

# APPRAISAL LOG

Legal Services Commission retention and disposal schedule

Legal Services Commission

Date: 21/03/2018

Title	Scope Note
<b>LEGAL SERVICE REGULATION</b>	<i>The function of regulating Queensland's legal services through receiving, processing and managing complaints about individual legal practitioners or law practices; initiating 'own motion' investigations as appropriate; conducting compliance audits of incorporated legal practices and multi-disciplinary partnerships; commencing disciplinary or other regulatory action as appropriate; and undertaking related policy development and educational activities.</i>

**COMPLAINTS MANAGEMENT**

*Activities associated with receiving and dealing with complaints, including 'own motion' investigations about the conduct of legal practitioners and law practice employees, responding to enquiries regarding the making of a complaint and initiating disciplinary action against legal practitioners and law practice employees. Complaints management includes activities associated with maintaining a discipline register.*

*Note: Complaint investigation records managed on behalf of the Queensland Law Society are not covered by this Schedule.*

*Please refer to the Queensland Law Society Retention and Disposal Schedule QDAN 674 for these records.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2080	<p><b><i>Discipline register</i></b></p> <p>A discipline register kept in accordance with section 472 of the <i>Legal Profession Act 2007</i> records details of disciplinary actions made by an order of a court or disciplinary body e.g. Queensland Civil and Administrative Tribunal (QCAT) and Legal Practice Committee (LPC) that finds a practitioner guilty of professional misconduct. The Legal Services Commissioner</p>	<p><b>Why are these records created:</b></p> <p>The register is created electronically and is used to research previous complaints about any alleged offender or firm. The information is also made available on the LSC web site.</p> <p>This is a core business requirement of the Commission in the provision of its function as the regulator of Queensland's legal services.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>This register is retained permanently in agency under s. 472 of the <i>Legal Profession Act 2007</i>, as the Commissioner must keep a discipline register regarding disciplinary action taken under this Act against an Australian legal practitioner. Further details relating to earlier disciplinary action may be included in the register. Section 472 also states that the discipline register must be available for public inspection.</p> <p>Section 474 of the Act states if a disciplinary action has been quashed on appeal or review, any reference to that disciplinary action must be removed from the disciplinary register except if the disciplinary action was quashed on appeal or review after the action was publicised by the Commissioner.</p> <p>The retention period for the Discipline register is Permanent – Retain in agency because the information within the register is not readily known and generally of little interest to the broader public. This register is</p>

