governor, and subsequent responses from Her Majesty the Queen• Premier’s briefing notes	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• terms of appointments, including salary and entitlements• proclamations and commissions• letters of resignation• related correspondence.		
4.2.2	<p>Appointments – Ministerial</p> <p>Records relating to the nomination and appointment of persons to Ministerial positions in accordance with the provisions contained in the <i>Constitution of Queensland 2001</i>, including specifically:</p> <ul style="list-style-type: none">• Premier/Governor’s appointment of a Minister to act as another Minister (s.45)• Governor’s appointment of a member of the Legislative Assembly to act as a Minister (s.46). <p>Includes the management of temporary appointments for those ministers taking leave or who will be absent from the State. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice from Crown Law and/or Solicitor General• Premier’s briefing notes• terms of appointments• commissions• instrument of appointment (e.g. appointment letter)• gazette notices• related correspondence.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
4.2.3	<p>Resignations – Ministerial, Parliamentary Secretary, Assistant Minister and Executive Council</p> <p>Records relating to the resignation of persons in Ministerial, Parliamentary Secretary, Assistant Minister and Executive Council positions, including:</p> <ul style="list-style-type: none">• Ministerial and Parliamentary Secretary resignations in accordance with s.26(2)(b) of the <i>Constitution of Queensland 2001</i>• membership of the Executive Council.	Permanent	Retain permanently.
4.3	<p>AUTHORISATION</p> <p><i>The activity of seeking and granting permission to undertake some act or enjoy some right.</i></p>		
4.3.1	<p>Letters patent</p> <p>Letters patent issued by the Crown in relation to the State, or in relation to any matter that concerns the State, by which power and authority are granted to a person to do some act or enjoy some right.</p>	Permanent	Retain permanently.
4.3.2	<p>Letters patent register</p> <p>Letters patent registers created to manage and facilitate access to letters patent records over time.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• register of patents• letters patent database.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
4.4	<p>ELECTION ARRANGEMENTS</p> <p><i>The activity associated with making arrangements for the election of members to the Queensland Parliament. Includes the dissolution of the Legislative Assembly of Queensland, issuing of the writ for general elections of the State of Queensland, provision of comprehensive advice on the caretaker conventions during the election period, and the preparation of incoming Government briefs. Also includes the administration of those processes around the election of Senators for Queensland.</i></p> <p><i>See reference number 4.2 CONSTITUTIONAL SERVICES – APPOINTMENTS for the:</i></p> <ul style="list-style-type: none"><i>Nomination and appointment of Parliamentary Secretaries by the Governor in Council, and</i><i>Swearing-in of Members of Parliament following a Queensland general election or by-election.</i> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the development of whole of Government caretaker convention policy.</i></p>		
4.4.1	<p><i>Election arrangements</i></p> <p><i>Records relating to the planning and arrangements made for the election of members to the Queensland State Parliament, including general elections, by-elections and referenda's, in accordance with s.15 of the <i>Constitution of Queensland 2001</i>. Includes the provision of advice to the Governor on the summoning, proroguing and dissolution of Parliament.</i></p>	Permanent	Retain permanently.
4.5	<p>EXECUTIVE COUNCIL SUPPORT</p> <p><i>The activity associated with providing support to the Premier in their role as Senior Executive Councillor and chief adviser to the Governor. Includes the provision of advice on the Governor's exercise of administrative powers on such matters as appointment, making of subordinate legislation, and approving expenditure. Also includes meetings and minutes of the Executive Council.</i></p> <p><i>See reference number 4.2: CONSTITUTIONAL SERVICES – APPOINTMENTS for records relating to the nomination and appointment of candidates to significant Government positions, including the Queensland Governor, Acting Governor, Deputy Governor, Parliamentary Secretary, and the swearing-in of Members of Parliament.</i></p> <p><i>See reference number 4.6: CONSTITUTIONAL SERVICES – PORTFOLIO ARRANGEMENTS for records relating to the making</i></p>		



Reference	Description of records	Status	Disposal Action
	<p><i>of administrative arrangements for the determination of ministerial portfolios.</i></p> <p><i>See reference number 7.13: OFFICIAL PROTOCOL & COMMUNICATIONS – STATE OCCASIONS for records relating to the planning, management and arrangement of State occasions such as swearing-in ceremonies, etc.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none">• <i>Crown law advice.</i>• <i>administrative arrangements for Cabinet meetings.</i>		
4.5.1	<p>Executive Council meetings – minutes and schedules</p> <p>Records relating to ordinary and special Executive Council meetings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• summons cover• minutes• original proclamations and regulations endorsed by the Executive Councils• supplementary and special schedules• attendees• yearly index• ISYS database of scanned minutes.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
4.5.2	<p><i>Executive Council minutes register</i></p> <p>Register relating to Executive Council activities and transactions. Details recorded include:</p> <ul style="list-style-type: none">• subject of Executive Council Minutes• name of Ministers• meeting dates• minute numbers• key words.	Permanent	Retain permanently.
4.5.3	<p><i>Executive Council – liaison</i></p> <p>Records of Executive Council Secretariat liaison with Queensland Government departments, portfolio agencies, statutory bodies and Executive Councillors, and which typically relate to:</p> <ul style="list-style-type: none">• ensuring that documents for Executive Council consideration have been prepared in accordance with relevant legislative or format requirements, etc.• communicating details of matters approved by the Governor in council to appropriate officers in departments and portfolio agencies• ensuring that appropriate approvals have been obtained, before submitting matters to the governor in Council <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence with departments, portfolio agencies, statutory bodies and Executive Councillors• external requests for certified copies of Executive Council Minutes.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
4.6	<p>PORTFOLIO ARRANGEMENTS</p> <p><i>The activity associated with the making of administrative arrangements for the determination of ministerial portfolios in accordance with provisions contained in the Constitution of Queensland Act 2001. Includes the drafting and amendment of Administrative Arrangements Orders, their publication in the Queensland Government Gazette and their tabling in Parliament.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the records relating to the publication of Administrative Arrangements.</i></p>		
4.6.1	<p>Administrative Arrangements by Order in Council – approved</p> <p>Records relating to approved Administrative Arrangements by Order in Council, in accordance with s.44 of the <i>Constitution of Queensland 2001</i>. Includes Consolidated Administrative Arrangements and Amendment Arrangements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Premier’s approval for ministerial portfolios, Consolidated Administrative Arrangements Orders, etc.• Premier’s instructions• correspondence with Ministers and other stakeholders (e.g. departments) regarding changes to Arrangements (such as transfer of administrative responsibility for legislation or amendment to their Ministerial responsibilities)• letters of approval for changes to Arrangements• stakeholder approvals for changes to Arrangements• Premier’s advice to Ministers regarding amendment to Arrangements• Consolidated Administrative Arrangements Orders	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"> Amendment Orders in Council related correspondence. 		
4.6.2	<p>Administrative Arrangements by Order in Council – not proceeded with</p> <p>Records relating to the drafting and amendment of Administrative Arrangements by Order in Council which are not proceeded with.</p>	Temporary	Retain for 5 years after last action.
4.7	<p>PROCEDURES</p> <p><i>The activity associated with developing and implementing standard methods of operating, formulated to assist Queensland public sector agencies in the conduct of their business. Includes the Queensland Executive Council Handbook.</i></p> <p><i>See reference number 2.7 Cabinet Services – Procedures for records relating to the Queensland Cabinet Handbook.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the Department’s operational procedures, Quality Manual, etc.</i></p>		
4.7.1	<p>Ministerial and Executive Council Handbooks – master</p> <p>Final master versions of the <i>Queensland Ministerial Handbook: Governing Queensland</i> and the <i>Queensland Executive Council Handbook</i> outlining the processes and practices to be followed.</p> <p>NOTE – In addition to the permanent public record, these handbooks may also be subject to legal deposit requirements under the <i>Libraries Act 1988</i> and the <i>Copyright Act 1968</i>.</p>	Permanent	Retain permanently.
4.7.2	<p>Ministerial and Executive Council Handbooks – drafting</p> <p>Records relating to the review and amendment of the <i>Queensland Ministerial Handbook: Governing Queensland</i> and the <i>Queensland Executive Council Handbook</i>.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after Handbook superseded.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• Premier's memoranda providing authorisation for review• annotated drafts• stakeholder comment and advice• Premier's briefing notes• related correspondence.		
4.8	<p>REPORTING</p> <p><i>The activity of providing a formal response to a request, including those received from stakeholders such as the Premier, Director-General of the Department of the Premier and Cabinet, and external Queensland public sector agencies, etc. Includes the provision of statistical reports, etc.</i></p> <p><i>See section 4.9: CONSTITUTIONAL SERVICES – REVIEWING, for those reports generated in response to the re-evaluation or re-examination of processes, procedures, standards and systems.</i></p>		
4.8.1	<p>Executive Council statistical reports</p> <p>Records relating to statistical reports generated from the Executive Council Minutes Register, in response to requests for information from the:</p> <ul style="list-style-type: none">• Premier• Director-General of the Department of the Premier and Cabinet. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• incoming report requests• reports• correspondence with internal and external stakeholders, such as Queensland public	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
	sector agencies, etc. <i>See reference number 4.5.2 for the Executive Council minutes register.</i>		
4.9	REVIEWING <i>The activity involved in re-evaluating or re-examining constitutional services systems, processes, decisions, standards and procedures. Includes liaison with stakeholders, recommendations and advice resulting from these activities.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for the department's review of audits undertaken into its functions and activities.</i>		
4.9.1	Constitutional reviews Records relating to reviews of constitutional matters and associated projects or programs. Includes reviews conducted and/or commissioned by the Department of the Premier and Cabinet. Records may include, but are not limited to: <ul style="list-style-type: none">• review reports• Premier's briefing papers• review recommendations• correspondence with stakeholders.	Permanent	Retain permanently.



5. EXECUTIVE SUPPORT SERVICES

The function of providing support to the Premier as the Queensland Head of Government in their role in Parliament, Community Cabinet and in overseeing portfolio bodies and Government Owned Corporation (GOCs). Includes the provision of advice and policy options to the Premier on matters associated with their portfolio responsibilities, executive Government and the machinery of Government.

See section 3 CABINET SUBMISSION DEVELOPMENT for Cabinet records relating to this function.

See section 7 OFFICIAL PROTOCOL & COMMUNICATIONS for the planning, coordination, and management of events, including commemorative events, state occasions, official visits, ceremonies and functions.

See section 8 POLICY DEVELOPMENT & COORDINATION for the development of policies relating to this function and for the provision of policy-related advice.