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	<p>must make the register available for public inspection.</p> <p>Information captured includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• full name of person against whom disciplinary action was taken</li> <li>• law practice who employed person</li> <li>• disciplinary body e.g. Queensland Civil and Administrative Tribunal (QCAT) and Legal Practice Committee (LPC) which ordered the disciplinary action</li> <li>• findings and penalty of the disciplinary body.</li> </ul> <p><b>Disposal action –</b> Permanent. Retain in agency.</p>	<p>used to research previous complaints, meaning the database would be used frequently by the Commission making it a permanent active record. In the Queensland Civil and Administrative Tribunal (QCAT) schedule, the retention period for occupational regulation cases is 12 years after business action completed and appeal process finalised.</p> <p><b>Applicable legislation/standards:</b> <i>Legal Profession Act 2007 Section 472</i></p> <p><b>Comparison with other schedules' retention period:</b> State Records Authority of New South Wales Functional Retention and Disposal Authority FA352 Office of the Legal Services Commissioner Reference 1.3.1. Summary records of disciplinary actions involving legal practitioners that are handled by the Commission, the Law Society or the Bar Association. Includes practitioner identification details, findings and determinations – Required as State Archives.</p> <p>Public Record Office Victoria PROS 08/11 Retention and Disposal Authority for Records of the Legal Services Commissioner Reference 1.1.0. Summary record of all enquiries and complaints received by the Legal Services Commissioner (LSC). Summary information for formal complaints registered includes the type of complaint, file number, name of complainant, name of respondent; summary of assessment and dispute resolution and disciplinary outcomes, and summary of the case. Summary information for enquiries includes the type of enquiry, file number and summary of the enquiry and if provided names of complainant and/or respondent. – Retain as State Archives.</p> <p>Queensland State Archives – Queensland Civil and Administrative Tribunal (QCAT) Retention and Disposal Schedule QDAN 731 v.1 Record Class 2.1.4 Permanent Case Management Records relating to matters that have been brought to the tribunal which are selected by the President or Principal Registrar to be exceptional, set a precedent, are notable for their contribution in developing the law, their factual complexity or the level of public interest generated.– Retain permanently.</p> <p>Queensland State Archives – Queensland Law Society Retention and Disposal Schedule QDAN 674v.1 Record Class 1.1.1 Register of members Register of members kept in accordance with section s 81 and 210 of the Legal Profession Act 2007 and sections 9 and 21 of the Legal Profession Regulation 2007. Includes audit log of data maintained in a business system. – Retain permanently.</p> <p><b>Other comments/factors for consideration:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		This register is created to permanently record the transgressions of solicitors and barristers and must be available for public inspection.
2081	<p><b>Complaints management</b></p> <p>Records relating to complaints made pursuant to the <i>Legal Profession Act 2007</i>. Includes hard copy files and entries in case management system.</p> <p>Includes dismissed, withdrawn, delayed or prosecuted complaints.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• written complaints from legal consumers, other legal practitioners and the Queensland Law Society or Bar Association of Queensland about the conduct of legal practitioners and law practice employees</li> <li>• investigation reports listing the evidence gathered throughout the investigation and recommendations from the Queensland Law Society, Bar Association of</li> </ul>	<p><b>Why are these records created:</b></p> <p>The <i>Legal Profession Act 2007</i> enables the Commissioner to investigate a complaint about a lawyer's conduct which is capable of amounting to professional misconduct or unsatisfactory professional conduct. When a complaint is received, the Commissioner will assess the information provided in the complaints form and decide on the outcome. The outcome will be decided after the Commissioner investigates the complaint. The investigation process creates a collection of working papers that are used to make an assessment of the case. The investigation working papers form part of the complaints file. When the investigation is complete the Commissioner will decide the appropriate outcome.</p> <p>The outcomes may include;</p> <ol style="list-style-type: none"> <li>(1) Minor outcomes without reference to a higher authority - Summary Dismissal – No action required.</li> <li>(2) Disciplinary action with Legal Practice Committee (LPC) or Queensland Civil and Administrative Tribunal (QCAT).</li> </ol> <p>This results in the creation of a prosecution file. A discipline application is filed in LPC or QCAT for their use and retained in their jurisdiction.</p> <p>Compliant case notes have the same layout for both physical and electronic file and are registered in the LP central database.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These complaint files are retained for this period as the Commissioner may need to refer back to these records after a judgment has been handed down by LPC or QCAT in the event that the legal practitioner and/or employee offends again.</p> <p>Complaint files are retained for the same retention period regardless of the outcome e.g. dismissal, withdrawn, delayed, or prosecuted and disciplinary action. All files are retained in the same series, irrespective of the outcome even where no action is taken. The complaints record class has not been separated into two classes as the small quantity of dismissed, withdrawn or delayed complaints does not justify the extra work in separating the series into two. The Commission is happy to retain all files for the same period of time, irrespective of outcome.</p> <p>Under s.10 (4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p><b>Applicable legislation/standards:</b></p>