See the General and Disposal Schedule for Administrative Records for:

- management of public reaction to the Government's policies and services*
- risk management associated with this function.*

Reference	Description of records	Status	Disposal Action
5.1	<p>ADVICE</p> <p><i>The activity associated with offering opinions by or to the department as to an action or judgement. Includes the process of advising.</i></p> <p><i>See section 5.4 EXECUTIVE SUPPORT SERVICES – COMMUNITY CABINET BRIEFING SERVICES for the provision of advice to the Premier during Community Cabinet.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to Crown Law advice.</i></p>		



Reference	Description of records	Status	Disposal Action
5.1.1	<p>Advice – significant</p> <p>Records relating to the provision and receipt of significant advice on matters with State-wide or national significance regarding the Premier’s role in Parliament and legislation and boards within the Premier’s portfolio.</p> <p>Significant advice includes, but is not limited to:</p> <ul style="list-style-type: none">• advice to Premier’s portfolio bodies concerning developing/amending legislation• counter-terrorism• disaster relief• significant appointments across the Queensland Public Service• whole-of-Government policy leadership• advice perceived as controversial attracting media attention or public debate (e.g. day-light saving). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• briefing notes• legal advice• related correspondence. <p><i>See reference number 2.2.1 for significant Cabinet advice.</i></p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
5.1.2	<p>Advice – routine</p> <p>Records relating to the provision of other executive support advice, such as the tabling of annual reports from within the Premier’s portfolio.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• briefing notes• referrals to other agencies to undertake actions or investigations• related correspondence.	Temporary	Retain for 10 years after last action.
5.2	<p>ALLOWANCES</p> <p><i>The activity involved in setting, arranging and managing money paid in addition to salary to cover expenses incurred in the course of employment, such as, travelling allowances and allowances to Members of Parliament.</i></p> <p><i>See the General Retention and Disposal Schedule of Administrative Records for the payment of allowances to department personnel.</i></p>		
5.2.1	<p>Members of Parliament allowances</p> <p>Records relating to the management and payment of allowances to Members of Parliament, in addition to salary, to cover expenses incurred in the course of employment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• briefing notes• supporting correspondence received from the Clerk of the Parliament.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
5.3	<p>APPOINTMENTS</p> <p><i>The activity of nominating and appointing candidates to Queensland Government boards and statutory bodies. Also includes the activity of advising on appointments to Government bodies, for the purpose of providing a recommendation or briefing.</i></p> <p><i>See section 5.5 CONTROL for the register of nominees to Government bodies and the register of appointees to Government bodies.</i></p>		
5.3.1	<p>Government boards and statutory bodies – appointments</p> <p>Records relating to the nomination and appointment of candidates to positions within Queensland Government boards and statutory bodies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• resumes• nominations to positions• briefing notes• advice records• assessment records• Premier’s correspondence with appointees• extensions of appointment.	Permanent	Retain permanently.
5.3.2	<p>Government boards and statutory bodies – unsuccessful nominations</p> <p>Records relating to unsuccessful nominations of candidates to positions within Queensland Government boards and statutory bodies.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 5 years after deactivation or removal from the register.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">resumesadvice recordsassessment recordsPremier's correspondence with unsuccessful nominees.		
5.4	<p>COMMUNITY CABINET BRIEFING SERVICES</p> <p><i>The activities associated with providing support for meetings of the Community Cabinet. Includes the provision of advice and the preparation of briefing papers for the Premier, coordination of briefing papers from other Government departments, preparation of briefs for use by the Premier and Parliamentary Secretary in response to deputations, and coordination and preparation of responses to issues raised by deputationists at Community Cabinet meetings.</i></p> <p><i>See section 2.4 CABINET SERVICES – COMMUNITY CABINET for the programming of Community Cabinet and the coordination of deputations.</i></p>		
5.4.1	<p>Community Cabinet meetings – briefing papers and minutes</p> <p>Records relating to Community Cabinet briefing papers on deputations to be used by the Premier and the Parliamentary Secretary at Community Cabinet meetings. Includes the minutes of the Premier's deputations.</p>	Permanent	Retain permanently.
5.4.2	<p>Community Cabinet meetings – background research and drafts</p> <p>Records relating to background research and working papers prepared for the Premier and the Parliamentary Secretary at Community Cabinet meetings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">drafts of briefing papers on deputations.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
5.5	CONTROL <i>The activities of creating and maintaining registration systems associated with the provision of executive support.</i> <i>See section 5.3 for appointments to Government Boards and Authorities.</i>		
5.5.1	Register of appointees to Government bodies Register entries relating to appointments to Queensland Government bodies including statutory offices, boards, committees and statutory authorities. Records include, but are not limited to: <ul style="list-style-type: none">• descriptions of the roles and functions of Government bodies• contact details• remuneration information• appointee details. <i>Excludes original nomination and appointment records to positions within Queensland Government boards and statutory bodies.</i>	Temporary	Retain for 7 years after appointment ceases.
5.5.2	Register of nominees to Government bodies Register entries relating to individuals who have expressed an interest in being appointed to Government boards, committees and statutory authorities.	Temporary	Retain until administrative use ceases.



Reference	Description of records	Status	Disposal Action
5.6	<p>PARLIAMENTARY SUPPORT</p> <p><i>The activity involved in arranging and managing parliamentary events such as special sittings of parliament, regional parliament, Science in Parliament, Youth Parliament and Commonwealth Youth Parliament.</i></p> <p><i>See section 4.5: CONSTITUTIONAL SERVICES – EXECUTIVE COUNCIL SUPPORT for meetings and minutes of the Executive Council.</i></p>		
5.6.1	<p>Petitions</p> <p>Records relating to petitions submitted to the Premier and managed within the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• petitions• related correspondence. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to departmental responses to routine Ministerial correspondence.</i></p>	Permanent	Retain permanently.
5.6.2	<p>Parliamentary events and special sittings – management</p> <p>Records relating to the management of parliamentary events and special sittings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• final master guest list• sample invitation• sample menu card• expressions of thanks from attendees.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
5.6.3	<p>Parliamentary events and special sittings – administrative arrangements</p> <p>Records relating to administrative arrangements for and organisation of parliamentary events and special sittings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• catering arrangements and bookings.	Temporary	Retain for 5 years after last action.
5.7	<p>PROCEDURES</p> <p><i>The activities associated with the preparation and maintenance of the Members' Entitlements and Member's Office Support Handbooks.</i></p> <p><i>See section 8: POLICY DEVELOPMENT AND COORDINATION – POLICY, for records relating to the development of whole-of-Government policies, directive, instruction, procedures or circulars.</i></p>		
5.7.1	<p>Members' handbooks – master</p> <p>Final master versions of the <i>Members' Entitlements Handbook</i> and <i>Members' Office Support Handbook</i> outlining the financial benefits, services and office support that are provided to members and former Members of the legislative assembly in accordance with the <i>Appropriation (Parliament) Act</i>.</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
5.7.2	<p><i>Members' handbooks – drafting</i></p> <p>Records relating to the development and maintenance records of the <i>Members' Entitlements Handbook</i> and <i>Members' Office Support Handbook</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence with stake holders• drafts• briefing notes.	Temporary	Retain for 10 years after Handbook superseded.



6. INTERGOVERNMENTAL RELATIONS

The function of managing the formal relationships between the Department of the Premier and Cabinet and the Commonwealth Government, other state and territory Governments, local Governments and international Governments. Includes formal advice between the Department and other Governments on matters of State, national or international significance, participation on intergovernmental committees and councils and involvement in the making of the intergovernmental agreements, treaties and arrangements.

Excludes regular ongoing contact between the Department and other Government jurisdictions which should be covered under the relevant function in this Retention and Disposal Schedule.

See section 8.5 POLICY DEVELOPMENT & COORDINATION – POLICY for the development and maintenance, implementation and review of intergovernmental relations policies.

See section 7.10 OFFICIAL PROTOCOL & COMMUNICATIONS – OFFICIAL VISITS MANAGEMENT for visits to Queensland by representatives of Governments from other jurisdictions and Queensland Government representatives to other jurisdictions.

Reference	Description of records	Status	Disposal Action
6.1	<p>ADVICE</p> <p><i>The activity associated with offering opinions by or to the Department as to an action or judgement, and which may impact on decisions about or relations between the Queensland Government and other States, Territories or the Commonwealth and international bodies such as the United Nations. Excludes advice in relation to intergovernmental agreements.</i></p> <p><i>See reference number 6.2 for the provision or receipt of advice in relation to intergovernmental agreements.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records, for records relating to:</i></p> <ul style="list-style-type: none"><i>Crown Law advice</i><i>requests for information about the Department and its services.</i>		



Reference	Description of records	Status	Disposal Action
6.1.1	<p><i>Intergovernmental advice – Significant</i></p> <p>Records relating to advice between the Department and the Commonwealth Government, other Governments (both interstate and international), and other Queensland public sector agencies on intergovernmental matters of national or international significance.</p> <p>Significant advice includes, but is not limited to:</p> <ul style="list-style-type: none">• high-level coordination issues such as the Department of the Premier and the Cabinet’s coordination of Queensland Government submissions to national enquiries and investigations (e.g. Royal Commissions) on issues relevant to Queensland• issues with far reaching implications for whole-of-Government or cross portfolio administration• issues with far reaching social, economic or international implications• issues concerning key Government initiatives• precedent matters• successful nominations for honours and awards in the Australian Honours system• Commonwealth-State treaty negotiations• major Machinery of Government changes• advice perceived as controversial or relating to matters attracting media attention or public debate.	Permanent	Retain permanently.
6.1.2	<p><i>Intergovernmental advice – Other</i></p> <p>Records relating to advice provided on intergovernmental matters which do not have international or national significance.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
6.2	<p>AGREEMENTS</p> <p><i>The activity associated with the negotiation, establishment, management and review of intergovernmental agreements, treaties and National Action Plans. Includes provision of advice on the terms of agreements, mandatory reporting on agreements, authorisation by the Premier to sign on their behalf and the coordination of funding.</i></p> <p><i>See section 9 Security and Emergency Management for the records of security and emergency management agreements.</i></p>		
6.2.1	<p><i>Intergovernmental agreements and arrangements</i></p> <p>Records relating to the negotiation, establishment, maintenance and review of intergovernmental agreements and high-level intergovernmental arrangements between the Queensland Government and Governments of other jurisdictions. Includes the Queensland Government's consideration of whether to adopt treaties between the Commonwealth and international Governments,</p> <p>Intergovernmental arrangements include, but are not limited to:</p> <ul style="list-style-type: none">• National Action Plans• instruments• principles and procedures for Commonwealth-State consultation for the negotiation and implementation of international treaties. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice on agreements• legal advice• signed versions of agreements• National Interest Analyses (NIAs)	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• negotiations• Queensland Government submissions concerning the negotiation of treaties and agreements• final versions of agreements• copies of treaties• significant drafts• correspondence.		
6.3	<p>COMMITTEES</p> <p><i>The activities associated with the management and facilitation of intergovernmental committees, councils and working groups at which the Queensland Government is represented. Includes the appointment of members, terms of reference, establishment, proceeding, minutes, reports and agendas.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to meetings of other committees, taskforces or working groups.</i></p>		
6.3.1	<p><i>Intergovernmental working group and committee meetings</i></p> <p>Records relating to Queensland's representation on high-level intergovernmental working groups and committees as well as councils between Queensland and other States, Territories and/or the Commonwealth dealing with key issues crossing Australian jurisdictional lines. Includes meetings and working groups related to the Council of Australian Governments (COAG) reform agenda.</p> <p>High level Intergovernmental committees include, but are not limited to:</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• Council of Australian Governments (COAG)• Council for the Australian Federation (CAF)• Joint Standing Committee on Treaties (JSCOT)• Ministerial Councils, Standing Committees or Select Committees. Records for may include, but are not limited to: <ul style="list-style-type: none">• documents establishing committees, such as terms of reference and membership records• agenda, attachments and minutes• committee/council reports• recommendations• reports• supporting documents such as briefing and discussion papers.		
6.3.2	Committee arrangements Records relating to the administrative arrangements made for the conduct of high-level intergovernmental committees.	Temporary	Retain for 5 years after last action.



7. OFFICIAL PROTOCOL AND COMMUNICATIONS

The function of planning, coordinating, managing and evaluating a diverse range of events and celebrations such as State occasions, official visits, ceremonies and commemorative events of historical significance to the State, for example, the Centenary of Federation or Queensland's 150th Anniversary celebrations, and the communication of the Queensland Government's policies and key initiatives.

Includes the administration of State awards, managing protocol and liaison with intergovernmental agencies, the administration of State symbols and corporate identity, event sponsorship and the Premier's patronage of external organisations and media relations.

See the General Retention and Disposal Schedule for Administrative Records for records relating to:

- delegations of authority*
- contact details for Consular Corp appointees*
- advertising tenders*
- management of the Queensland Government official gift range and the provision, or receipt, of donations of money or gifts.*

Reference	Description of records	Status	Disposal Action
7.1	<p>CONSULAR APPOINTMENTS</p> <p><i>The activity of receiving and checking nominations to Queensland or interstate Consular Corps positions with jurisdiction in Queensland, and advising the Commonwealth Department of Foreign Affairs and Trade on consular appointments.</i></p> <p><i>Includes liaison with the Commonwealth Department of Foreign Affairs and Trade and the Consular Corps, hosting receptions for newly appointed consuls and receipt of the Department of Foreign Affairs and Trade notification of the appointment and departure of consuls.</i></p> <p><i>See the General Retention and Disposal Schedule of Administrative Records for records relating to invitations for functions hosted by members of the Consular Corps.</i></p>		



Reference	Description of records	Status	Disposal Action
7.1.1	<p>Consular Corp – appointments and separations</p> <p>Records relating to the administration of Consular Corps (e.g. honorary consuls) appointments and separations. Includes records relating to discontinued or refused nominations, and rescinded appointments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• department of Foreign Affairs and Trade requests for advice on nominations for consular posts including copies of candidates' nominations, <i>Curriculum Vitae</i> and background check consent forms.• background checks prepared by other agencies and internally• briefing note to Premier regarding nominees suitability and recommendation, including research notes• premier's approval of, or refusal to support, a consular nominee• Director-General's advice to Department of Foreign Affairs and Trade• Department of Foreign Affairs and Trade separations notifications• related correspondence.	Permanent	Retain permanently.
7.1.2	<p>Receptions – administrative arrangements</p> <p>Records relating to administrative arrangements for receptions held for newly appointed consular representatives to Queensland. Includes the presentation of consular representatives to senior Government officers such as the Premier and the Parliamentary Speaker.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• correspondence with consular representative• guest lists• invitations and RSVP's• booking and catering records.		
7.2	CONSULAR VEHICLE REGISTRATION <i>The activity of arranging for the allocation of consular number plates for consular vehicles by the Department of Transport and Main Roads in accordance with Department of the Premier and Cabinet policy. Includes the receipt of consular number plate summary listings and the notification of returned consular number plates as well as liaison with stakeholders such as the Department of Transport and Main Roads and the Department of Foreign Affairs and Trade.</i>		
7.2.1	Consular vehicle number plates – successful applications and plate returns Records relating to successful applications for the allocation of consular vehicle number plates and their subsequent return. Records may include, but are not limited to: <ul style="list-style-type: none">• application forms• eligibility assessments approvals• copies of the Department of Transport Main Roads notifications• related correspondence.	Temporary	Retain for 7 years after separation from consular post.
7.2.2	Consular vehicle number plates – unsuccessful applications Records relating to unsuccessful applications for consular vehicle number plates. Records may include, but are not limited to:	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"> • application forms • eligibility assessments • refusals • related correspondence. 		
7.2.3	<p>Consular vehicle number plates – summary details</p> <p>Records relating to summary details of consular number plates issued to Consular Corp appointees.</p>	Temporary	Retain until administrative use ceases.
7.3	<p>CORPORATE IDENTITY ADMINISTRATION</p> <p><i>The activity of supporting the development and use of the Queensland Government logo across the public sector in accordance with the Queensland Government Corporate Identity Manual and/or the enabling legislation of individual agencies. Includes the management and consideration of requests for variations to the logo for use by statutory bodies, Government Owned Corporations, commercial business units of public agencies or cross agency projects, such as Q150 Celebrations.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating this function for:</i></p> <ul style="list-style-type: none"> • <i>crown copyright associated with the Queensland Government logo</i> • <i>production and distribution of the Queensland Government Corporate Identity Manual.</i> 		
7.3.1	<p>Successful Queensland Government logo variations and usage – ongoing</p> <p>Records relating to requests by individual agencies and Government projects to vary and use the Queensland Government Logo on an ongoing basis and their successful approval by the Premier. Includes the provision of advice on requirements relating to variation and use.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• requests for variations including pictorial and technical logo designs, style guides, agency business cases• supplementary design information such as templates for letterheads and signage.• briefing notes• minutes• assessment reports• advice and correspondence• premier's approval letters• approval notifications.		
7.3.2	<p>Successful Queensland Government logo variations and usage – stated period</p> <p>Records relating to requests by individual agencies and Government projects to vary and use the Queensland Government Logo within a stated period and their successful approval by the Premier. Includes the provision of advice on requirements relating to variation and use.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• requests for variations including pictorial and technical logo designs, style guides, agency business cases• supplementary design information such as templates for letterheads and signage• briefing notes• minutes	Temporary	Retain for 7 years after approval expires.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• assessment reports• advice and correspondence• Premier's approval letters• approval notifications.		
7.3.3	<p>Queensland Government logo variations and usage – unsuccessful requests</p> <p>Records relating to the Premier's refusal to grant approval for variations and use of the Queensland Government logo.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• requests for variations including pictorial and technical logo designs, style guides, agency business cases• supplementary design information such as templates for letterheads and signage• briefing notes• minutes• assessment reports• advice and correspondence• premier's refusal letters• refusal notifications.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
7.3.4	<p>Queensland Government logo variation and usage – summary details</p> <p>Records relating to summary details of approved variations to, and use of, the Queensland Government Logo.</p>	Temporary	Retain for 5 years after date of creation.
7.4	<p>EVENTS MANAGEMENT</p> <p><i>The process of planning, organising, administering and reviewing individual and periodic ceremonies and commemorative and celebratory events such as awards presentations, historically significant events such as Q150, celebrations for Australia Day and Queensland Week celebrations and the Premier's Christmas Concerts.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"><i>the development, launch and promotion of associated activities such as competitions</i><i>liaison with other Governments, public sector agencies in Queensland and, specifically, Directors'-General and with local Government as well as with non-Government stakeholders</i><i>the production of associated material such as publications, educational resources for teachers, and memorabilia</i><i>photographic recording of these events.</i> <p><i>See section 7.13 STATE OCCASIONS for records relating to State occasions such as State Funerals, State Memorial Services, Governor's Swearing-in ceremonies, and wreath laying ceremonies, building openings or awards presentations.</i></p> <p><i>See section 8 POLICY DEVELOPMENT & COORDINATION for the development of Queensland Government policies relating to this function such as the Events Policy, Queensland Government Sponsorship Policy.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the:</i></p> <ul style="list-style-type: none"><i>engagement of suppliers and contractors used for the preparation and arrangement of events, e.g. venue hire and catering, professional photographer hire, etc.</i><i>administrative arrangements for events and ceremonies.</i>		



Reference	Description of records	Status	Disposal Action
7.4.1	<p>Events – State significance</p> <p>Records relating to the planning, management, evaluation and review of events associated with initiatives of State significance. Initiatives of State significance include, but are not limited to:</p> <ul style="list-style-type: none">• cultural value, e.g. celebrate community milestones such as the <i>Q150 Steam Train</i> or commemorate special occasions or specific cultures within Queensland• environmental significance• events which aroused controversy or attracted extensive media attention• events which display or recognise high aesthetic or artistic characteristics• historical events which have a profound impact or leave a lasting impression on the Queensland community, e.g. Expo '88.• indigenous importance, e.g. spiritual significance to the community or Native Title claims• recognise significant achievements, e.g. scientific• enhance or attract significant social or economic benefits to the State. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• event and activity programs• photographs, audiovisual, DVD and web-based records of events• final designs of event collateral material• final itineraries	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• risk assessments• stakeholder consultation• guest lists, invitations and RSVP's• post-event evaluation and review reports• protocol information sheets.		
7.4.2	<p>Events – other</p> <p>Records relating to the planning, management, evaluation and review of other events which are not of State significance.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• event and activity programs• photographs, audiovisual, DVD and web-based records of events• final designs of event collateral material• final itineraries• risk assessments• stakeholder consultation• guest lists, invitations and RSVP's• post-event evaluation and review reports• protocol information sheets.	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
7.4.3	<p>Children's competitions</p> <p>Records relating to the development, launching and judging of competitions for school children associated with commemorative and celebratory events, such as Australia Day and Queensland Week.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• consents to use/reproduce competition entries obtained from parents/guardians on behalf of competition entrants who are minors.• copies of privacy statements issued to competition entrants• competition details.• winning competition entries which are not returned to the entrant.• promotional posters & associated artwork used to launch competitions• correspondence with stakeholder, such as judging panel members or Education Queensland.• approvals for competition web-text• judging results• summary listing of competition entries• certificates of Appreciation sent to participating schools• copies of Winner's Certificates signed by the Premier• letters of thanks for judges.	Temporary	Retain until 7 years after last action.



Reference	Description of records	Status	Disposal Action
7.4.4	<p>Children's competitions – unsuccessful entries</p> <p>Records relating to unsuccessful competition entries submitted as part of commemorative and celebratory events and which are not returned to the entrant.</p>	Temporary	Retain until administrative use ceases.
7.4.5	<p>Educational resources</p> <p>Records relating to the development and approval of educational resources associated with celebratory events for use as teaching aids in schools.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• development and/or design records• teaching material available for download by schools• departmental approvals for web-text & images• Education Queensland's approvals of educational resources to ensure age appropriateness of educational resources• correspondence with stakeholders, such as Education Queensland.	Temporary	Retain for 3 years after last action.
7.5	<p>EVENTS SPONSORSHIP</p> <p><i>The activity of providing sponsorship and financial support for Queensland's commemorative events to public sector agencies and non-public sector organisations. Includes the provision of advice and assistance on organisations sponsorship funding to host an event, and liaison with stakeholders such as the Events Coordination Forum and Queensland Events Corporation.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records of the Department's secretariat support for, and participation in, the Events Coordination Forum.</i></p>		



Reference	Description of records	Status	Disposal Action
7.5.1	<p>Successful sponsorships</p> <p>Records relating to the sponsorship, and financial support, of events and initiatives. Includes the processing of successful requests from external organisations for sponsorship funding from the Department of the Premier and Cabinet.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice to public sector agencies and the Events Coordination Forum• sponsorship request incorporating submissions with supporting documentation• correspondence with stakeholders• economic impact statements• sponsorship assessments• briefing notes• sponsorship authorisations• sponsorship agreements• work-in progress outgoing sponsorship reports• post-event sponsorship evaluation reports.	Temporary	Retain for 15 years after action.
7.5.2	<p>Unsuccessful sponsorship requests</p> <p>Records relating to sponsorship requests refused by the Department of the Premier and Cabinet.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advice to public sector agencies and the Events Coordination Forum	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• sponsorship requests incorporating submissions with supporting documentation• correspondence with stakeholders• refusal of sponsorship requests.		
7.6	GREETINGS <i>The activities associated with the preparation and sending of the Premier's congratulatory letters to Queenslanders in order to mark significant occasions such as 100 years birthdays and 50th wedding anniversaries. Also includes the preparation and sending of Premier's letters of condolence, sympathy, appreciation or congratulations to Queenslanders and other Australians.</i>		
7.6.1	Register of Premier's letters of congratulations Electronic register of Premier's letters of congratulations for Queenslanders celebrating 90 or 100 years of age, and 50, 60 or 70 years of marriage. Register details include: <ul style="list-style-type: none">• name• month the department received the request• anniversary/Birthday• suburb• electorate• date of anniversary/birthday• date to send letter• belated	Temporary	Retain for 20 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• date for Premier's signature• date returned from Premier's Office.		
7.6.2	<p>Premier's greetings</p> <p>Records relating to the preparation and sending of letters of congratulation, condolence, sympathy or appreciation from the Premier, including:</p> <ul style="list-style-type: none">• congratulatory letters to Queenslanders and other Australians who have achieved national or international recognition for their endeavours, e.g. Olympians, Tony Award recipients, etc• congratulatory letters to Queenslanders in order to mark significant occasions such as 100 years birthdays and 50th Anniversaries. <p>Also includes the forwarding of request for congratulatory letters from the Prime Minister, Governor, Governor-General or the Queen.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• completed congratulatory letter request forms• accompanying documentation (e.g. copies of birth certificates, wedding certificates)• checking and assessment of requests• copy of signed Premier's letter• correspondence with relevant offices, e.g. Government House, Commonwealth Department of Prime Minister and Cabinet, etc.	Temporary	Retain until 5 years after last action.



Reference	Description of records	Status	Disposal Action
7.7	<p>HONOURS, AWARDS AND TITLES MANAGEMENT</p> <p><i>The activity of managing Queensland's role in the nomination and assessment of State or Australian honours, or awards, as a token of respect, distinction or achievement, e.g. Order of Australia, bravery medals, and public service medals. Includes the receipt and assessment of nominations for the "Honourable" title, and the conferring of the title to eligible persons. Also includes the provision of national awards advice to the Australian Honours Secretariat, etc., and the state honours, awards and titles advice to the Department's Deputy Director-General, or Queensland assessment committees. Includes the maintenance of a summary listing of awards recipients and finalists.</i></p> <p><i>See section 7.14: STATE OCCASIONS for records relating to the arranging and managing of awards presentations.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records related to the department's:</i></p> <ul style="list-style-type: none"><i>• participation on committees, working groups or council, e.g. Council for the Order of Australia, Bravery Decorations Council, Queensland Honours & Awards Assessment Committee, Queensland Public Service Medal Assessment Committee</i><i>• provision of secretariat services for the Queensland Honours and Awards Assessment Committee, Queensland Public Service Medal Assessment Committee</i><i>• travel arrangements for the Department's participation on assessment council meetings held in Canberra</i><i>• receipt of requests for general information regarding the honours and awards system from public sector agencies, or members of the community</i><i>• provision of general administrative advice to potential nominees or members of the community, in relation to the honours and awards system, e.g. how to complete/submit a nomination form</i><i>• nomination of departmental employees for an honour/award.</i>		
7.7.1	<p>Australian honours and awards system</p> <p>Records relating to the assessment of nominations for honours and awards under the</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<p>Australian Honours and Awards System. Includes the assessment of nominations for honours and awards of national and state significance, including:</p> <ul style="list-style-type: none">• Orders of Australia• Bravery Awards• Public Service Medals• Police Service Medals• Emergency Service Medals. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence with Australian Honours Secretariat and assessment councils/committees as to nominees' suitability• requests for additional information from Australian Honours Secretariat, and assessment councils/committees• advice• Police Service Medal, Public Service Medal, Emergency Service Medal nominations• correspondence with assisting agencies, e.g. Queensland Police• background checks/reports• minutes of meetings• recommendations (from assessment councils/committees or responsible Minister, to Governor-General• summary notes		



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• briefing notes for Premier• Premier's letter to Governor-General advising of successful recipients• Premier's letters of congratulations to successful nominees. <p><i>See section 7.6 Greetings for Premier's letters of congratulations to Queenslanders in order to mark significant birthdays or anniversaries, and to other Australians who have received national or international recognition for their endeavours.</i></p>		
7.7.2	<p>Order of Australia award nominations – Australian Honours Secretariat copies</p> <p>Copies of Order of Australia award nominations and associated documentation, e.g. referee reports, provided by the Australian Honours Secretariat for assessment purposes.</p>	Temporary	Retain until administrative use ceases.
7.7.3	<p>Queensland awards</p> <p>Records relating to the nomination, assessment and conferring of all awards on behalf of the Queensland Government, including:</p> <ul style="list-style-type: none">• Suncorp Queenslanders of the Year• Queensland Australian of the Year• Queensland Premier's Literary Awards• Premier's Awards for Excellence in Public Service Delivery• Reconciliation Awards for Business• Queensland Greats Awards. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• nomination advice, containing completed nomination forms	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• guidelines booklet• correspondence with nominees, judges, nominees' referees and where appropriate, public sector agencies• master copy of "Judges' Packs" for each above-listed award, including deed of confidentiality, timeline, process information sheet, judging criteria, ranking sheet, and instructions• nominees' character reference reports• advice to DPC Deputy Director-General, judging panels• judging results & recommendations• Premier's briefing notes, containing recommendations• Premier's approval letters• certificates for highly commended and winning nominees. <p><i>See section 7.4 Events Management, for the Department's planning and coordination of ceremonies which confer the above listed awards.</i></p>		
7.7.4	<p>Titles administration</p> <p>Records relating to the conferring of the title of "Honourable" to eligible persons.</p> <p>Includes:</p> <ul style="list-style-type: none">• assessment and response (approval or refusal) by the Premier of applications to retain the title from former Executive Councillors and Speakers• assessment and response (approval or refusal) to submissions to the Premier from the Minister responsible for the administration of the Courts for former Justices of	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<p>the Supreme Court to retain the “Honourable” title</p> <ul style="list-style-type: none"> • the Premier’s recommendations to the Governor that a former official be allowed to retain the title • the Governor’s approval of the Premier’s recommendations under delegation from Buckingham Palace • gazettal of grant to retain the “Honourable” title. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence with potential candidates notifying them of their eligibility for the “Honourable” title • applications/submissions for the title • assessment reports • Premier’s briefing papers • advice & recommendations for Premier • letter of referral to Governor (with Premier’s recommendation) • Governor’s letter of approval/refusal to Premier • letter to candidate advising of success (or otherwise) • gazettal notifications. 		
7.7.5	<p><i>Awards recipients and finalists – summary listing</i></p> <p>Records relating to summary listings of awards recipients and finalists. Details may include:</p> <ul style="list-style-type: none"> • recipients/finalists’ names 	Temporary	Retain for 10 years after finalisation of award.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• contact details, including addresses, phone numbers, e-mail addresses• names of recipients/finalists' spouses• type of award and their category.		
7.8	<p>MEDIA RELATIONS</p> <p><i>The activity associated with development and approval of media releases. Includes the preparation of administrative arrangements for media interviews or media coverage.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the development of strategic or operational plans, e.g. publicity plans.</i></p>		
7.8.1	<p>Master media releases</p> <p>Master set of media releases issued by the Queensland Government and approved by the Premier. Includes the media releases for all portfolios which are maintained on the Ministerial Media Statements website.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the disposal of duplicate/reference copies of media releases.</i></p>	Permanent	Retain permanently.
7.8.2	<p>Premier's speech notes</p> <p>Speech notes prepared by the Premier in their capacity as head of the Government.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records of ministerial speech notes prepared by Departmental staff.</i></p>	Permanent	Retain permanently.
7.8.3	<p>Media releases – drafting</p> <p>Records relating to the preparation of media releases for approval by the Premier.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• draft media releases• signed memoranda of approval.		
7.8.4	<p>Media arrangements</p> <p>Records relating to administrative arrangements made between the Department and the media, including organising interview and media coverage. Also includes those media arrangements made for visiting officials and foreign dignitaries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• interview schedules• advertising schedules.	Temporary	Retain for 2 years after last action.
7.9	<p>MEMORIALS AND MONUMENTS MANAGEMENT</p> <p><i>The activity associated with the assessment and approval, or refusal, of requests to erect memorials and monuments. Includes the distribution of grants for the construction of memorials or monuments, liaison with stakeholders, and the photographic recording of memorial/monument official opening and dedications.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none">• <i>inter-agency memorial/monument committees</i>• <i>grants for funding or land necessary for the construction of memorials and/or monuments, and</i>• <i>administrative arrangements made for the official opening or dedication of memorials and/or monuments.</i>		
7.9.1	<p>Approvals – historically significant structures</p> <p>Records relating to the receipt, assessment, investigation and subsequent approval of proposals to erect memorials and/or monuments of significance as defined in the Queensland Government <i>Framework for Considering Proposals to Establish Memorials and</i></p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<p><i>Monuments of Significance.</i></p> <p>A memorial/monument of significance is defined as one that reflects all of the following attributes:</p> <ul style="list-style-type: none">• the proposal has been forwarded from a high ranking official such as a Head of Government, Ambassador, Honorary Consul to Australia• the proposal is on behalf of a nation, organisation or group that has made an important and historically significant contribution to Australia, for example during a time of war; and• the Premier of Queensland or Director-General, Department of Premier and Cabinet has clearly indicated support for the project. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• proposals, received from an Ambassador, Honorary Consul to Australia, or Head of Government• proposal assessment, investigation or research• stakeholder consultation and feedback, conducted with relevant state, local and federal Government agencies, Returned Services League, Indigenous people's organisations/groups, or other community organisations• committee recommendations• Director-General's advice, including recommendation to proceed• associated correspondence with proponent, Directors-General, Government agencies, and other stakeholders• Premier's final recommendation.		



Reference	Description of records	Status	Disposal Action
7.9.2	<p>Official openings and dedications</p> <p>Records relating to the official opening or dedication of memorials and/or monuments of significance, excluding administrative arrangements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• films, videos or photographs• final guest lists• final seating plans• final order or proceedings/program booklets• minutes of meetings• Premier's briefing notes• memoranda.	Permanent	Retain permanently.
7.9.3	<p>Refusals</p> <p>Records relating to the receipt, assessment, investigation and subsequent refusal of proposals to erect memorials and/or monuments of significance.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• proposals, received from an Ambassador, Honorary Consul to Australia, or Head of Government• proposal assessment/investigation/research• stakeholder consultation, conducted with relevant state, local and federal Government agencies (including Brisbane City Council, Department of Public	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<p>Works, Department of Veterans' Affairs, Multicultural Affairs Queensland), RSL, Indigenous people's organisations/groups, or other community organisations</p> <ul style="list-style-type: none">• stakeholder feedback• committee recommendations• Director-General's advice, including recommendation to proceed• associated correspondence with proponent, Directors-General, Government agencies, and other stakeholders• Premier's final recommendation.		
7.10	<p>OFFICIAL VISITS MANAGEMENT</p> <p><i>The activity associated with coordinating official visits to Queensland by Heads of State, Heads of Government, the Royal Family and other foreign royalty, Ministers of State, Sister State delegations or diplomatic or consular representatives. Includes official visits made by the Premier, Queensland Governor, and other dignitaries to commemorations, exhibitions, etc organised by the Department. Also includes overseas official visits undertaken by the Premier.</i></p> <p><i>See section 7.8: MEDIA RELATIONS for records relating to media releases or media administrative arrangements, such as the scheduling of media interviews and media coverage.</i></p> <p><i>See section 7.13: STATE OCCASIONS for records relating to State receptions which form part of the official visit program.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the arrangement of overseas or interstate visits by Queensland Government officials in order to promote the interests of the State.</i></p>		



Reference	Description of records	Status	Disposal Action
7.10.1	<p>Premier's overseas visits</p> <p>Records relating to the coordination of overseas official visits made by the Premier.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Premier's briefing notes• memoranda• meeting notes• final itinerary.	Permanent	Retain permanently.
7.10.2	<p>Official visits - guests of the Queensland Government</p> <p>Records relating to the coordination and arrangement of official visits made by foreign dignitaries holding <i>Guests of the Queensland Government Status</i>. Includes official visits by Government/Heads of State.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• final visit itineraries• correspondence with stakeholders, including office of foreign dignitary, Premier's Office, Queensland Police, etc.• official visit program booklets• VIP biographical data and related research notes• Premier's briefing notes, including Premier's approvals• meeting notes• memoranda	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• security coordination file notes• funding details.		
7.10.3	<p>Official visits – other dignitaries</p> <p>Records relating to official visits by other foreign dignitaries not holding <i>Guests of the Queensland Government Status</i>. Includes official visits by Ministers of foreign Governments, Ambassadors, High Commissioners, and Sister-State representatives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• final visit itineraries• correspondence with stakeholders, including office of foreign dignitary, Premier's Office, Trade Queensland, etc.• official visit program booklets• VIP biographical data and related research notes• Premier's briefing notes, including Premier's approvals• meeting notes• memoranda.	Temporary	Retain for 20 years after last action.
7.10.4	<p>Transit and private visits</p> <p>Records relating to transit or private visits by foreign dignitaries, such as Heads of Government/Heads of State, foreign Governors, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence with stakeholders, including office of foreign dignitary, Premier's	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
	Office, etc. <ul style="list-style-type: none">• itineraries• airport notifications and communications.		
7.10.5	Official visits – cancelled Records relating to official visits by foreign dignitaries which are cancelled. Records may include, but are not limited to: <ul style="list-style-type: none">• draft visit itineraries• correspondence with stakeholders, including office of foreign dignitary, Premier's Office, Trade Queensland, Queensland Police, etc.• draft program booklets• VIP biographical data and related research notes• Premier's briefing notes, including Premier's approval• meeting notes• memoranda.	Temporary	Retain for 10 years after last action.
7.11	PATRONAGE ADMINISTRATION <i>The activity associated with the Department's handling of requests from external organisations for the Premier to be their patron. Includes the assessment of requests, the Premier's acceptance or refusal, and the Premier's withdrawal of patronage support.</i> <i>See section 8 POLICY DEVELOPMENT & COORDINATION for the development of strategic policy initiatives, e.g. Premier's Patronage Policy.</i>		



Reference	Description of records	Status	Disposal Action
7.11.1	<p>Successful requests</p> <p>Records relating to the receipt and assessment of successful requests from external organisations for the Premier's patronage.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• written patronage requests from external organisations, and associated briefing material• briefing notes• advice to Premier on suitability of request• correspondence with external organisations, including notification granting the request.	Temporary	Retain for 5 years after patronage ends.
7.11.2	<p>Unsuccessful requests</p> <p>Records relating to the receipt and assessment of requests from external organisations for the Premier's patronage, which are unsuccessful.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• written patronage requests from external organisations, and associated briefing material• briefing notes• advice to Premier on suitability of request• correspondence with external organisations, including notification refusing the request.	Temporary	Retain for 1 year after last action.



Reference	Description of records	Status	Disposal Action
7.12	<p>STATE EMBLEMS ADMINISTRATION</p> <p><i>The activities associated with the management of Queensland State Emblems, State Flag, Coat of Arms and State Badge in accordance with the Emblems of Queensland Act 2005. Includes the protection of the State Arms and State Badge from unauthorised use or publication. Also includes the provision of the State Flag to community organisations and groups through the Free Queensland Flag Scheme, and the maintenance of a summary listing of Flag requests and recipients.</i></p> <p><i>See section 8 POLICY DEVELOPMENT AND COORDINATION for records relating to the Department's development of corporate policies and guidelines for the use, reproduction and protection of the State Coat of Arms, State Badge, State Emblems and State Flag.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the disposal of records relating to:</i></p> <ul style="list-style-type: none"><i>drafting and production of publications on State emblems, etc.</i><i>committee establishment, e.g. State Emblems Consultative Committee etc.</i><i>administrative arrangements for external, or internal committee meetings</i><i>working papers for external, or internal, committee meetings</i><i>the Department's secretariat role in committees, e.g. State Emblems Consultative Committee</i><i>marketing campaigns, such as those designed to promote State Emblems.</i>		
7.12.1	<p>State emblems – development and modification</p> <p>Records relating to the development of new, or the modification of existing, State emblems. Includes Parliamentary and Premier's approvals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">minutes of meetingsPremier's correspondence with Government and community stakeholders, including	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<p>community groups, local Government, MPs, mayors, etc.</p> <ul style="list-style-type: none">• stakeholder feedback• design drafts• technical specifications• research notes• final assessment reports• Premier's briefing notes• recommendations• Premier's signed letters of approval• Parliamentary endorsement/approval. <p><i>See section 7.8: MEDIA RELATIONS for the drafting and production of media releases outlining the proposed State emblem.</i></p>		
7.12.2	<p>State coat of arms and State badge – authorisations for permanent use</p> <p>Records relating to the Premier's authorisation for the use and reproduction of the Coat of Arms and State Badge in accordance with s.4(3) of the <i>Emblems of Queensland Act 2005</i>, for those requests of a permanent nature, e.g. incorporation of Queensland State Badge in Queensland State department/agency insignia or badge.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• requests from Government agencies• detailed design of proposed badge or insignia, e.g. drafts or proofs	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• DPC advice in relation to use and representation of State Coat of Arms and State Badge• assessment notes/reports• memoranda containing recommendations• signed memoranda from Premier granting permission• copy of signed outgoing correspondence to requesting agency.		
7.12.3	<p>State coat of arms and State badge – authorisations for limited use</p> <p>Records relating to the Premier’s authorisation for the use and reproduction of the State Coat of Arms and State Badge in accordance with s.4(3) of the <i>Emblems of Queensland Act 2005</i>, for those requests of a temporary nature. Includes the incorporation of:</p> <ul style="list-style-type: none">• the Queensland State Badge in a State Branch’s badge or insignia of a national sporting, professional or community association• the State Coat of Arms or State Badge in business/enterprise’s:<ul style="list-style-type: none">○ educational or informative publication, e.g. reference book, chart, etc.○ promotional or publicity material, so as to indicate that a project or event is being sponsored by the Queensland Government. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• requests from eligible external associations/groups• detailed design of proposed badge or insignia, e.g. drafts or proofs• DPC advice in relation to use and representation of State Coat of Arms and State Badge	Temporary	Retain for 10 years after authorisation expires.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">assessment notes/reportsmemoranda containing recommendationssigned memoranda from Premier granting permissioncopy of signed outgoing correspondence to requesting agency.		
7.12.4	<p>State coat of arms and State badge – refusals for use</p> <p>Records relating to the refusal of requests to use the State Coat of Arms or State Badge. Includes the Department's receipt and processing of objections to Premier's refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">requests from external partiesdesign of proposed badge or insignia, e.g. drafts or proofsDPC advice in relation to use and representation of State Coat of Arms and State Badgeassessment notes/reportsmemoranda containing recommendationssigned memoranda from Premier notifying of refusalscopy of signed outgoing correspondence to requesting organisation notifying of refusal/outcome of objection lodged previouslyobjections to Premier's refusals.	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
7.12.5	<p>State coat of arms and State badge – prosecutions</p> <p>Records relating to the prosecution of offenders misusing or reproducing without authorisation the State Coat of Arms or State Badge under s.6 of the <i>Emblems of Queensland Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• memoranda to public sector agencies, e.g. Queensland Police, Queensland courts, etc.• correspondence with parties to prosecution• legal advice.	Temporary	Retain for 7 years after last action.
7.12.6	<p>State emblems – public consultation</p> <p>Records relating to the process of public consultation in relation to proposals for new, or amendment to existing, State emblems. Includes liaison with DPC's Communication Services for the process of advertising or promoting new/amended State emblems.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence with DPC Communications Services• surveys• letters of objection/support• drawings.	Temporary	Retain for 7 years after last action.
7.12.7	<p>Free Queensland flag scheme</p> <p>Records relating to the administration of the Free Queensland flag scheme. Includes the maintenance of a summary listing of flag requests, recipients and refusals.</p>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">written requests from local State Members of Parliament (made on behalf of school, youth organisations, community service groups, sporting clubs and bodies, etc)Protocol Queensland approvalscopies of notifications sent to State Members of Parliament (advising of refusal or agreement to request)summary listing of flag requests, recipients and refusals.		
7.12.8	<p>Administrative arrangements for emblems</p> <p>Records relating to administrative arrangements made during the process of developing new, or modifying existing, State emblems.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">arrangements for consultation, e.g. travel, catering, venue bookings, etc.	Temporary	Retain for 2 years after last action.
7.13	<p>STATE OCCASIONS</p> <p><i>The activity associated with the planning, management and arrangement of State occasions such as State Funerals, State Memorial Services, Governor's Swearing-in ceremonies, and wreath laying ceremonies, building openings or awards presentations. Also includes the management of official functions such as business or community receptions, luncheons, etc.</i></p> <p><i>See section 7.4: EVENTS MANAGEMENT for records relating to individual and periodic ceremonies and commemorative and celebratory events.</i></p> <p><i>See section 710: OFFICIAL VISITS MANAGEMENT for records relating to the administration and arrangement of official visits by Members of the Royal Family, Governor-General, ambassadors, high commissioners, Heads of Government/State, or other foreign dignitaries.</i></p>		



Reference	Description of records	Status	Disposal Action
7.13.1	<p>State funerals and memorial services</p> <p>Records relating to the planning, managing and arranging of State Funerals, State-funded private funerals, State Memorial Services or funerals honouring other prominent Queenslanders in accordance with the <i>State Funerals Policy</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• order of proceedings• minutes of planning meetings• final guest lists• liaison/correspondence with deceased's family/next-of-kin• photographs/video• funding details• Premier's letters of approval.	Permanent	Retain permanently.
7.13.2	<p>Ceremonial occasions</p> <p>Records relating to the planning and managing of high-level ceremonial occasions, including:</p> <ul style="list-style-type: none">• Governors' Swearing-in ceremonies (in accordance with s.31 of the <i>Constitution of Queensland Act 2001</i>)• Members of Parliament swearing-in ceremonies, (in accordance with s.22 of the <i>Constitution of Queensland Act 2001</i>)• official building openings	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">wreath-laying ceremonies. Records may include, but are not limited to: <ul style="list-style-type: none">order of proceedingsfinal guest listfinal copy of menuminutes of planning meetingsliaison/correspondence with stakeholder, e.g. Government House, RSL, Premier's Office, etc.photographs/videosfinal seating plans.		
7.13.3	<p>Ceremonial occasions – administrative arrangements</p> Records relating to administrative arrangements made for those ceremonial occasions which are organised by the department. Records may include, but are not limited to:	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• photographer briefings• RSVPs.		
7.13.4	<p><i>Business and community receptions</i></p> <p>Records relating to administrative arrangements made for business and/or community receptions which are hosted by the Premier. May include formal luncheons in honour of visits by foreign ambassadors, high commissioner, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• seating plans• venue and catering bookings• guest lists• photographer bookings.	Temporary	Retain for 5 years after last action.



8. POLICY DEVELOPMENT AND COORDINATION

The function of developing strategic policy, providing strategic policy advice to the Premier, Cabinet and Queensland Government, and assisting in the effective whole-of-Government coordination, implementation, and delivery of key policy initiatives and agreements. Includes policy research, policy development, reporting, review and evaluation, to ensure the policy's continued relevance and effectiveness for the Queensland Government.

Policies may include areas such as the State's social, economic, financial and political aims of the Government, aged care, education, election commitments, state economy and budget, employment and training, criminal justice, tourism, public works, trade agreements, transport, treaty agreements, women and youth.

See the General Retention and Disposal Schedule for Administrative Records for records relating to the department's:

- collaborative projects and/or joint venture agreements*
- consultation as part of the policy development process*
- handling of requests for information about the Department and its services by the general public or another organisation*
- legislation advice*
- administrative policy development*
- Ministerial submissions providing policy advice to the Premier.*

Reference	Description of records	Status	Disposal Action
8.1	ADVICE <i>The activity associated with offering advice and opinions to the Premier, Cabinet and Queensland Government on the development, coordination and implementation of strategic public policy.</i> <i>See section 3 CABINET SUBMISSION DEVELOPMENT – ADVICE for the provision or receipt of advice in relation to Cabinet Submissions.</i>		



Reference	Description of records	Status	Disposal Action
	<p>See section 6 INTERGOVERNMENTAL RELATIONS – AGREEMENTS for the provision or receipt of advice in relation to intergovernmental agreements.</p> <p>See section 8.3 for advice provided on policy implementation.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to Ministerial submissions.</p>		
8.1.1	<p>Policy advice – significant</p> <p>Records relating to the provision and receipt of advice to the Premier and the Queensland Government on significant policy development and coordination issues.</p> <p>Significant issues include, but are not limited to:</p> <ul style="list-style-type: none">• issues with far reaching implications for whole-of-Government or cross portfolio administration• issues with far reaching social, economic or international implications• issues concerning key Government initiatives• precedent cases• Commonwealth-State treaty negotiations• machinery of Government• advice perceived as controversial attracting media attention or public debate.	Permanent	Retain permanently.
8.1.2	<p>Policy advice – other</p> <p>Records relating to the provision and receipt of advice to the Premier and the Queensland Government on other policy development and coordination issues which are not significant.</p>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
8.2	EVALUATION <i>The activity of determining the suitability of proposed Government policy initiatives for whole-of-Government application.</i>		
8.2.1	Policy evaluation Records relating to the evaluation of policy initiatives and forward timetables proposed by Queensland Government agencies, prior to their submission to Cabinet, in accordance with the <i>Queensland Cabinet Handbook</i> . Records may include, but are not limited to: <ul style="list-style-type: none">• policy proposals• evaluation reports• related correspondence.	Temporary	Retain for 10 years after last action.
8.3	IMPLEMENTATION <i>The activity associated with carrying out or putting into action, policies, policy decisions or directions. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</i>		
8.3.1	Policy implementation monitoring Records relating to the implementation and monitoring of Government policy, policy decisions and directions across the Queensland Government. Includes records documenting the monitoring of policy implementation progress within public sector agencies and the provision of Departmental implementation assistance. Records may include, but are not limited to: <ul style="list-style-type: none">• implementation plans• implementation timeframes and schedules	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• progress reports• related correspondence.		
8.4	<p>MEETINGS</p> <p><i>The activity of facilitating gatherings to formulate, discuss, update and resolve issues and matters pertaining to the development of Government policy and policy proposals.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for meetings relating to:</i></p> <ul style="list-style-type: none">• <i>Government policy and initiatives with State-wide or national impact</i>• <i>internal policies.</i>		
8.4.1	<p>Meetings – routine</p> <p>Records relating to routine policy development and coordination meetings which do not have State-wide or national impact.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• minutes and agenda• attendance lists• briefing and discussion papers• related correspondence.	Temporary	Retain for 7 years after last action.
8.5	<p>POLICY</p> <p><i>The activity associated with development of strategic Government policies and the review and coordination of policy proposals from Queensland Government. Also includes monitoring the impact of Government’s policies and programs.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p>		



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• <i>the master set of policy directions, and</i>• <i>the formulation of public policy for whole-of-Government application.</i>		
8.5.1	Policy proposals – not proceeded with Records relating to the development of the Department of the Premier and Cabinet policy proposals which do not proceed.	Temporary	Retain for 10 years after last action.



9. SECURITY AND EMERGENCY MANAGEMENT

The activities associated with the coordination, development, implementation and maintenance of whole-of-Government policies and strategies to prevent, prepare for, respond to and recover from emergencies that have significant impact on the State and its residents arising from actions of terrorism, natural disasters and other incidents, including pandemics. Also includes representation on National and State Committees and working groups, the dissemination of information to relevant organisations and supporting legislative and administrative policy and advice.

See the General Retention and Disposal Schedule for Administrative Records for records relating to:

- committees
- conferences
- consultation, and
- procedures or standard methods of operating laid down by the organisation according to formulated policy.

Reference	Description of records	Status	Disposal Action
9.1	ADVICE <i>The activity associated with offering opinions by or to the department as to an action or judgement. Includes the process of advising.</i>		
9.1.1	Security and emergency management advice – significant Records relating to the provision and receipt of significant advice on matters with security and emergency management implications. Significant advice includes, but is not limited to: <ul style="list-style-type: none">• high-level coordination issues such as the Department of the Premier and Cabinet's coordination of Queensland Government planning for and responses to security and	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<p>emergency management issues</p> <ul style="list-style-type: none">• incident responses where the incident meets the definition of a disaster and/or a serious disruption as defined in the <i>Disaster Management Act 2003</i>• incident responses where the incident is declared a major disaster by the Australian Attorney-General under section 36 of the <i>Social Security Act 1991</i>• both natural and man-made disasters that can occur in Queensland or affect Queensland citizens outside of the State's boundaries.• issues with far reaching implications for whole-of-Government or cross portfolio administration• issues with far reaching social, economic or international implications• issues concerning key Government initiatives• issues causing significant community concern• advice perceived as controversial attracting media attention or public debate. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• Premier and Director-General briefing papers• correspondence.		
9.1.2	<p>Security and emergency management advice – routine</p> <p>Records relating to the provision and receipt of routine advice on security and emergency management issues and emergency arrangements.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
9.2	AGREEMENTS <i>The activity associated with the establishment, management, review and negotiation of agreements and Memoranda of Understanding (MOU). Includes the provision of advice on terms of agreements and MOU, and disputes relating to agreements.</i> <i>See section 6.2 INTERGOVERNMENTAL RELATIONS for the records of intergovernmental agreements.</i>		
9.2.1	Security and emergency management agreements – significant Records relating to the negotiation, establishment, maintenance and review of significant agreements relating to Security and Emergency Management. Includes, but is not limited to: <ul style="list-style-type: none">• agreements on behalf of the Queensland Government with the Commonwealth or other States• agreements which involve major commitments, obligations or liabilities for the Queensland Government• agreements which will impact on whole-of-Government policy or procedures. Records may include, but are not limited to: <ul style="list-style-type: none">• advice on agreements• signed versions of agreements• negotiations• correspondence with stakeholders.	Permanent	Retain permanently.
9.2.2	Security and emergency management agreements – other Records relating to the negotiation, establishment, maintenance and review of agreements relating to Security and Emergency Management which are not defined as significant. Includes the agreements entered into by the Department of the Premier and Cabinet with	Temporary	Retain for 10 years after the expiry or termination of the



Reference	Description of records	Status	Disposal Action
	other Queensland public authorities and private organisations for the delivery of security and emergency management services.		agreement.
9.3	INCIDENT MANAGEMENT <i>The activity associated with the response to, and recovery from, short to medium term occurrences other than accidents, either human caused or natural phenomena, that require action to prevent or minimise loss of life or damage to property and/or natural resources. Includes incidents which cause, or may cause, disruption of services or precipitate a crisis.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to inquiries into security and emergency management incidents.</i>		
9.3.1	Major incidents Records relating to the management of a specific incident which has a major impact on the State and/or its residents. Includes the initial response, the recovery effort in the short, medium and long-term and post-incident reviews as well as the establishment of taskforces. Major incidents include, but are not limited to: <ul style="list-style-type: none">• where the incident meets the definition of a disaster and/or a serious disruption as described in the <i>Disaster Management Act 2003</i>• where the incident is declared a major disaster by the Australian Attorney-General under section 36 of the <i>Social Security Act 1991</i>.• both natural and man-made disasters that can occur in Queensland or affect Queensland citizens outside of the State's boundaries.• incidents with far reaching implications for whole-of-Government or cross portfolio administration• incidents with far reaching social, economic or international implications	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">incidents causing significant community concernincidents where the recovery effort is perceived as controversial attracting media attention or public debate. Records may include, but are not limited to: <ul style="list-style-type: none">requests for support from the Commonwealth or other jurisdictionsestablishment and operation of taskforces or similar bodies responsible for overseeing the short and medium term recovery from a specific incidentreportspost-incident reviews.		
9.3.2	Other incidents Records relating to the management of a specific incident which has a minor impact on the State and/or its residents. Includes the initial response, the recovery effort and post-incident reviews.	Temporary	Retain for 10 years after last action.
9.4	DISASTER RELIEF APPEALS <i>The activities associated with the raising and disbursement of funds to support individuals and/or communities adversely impacted by emergencies and disasters.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i> <ul style="list-style-type: none"><i>audits of disaster appeal trust funds</i><i>management of the appeal trust fund.</i>		



Reference	Description of records	Status	Disposal Action
9.4.1	<p><i>Disaster relief appeal trust fund – establishment</i></p> <p>Records relating to the establishment of disaster relief appeal trust funds, such as the Premier's Disaster Relief Appeal. Includes the appointment, or changes to the appointment, of appeal trustees.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• trust deeds and sanction documents relating to the establishment of the appeal trust fund in response to a specific incident• trustee appointments• records relating to the finalisation of the trust• related correspondence.	Permanent	Retain permanently.
9.4.2	<p><i>Disaster relief appeal trust fund committee</i></p> <p>Records relating to meetings of the disaster relief appeal trust fund committee established to oversee the distribution of funds, including agendas, minutes and submissions.</p>	Permanent	Retain permanently.
9.4.3	<p><i>Disaster relief claims</i></p> <p>Records relating to the lodgement and processing of applications for disaster relief from the appeal trust fund.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• application forms• claim investigation• notice of decision.	Temporary	Retain permanently.



Reference	Description of records	Status	Disposal Action
	<i>See the General Retention and Disposal Schedule for Administrative Records for records relating to claim payments made to claimants.</i>		
9.4.4	Third party fund raising register Entries in the third party fundraising register of enquiries received from external parties seeking to collect funds or hold a fundraising event on behalf of a disaster relief appeal. Records may include, but are not limited to: <ul style="list-style-type: none">• enquiries• offers to raise or donate funds• authorisations granted• remittance received from approved third party fundraisers.	Temporary	Retain entries for 12 years after the initial enquiry.
9.4.5	Approved third party fund raising initiatives Records relating to external parties authorised under the <i>Collections Act 1966</i> to collect funds or hold a fundraising event on behalf of a disaster relief appeal. Records may include, but are not limited to: <ul style="list-style-type: none">• offer/request to raise funds or collect on behalf of the appeal• approval documentation• completed Third Party Fundraiser Details form signed by the authorised promotor• remittance advice. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the receipt and reconciliation of funds.</i>	Temporary	Retain for 7 years after final remittance.



Reference	Description of records	Status	Disposal Action
9.4.6	<p>Offers to raise funds not requiring third party fund raising authorisation</p> <p>Records relating to offers from an external party to make a contribution to the disaster relief appeal but which do not require third party fundraising authorisation under the <i>Collections Act 1966</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• initial requests from external parties seeking advice about donating to or raising funds for the appeal, but which have been assessed as not requiring third party fundraising authorisation• documentation recording the enquiry and the outcome of assessment.	Temporary	Retain for 2 years after last action.
9.5	<p>REPORTING</p> <p><i>The activities associated with the preparation or collection of data by the Department or external agencies in relation to the State's response to an emergency arising from acts of terrorism, natural disaster and other incidents.</i></p> <p><i>See section 9.3 INCIDENT MANAGEMENT for reports relating to specific incidents.</i></p>		
9.5.1	<p>Compliance reports</p> <p>Records relating to reports prepared by the Department of the Premier and Cabinet on whole-of-Government compliance with review recommendations after a security or emergency incident.</p>	Permanent	Retain permanently.
9.5.2	<p>Status reports</p> <p>Records relating to non-specific reports received by the Department of the Premier and Cabinet on a regular basis in relation to the status of existing or potential security and emergency management issues. Excludes reports relating to specific incidents.</p>	Temporary	Retain for 10 years after last action.



10. LEGACY RECORDS

This section covers legacy records which are no longer created by the Department of Premier and Cabinet.

Please contact Queensland State Archives for advice regarding any other legacy records not listed below.

Reference	Description	Date Range	Status	Disposal Action
10.1	ALLOWANCES <i>The activity involved in setting, arranging and managing money paid in addition to salary to cover expenses incurred in the course of employment, such as, travelling allowances and allowances to Members of Parliament.</i>			
10.1.1	Performance bonuses – Government owned corporation executives Records relating to the management and payment of performance bonuses to executives of Government owned corporations.	---	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.2	EVENTS MANAGEMENT <i>The process of planning, organising, administering and reviewing individual and periodic ceremonies and commemorative and celebratory events such as awards presentations, historically significant events such as Q150, celebrations for Australia Day and Queensland Week celebrations and the Premier's Christmas Concerts.</i>			
10.2.1	Expo master plan Expo '88 master plan. <i>Previously authorised in QDAN 616 v1.</i>	---	Permanent	Retain permanently.
10.2.2	Thiess Watkins Thiess Watkins expenditure vouchers and orders and reconciliations and project management agreement <i>Previously authorised in QDAN 257 v1 (97/0179).</i> <i>Transferred to Queensland State Archives as R241.</i>	1984-1989	Permanent	Retain permanently.
10.2.3	Correspondence – Southbank Corporation and Expo '88 Correspondence files relating to the Southbank Corporation and Expo '88. Includes digital, UN pavilion, monorail, land, contracts, Kona coffee, and Holy See. <i>Previously authorised in QDAN 257 v1 (97/0179).</i> <i>Transferred to Queensland State Archives as R241.</i>	1984-1989	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.2.4	Magna Carta Records relating to the Magna Carta including correspondence, accounts, journals and ledgers. <i>Previously authorised in QDAN 257 v1 (97/0179).</i> <i>Transferred to Queensland State Archives as R241.</i>	1984-1989	Permanent	Retain permanently.
10.3	INFORMATION MANAGEMENT <i>The following comprises general correspondence, administrative files and some functional policy files created by the Department of Premier and Cabinet.</i>			
10.3.1	Delegation of Authority - Delegation of Powers of the Coordinator General (A5) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.2	Computer Software - Parl Airs Software System (A32) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.3	Archives - Storage of Departmental Records at State Archives (A39) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Agency permanent	Agency to retain permanently.
10.3.4	Government Representative Offices - Queensland Office Bahrain – Premises (A96) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.5	Staff Transfers - Transfer of Departmental Personnel Records (A105) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Agency permanent	Agency to retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.6	Administration Departmental - Office Procedure (A121) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.7	Public Records - Storage and Disposal of Departmental Files and Reports (A124) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Agency permanent	Agency to retain permanently.
10.3.8	Computer Software - Marketing of Parl Airs Software (A131) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.9	Personnel files (A137-A141) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.10	Contracts of Employment - Departmental Personnel (All correspondence transferred to A134) (A144) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.11	Government Representative Offices - Queensland Office Los Angeles USA files (A150-A151) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.12	Personnel - Office of the Public Service Personnel Management Establishment (A155) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.13	Personnel - Arts Division Establishment (A167) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.14	Government Representative Offices - Queensland Government Office - Establishment of Taiwan Office (A241) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.15	Personnel - Job Evaluation (A312, A314, A318, A325, A328, A351) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.16	Enterprise Bargaining (A432, A454, A484) <i>Previously authorised in QDAN 457 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.17	Pardons - Petitions for Pardon (P20) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.
10.3.18	Protocol - Letters of Introduction (P22) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.
10.3.19	International Trade - Queensland Government Policy on Export of Public Sector Services and Technology (P26) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.
10.3.20	Consultants - Conditions of Engagement (P33) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.
10.3.21	Personnel - Resignations Due to Ill Health – Reinstatement (P34) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.22	Protocol - Official Visits and Government Hospitality (P42) <i>Previously authorised in QDAN 457 v1.</i>	c.1968-1994	Permanent	Retain permanently.
10.3.23	Conservation of Natural Resources - Environment Protection (F11) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.24	Disclosure of Information - Matters Relating to the Freedom Of Information Act (FOI) (F14) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.25	Women (F31, F2033, F2111) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.26	Bauxite - Comalco - Buildings Extensions and Maintenance Contracts Weipa (F107) *Required for Wik Peoples v. State of Queensland courtcase. <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.27	Governors (F114, F2654, F2716, F2822, F4008) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.28	Dams - Wivenhoe Dam (F123-F131) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.29	Water Supply - Future Sources for Moreton Laidley Esk Gatton Shires and Toowoomba (F132) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.30	Dams - Wivenhoe Dam Contracts under Queensland Electricity Commission Control (F133-F139) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.31	Coastal Areas - Coastal Zone Management (F146) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.32	Regional Planning and Development (F153-F154, F175, F177, F190, F254, F511, F1348, F1633, F1896, F2004, F2541, F2580, F2689, F2708, F2823, F3297, F3937, F4261, 4369) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.33	Mineral Sands - Mining - Sand and Silica Mining Industry (F162) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.34	Land Use - Exchange of Mining Leases for Development Leases Inskip Point (F163) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.35	Quarrying - Kholo Creek Area (F164) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.36	Land Resumption (F168-F170, F187, F380, F1593, F2686) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.37	Tourist Resort Complexes (F183, F189, F192, F206, F1390, F3439) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.38	Patents - Letters Patent (F212) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.39	Water Conservation - Rivers - Diversion of Coastal Rivers - Bradfield Concept (F250) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.40	Marine Parks - Reefs - Great Barrier Reef Marine Park (F255, F260-F261, F263) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.41	Tourism - Development of Offshore Tourist Facilities (F267) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.42	Islands - Green Island (F274) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.43	Beach Conservation - Beach Erosion Gold Coast (F279) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.44	Land Use - Ports - Central Queensland Port Sites Investigations (F286) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.45	Mining - Nickel - Greenvale Nickel Project and Yabulu Treatment Plant (F288) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.46	Aluminium - Comalco Alumina Refinery Gladstone and Boyne Island Aluminium Smelter (F302) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.47	Fertilisers - Phosphates - Phosphoric Acid and High Analysis Fertiliser Project Townsville (F313) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.48	Oil Pipelines - Jackson Moonie Pipeline Project (F319-F321) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.49	Natural Disasters - Commonwealth State Natural Disaster Relief Arrangements NDRA (F326) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.50	Museums and Galleries (F331, F356) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.51	Coal Mining - Baralaba Coal Project (F336, F349, F352) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.52	Federal State Relations (F376-F377) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.53	Airports (F381-F385) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.54	Handling and Storage of Hazardous Materials (F404) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.55	Local Government - Local Authority Matters Generally (F410) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.56	Freehold Land - Complaints and Enquiries re Freeholding of Land (F467) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.57	Borders (F478-F481) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.58	Electricity Distribution - Easements - Tully Falls Hydroelectric Project Transmission Lines (F491) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.59	Actions and Defences (F530, F806-807, F2114, F3625, F3765, F4476, F4568) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.60	Sea Pollution - Dumping of Wastes at Sea (F546) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.61	Diplomatic Relations - Australian Standard Bilateral Consular Agreement (F607) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.62	Abortion (F625) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.63	Aborigines - Aboriginal Welfare (F681) *Required for Wik court case. <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.64	Aboriginal Land Rights (F688-F691) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.65	Aborigines - Aboriginal Treaty or Makarrata (F692) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.66	Aboriginal Customary Law (F694) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.67	Aboriginal Culture - Protection of Aboriginal Folklore (F695) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.68	Aboriginal Sites and Relics (F696) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.69	Obscenity - Obscene and Pornographic Literature (F708) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.70	Intelligence Services - Federal Police - ASIO ASIS and Australian Federal Police (F771) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.71	Agents General - Queensland Office London – General (F794) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.72	Administration of Justice - Court Judgements and the Judicial System (F811) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.73	Constitutional Law - Consultants - Queensland Government Constitutional Consultant DR J M Finnis (F814) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.74	Law of the Sea - United Nations Convention on Law of the Sea (F861) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.75	Members Superannuation - Parliamentary Contributory Superannuation Fund (F866) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.76	Former Members - Concessions and Entitlements to Former Members and Spouses (F869) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.77	Ministerial Changes - Appointment and Resignation of Queensland Ministries and Swearing in of Ministries (F876) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.78	State Emblems - Flag Badge Coat of Arms Seal and Emblems of Queensland – General (F898) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.79	Acts (F916, F1005, F2079, F2772, F3639, F4653, F4861) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.80	Subordinate Legislation (F946) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.81	State Government Elections (F952) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.82	Law Reform - Law Reform Commission of Australia (F960) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.83	Forestry - Forest Products - Forest Management and Timber Industry (F982) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.84	Shipbuilding - Shipbuilding Industry General (F992) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.85	Auditing - Audit of the Accounts of the Department of the Auditor General (F1043) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.86	Accounting - Registration of Public Accountants (F1044) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.87	Time - Daylight Saving Time - Australian Time Zones and Daylight Saving (F1066) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.88	Charitable Trusts - Patriotic Funds and Patriotic Funds Act (F1073) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.89	Orders and Regulations - Commonwealth Review of Business Regulations (F1077) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.90	Casinos - Establishment and Operation of Casinos in Queensland (F1084) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.91	Honours - Investitures at Government House Brisbane (F1085) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.92	Seismology - Queensland Seismic Risk Study (F1228) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.93	Treaties Conventions and Agreements - Protocols to Geneva Conventions on Humanitarian Law (F1281) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.94	Aboriginal Land Rights - Actions and Defences - Koowarta Case (F1291) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.95	Lighthouses - Transfer of Lightstations to Commonwealth Government (F1319) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.96	Aborigines - Payment of Award Wages to Aboriginal Workers on Queensland Reserves (F1322) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.97	Cycles - Bicycles Bicycle Safety and Bikeways (F1388) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.98	Ports (F1428, F1509, F3269, F3325-F3326, F3441, F3591) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.99	Treaties Conventions and Agreements - Convention on Nature Conservation in the South Pacific Region (F1512) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.100	State Government - Queensland Public Sector Review (F1545) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.101	Toll Roads - Goodna Loganholme Toll Road (F1592) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.102	Trade Fairs (Expo '88) (F1603, F1713) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.103	Inquiries - Commission of Inquiry into Prostitution Unlawful Gambling or Illegal Drugs 1987 (F1620) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.104	Space Technology - Aerospace Industry (F1631) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.105	National Estate - North East Queensland Wet Tropics World Heritage Listing (F1638) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.106	Inquiries - Inquiry into Efficiency and Effectiveness of Institutional Practices in Higher Education Sector (F1709) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.107	Trademarks - Enterprise Queensland Title and Logo (F1711) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.108	Economic Planning (F1714, F1785, F1937, F2021) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.109	Premiers - Former Premiers of Queensland – Entitlements (F1717) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.110	State Secession - Proposed Secession of Torres Strait Islands (F1726) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.111	Cyclones - Cyclone Charlie February / March 1988 (F1768) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.112	Requests for Information - General (F1793) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.113	Hazardous Waste (F1812, F1851) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.114	Police Corruption (F1830) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.115	Public Service - Redundancy / Retrenchments (F1879) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.116	Aborigines - Aboriginal and Torres Strait Islander Commission (F1881) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.117	Fund Raising - The Premiers Community Welfare Committee (F1899) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.118	Inquiries - Parliamentary Judges Commission (F1917) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.119	International Cooperation - Multifunctionpolis (MFP) (F1943-F1945, F2095) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.120	Administrative Activities - Ministerial Administrative Arrangements (F1954) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.121	Aboriginal Reserves - Accounting - Financial Accountability Torres Strait and Aboriginal Community Council (F1965) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.122	Airports - Proserpine Airport (F1972) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.123	Town and Country Planning (F1987, F2029, F4222, F4231) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.124	Local Government - Land Subdivisions - Palm Beach Subsidence (F1990) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.125	Law Enforcement - Criminal Intelligence System (F1991) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.126	Royal Commissions - Royal Commission into Aboriginal Deaths in Custody (F1993-F1995, F1997) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.127	Members of Parliament - Conflict of Interests - Register of Pecuniary Interests (F2003) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.128	Inquiries - Implementation of Fitzgerald Report (F2011) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.129	Inquiries - Commission of Inquiry into Trade Union Activities (F2020) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.130	Statutory Authorities - Electoral and Administrative Review Commission (EARC) (F2022) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.131	Statutory Authorities - Criminal Justice Commission – CJC (F2025) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.132	Iron and Steel - Gladstone Special Steel Plant Proposal (F2031) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.133	Royal Commissions - Royal Commission into Aboriginal Deaths in Custody (F2030, F2035-F2036, F2041, F2103, F2135, F2282-F2286) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.134	Inquiries - Inquiry into Conservation Management and use of Fraser Island and Great Sandy Region (F2082-F2086, F2094, F2258) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.135	Cabinet - Requests for Access Distribution and Destruction of Cabinet Documents (F2093) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.136	Hydroelectric Power - Tully Millstream review Taskforce (F2100) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.137	Cabinet - Proposed Cabinet Special Purpose Committee number 11 (South Stradbroke Island and related issues) (F2115) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.138	Public Administration - Office Management - Whistleblowers Protection (F2118) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.139	Public Sector Management Review (PSMC) - Review of Department (F2119) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.140	Cabinet - Legislation Matters (F2120) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.141	Aged - Seniors Card (F2125) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.142	Speeches Receptions Conferences - Briefing Notes for Premier (F2129) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.143	Administrative Law (F2137, F2181) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.144	Archives - Storage of Cabinet Documents at State Archives (F2185) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.145	Review of Subordinate Legislation System in Queensland (F2188) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.146	Development Projects - Conference Centres - Brisbane Convention Centre on Expo Fun Park Site (F2202) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.147	Cabinet Office (F2208, F2268) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.148	Cabinet file (F2304-F2305, F2446-F2447) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.149	Women's Policy Branch (F2334, F2421) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.150	Special Premiers Conferences - Overarching Transport Committee (F2403) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.151	International Trade (F2415, F2585, F2602, F2620, F2622, F2675, F2690, F2785, F3408, F3506, F3610, F3740, F3747, F3975, F3986, F3988, F4119, F4170, F4213, F4424, F4546) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.152	Contracts - G Hawkins and Sons PTY LTD - commissioner of Main roads - Appointment of an Arbitrator (F2482) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.153	Mining - Lead - Zinc - Century Mine (F2577, F4352, F4375, F4662) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.154	Statutory Authorities - Appointment of Chairmen of Criminal Justice Commission and Electoral Review Commission (F2589) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.155	Auditing - Internal Audit - Electoral and Administrative Review Commission EARC (F2610) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.156	Archives - Review of Archives Legislation - Electoral and Administrative Review Commission EARC (F2611) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.157	Queensland Premiers Department - Correspondence Relating to the Alleged Activities of the late John Freidrich (F2630) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.158	Government Advertising - Government Master Media - Tender Process 1995 (F2639) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.159	Parliamentary Committees - EARC - Review of Parliamentary Committees (F2646) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.160	Employment - Equal Employment Opportunity (F2652) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.161	Members of Parliament - Offers of Profit (F2653) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.162	Cape York Peninsula Land Use Strategy CYPLUS - Public Participation Program (F2664) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.163	Referendums - Daylight Saving Referendum (F2671) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.164	Government Representative Office - Queensland Government Office North America (F2693) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.165	Freedom of Information (FOI) (F2718, F3303-F3304, F3623) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.166	Statutory Authorities - Appointment of Commissioner of Criminal Justice Commission (F2777) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.167	Executive Council - Review of Approval Authorities of the Governor in Council (F2783) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.168	Waste Disposal - Railwaste - Waste Disposal Facility Swanbank (F3284) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.169	Power Stations - Sale of Gladstone Power Station (F3286, F3422) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.170	Constitution - Review of Queensland Constitution - Electoral and Administrative Review Commission (EARC) (F3389) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.171	Coal Mining - Finance - Refinancing of Qld Coal Trust by Santos Ltd and QCT Resources Ltd (F3433) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.172	Cape York Peninsula Land Use Strategy CYPLUS - Geographic Information System (F3461) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.173	Aborigines - Aboriginal Land Rights – Mabo (F3501) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.174	Land Tribunals - Land Rights Aboriginal - National Native Title Tribunal and Registrar (F3654) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.175	Location of Industry - Business Relocation to Queensland (F3697-F3698, F4459, F4482) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.176	Economic Policy - Competition - National Competition Policy (F3720) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.177	Natural Gas - Development Project (F3831-F3834, F3838-F3854, F3856-F3862, F3867-F3868, F4765, F3871, F3873-F3878, F3881-F3885, F3897, F3899, F3901-F3905, F3907-F3908, F3911-F3912, F3914-F3917, F3919, F3922-F3928, F3930-F3931, F3933, F3935-F3936, F3939, F4240-F4243, F4250-F4253, F4905) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.178	Parliamentary Committees - Parliamentary Estimates Committees (F3963) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.179	Aborigines - Aboriginal Land Rights - Sandfly Creek Protection (F4384) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.180	Infrastructure - Common User Transport Infrastructure Corridor (F4385) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.181	Cement - Queensland Cement Ltd - Gladstone Plant Expansion (F4486) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.182	State Government Elections – 1995 (F4505) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.183	Prisoners - Parole - Pardons (F4541, F4566) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.184	Executive Council - Records of the Executive Council (F4608) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
10.3.185	Qld Premier's Department - Correspondence re Curtis L of Gympie (F4631) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.186	International Projects - Policy - Guidelines for Queensland Government Exporting (F4820) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.3.187	Industry - Mining - Smelters - Korea Zinc Australia - Impact Assessment Study (F4825) <i>Previously authorised in QDAN 439 v1.</i>	c.1985-1996	Permanent	Retain permanently.
10.4	INTERGOVERNMENTAL LIAISON <i>The activity of facilitating relationships and networks between Local, State or Commonwealth Government departments or agencies.</i>			
10.4.1	Loans Works Programme: Confidential <i>Previously authorised in QDAN 96/0077 v1.</i>	1952-1955	Permanent	Retain permanently
10.4.2	Coordinator of Public Works Report <i>Previously authorised in QDAN 96/0077 v1.</i>	1955-1956 1967-1968 1979-1981	Permanent	Retain permanently
10.4.3	Minutes of Meetings <i>Previously authorised in QDAN 96/0077 v1.</i>	1941-1943 1956-1971	Permanent	Retain permanently



Reference	Description	Date Range	Status	Disposal Action
10.4.4	Ministerial Reports of Interstate Conferences <i>Previously authorised in QDAN 96/0077 v1.</i>	1898-1909 1912-1932	Permanent	Retain permanently
10.4.5	Conference of Commonwealth and State Ministers Summary of Proceedings and Decisions <i>Previously authorised in QDAN 96/0077 v1.</i>	1947-1952	Permanent	Retain permanently
10.4.6	Department of Communications Tasmania Radio Communication Plan <i>Previously authorised in QDAN 96/0077 v1.</i>	1983	Permanent	Retain permanently
10.4.7	Report on Women and Drugs <i>Previously authorised in QDAN 96/0077 v1.</i>	1985	Permanent	Retain permanently
10.4.8	Royal Commission of Inquiry into Drug Trafficking <i>Previously authorised in QDAN 96/0077 v1.</i>		Permanent	Retain permanently
10.4.9	Interim Report No. 2 Passports – Recommendations <i>Previously authorised in QDAN 96/0077 v1.</i>		Permanent	Retain permanently
10.4.10	Interim Report No. 5 <i>Previously authorised in QDAN 96/0077 v1.</i>	1982	Permanent	Retain permanently
10.4.11	Report on Royal Commission of Inquiry into Drug Trafficking <i>Previously authorised in QDAN 96/0077 v1.</i>	1983	Permanent	Retain permanently



Reference	Description	Date Range	Status	Disposal Action
10.4.12	Legal and Illegal Abuse of Drugs by young people, particularly school children <i>Previously authorised in QDAN 96/0077 v1.</i>	1987	Permanent	Retain permanently
10.4.13	National Campaign Against Drug Abuse: Briefing Notes <i>Previously authorised in QDAN 96/0077 v1.</i>	1985	Permanent	Retain permanently
10.4.14	Press Releases <i>Previously authorised in QDAN 96/0077 v1.</i>	1985	Permanent	Retain permanently
10.4.15	Report of the Proceedings of Conference convened by the Governor General of the Securing of Reinforcements under the voluntary system for the Australian Imperial Force serving abroad. <i>Previously authorised in QDAN 96/0077 v1.</i>	1918	Permanent	Retain permanently



Reference	Description	Date Range	Status	Disposal Action
10.5.16	Reports on the Conferences of Commonwealth and State Ministers <i>Previously authorised in QDAN 96/0077 v1.</i>	1916-1923 1926-1934 1936-1940 1942 1944 1946-1956 1958-1965 1969-1972 1974 1976 1979-1981 1985	Permanent	Retain permanently