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	<p>Queensland or the Legal Services Commission including 'own motion' investigations</p> <ul style="list-style-type: none"> <li>• recommendations of the Legal Services Commissioner as to what action is to be taken regarding the complaint</li> <li>• correspondence with practitioners, complainants and professional bodies</li> <li>• file notes relating to phone calls, discussions and meetings with the complainant, respondent, professional bodies and LSC officers.</li> </ul> <p><b>Disposal action -</b> Retain for 12 years after complaint is dismissed, withdrawn, delayed or prosecuted.</p>	<p><i>Legal Profession Act 2007</i> <i>Limitations of Action Act 1974 Section 10(4)</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Queensland State Archives – Queensland Civil and Administrative Tribunal Retention and Disposal Schedule QDAN 731 v.1 Record Class 1.2.1 Anti-Discrimination</p> <p>Case management records relating to hearing complaints of alleged unlawful discrimination, sexual harassment, vilification and victimisation investigated by the Anti-Discrimination Commission Queensland and referred to QCAT. - Retain for 12 years after business action completed and finalisation of all appeal processes.</p> <p>Queensland State Archives – Fair Trading Retention and Disposal Schedule Disposal Authorisation 1674</p> <p>Records relating to investigations of alleged breaches of legislation administered by the agency where contraventions are unlikely to impact on the marketplace and where minor issues may evolve into larger issues if not addressed by investigative action and which are not covered under record class 1672 and 1673. – Retain for 10 years after last action.</p> <p>Queensland State Archives – Health Complaints Management Retention and Disposal Schedule QDAN 658 v.2 Record Class 1.1.1 Complaints – adults</p> <p>Records of assessment and actions taken by the HQCC to effectively resolve health service and health quality complaints relating to adults through the early resolution process. Includes complaints reviewed under the HQCC's Internal Review of Decisions Policy or external review by the Ombudsman's Office which do not result in a precedent or exceptional outcome. - Retain for 25 years after last action.</p> <p>Public Record Office Victoria PROS 08/11 Retention and Disposal Authority for Records of the Legal Services Commissioner Reference 1.3.0.</p> <p>The assessment and investigation of disciplinary complaints and resolution of civil complaints (civil disputes). Includes complaints that contain both disciplinary allegations and disputes. Also includes investigations that have been initiated on the LSC's own motion.</p> <p>Includes records of the lodgement, assessment, investigation or resolution of complaint or dispute, referrals to delegates and/or prescribed investigative bodies and outcomes of the assessment and/or conciliation process. – Destroy 7 years after last action.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2082	<p><b>Prosecution case files</b></p> <p>Records relating to preparing, filing and prosecuting disciplinary applications and appeals. Includes hard copy files and entries in case management system.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• discipline applications lodge with disciplinary bodies e.g. Queensland Civil and Administrative Tribunal (QCAT) and Legal Practice Committee (LPC)</li> <li>• correspondence with respondents, witnesses, legal representatives</li> <li>• affidavits filed in the proceedings</li> <li>• witness statements</li> <li>• judgments of the courts and tribunals relating to the prosecution</li> <li>• audit reports.</li> </ul> <p>See 2083 Audit records</p>	<p><b>Why are these records created:</b></p> <p>Prosecution case files are created after the Commissioner has decided to prosecute against a legal practitioner or law practice employee. The decision to prosecute is made after the Commissioner has undertaken an investigation of the complaint. A discipline application is filed in the Legal Practice Committee (LPC) or the Queensland Civil and Administrative Tribunal (QCAT) to make a decision on disciplinary action. The prosecution case files also include a copy of the discipline application that is submitted by the Commissioner to either LPC or QCAT, to commence disciplinary proceedings. The Legal Services Commissioner creates these files with the information collected from the investigation.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The files retain their business use until such time as a judgment is handed down by the Legal Practice Committee (LPC) or Queensland Civil and Administrative Tribunal (QCAT).</p> <p>Under s.10 (4) of the Limitations of Actions Act 1974, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p>The Legal Profession (Australian Solicitors Conduct Rules) 2012, is used as a framework to deliver competent and quality legal services to clients. Rule 14 and 15 includes;</p> <p style="padding-left: 20px;">Rule 14.1 A solicitor with designated responsibility for a client’s matter must ensure, that upon completion or termination of the law practices engagement.</p> <p style="padding-left: 20px;">Rule 15 Notwithstanding Rule 14, when a solicitor claims to exercise a lien for unpaid legal costs over client documents which are essential to the client’s defence or prosecution of current proceedings.</p> <p><b>Applicable legislation/standards:</b></p> <p>Legal Profession Act 2007</p> <p>Limitations of Action Act 1974 Section 10(4)</p> <p>Legal Profession (Australian Solicitors Conduct Rules) 2012, Rule 14 and 15</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Queensland State Archives – Queensland Civil and Administrative Tribunal Retention and Disposal Schedule QDAN 731 v.1 Record Class 1.9.1 Occupational regulation case files</p> <p style="padding-left: 20px;">Case management records relating to the review of decisions made by appointed governing bodies for occupations – Retain for 12 years after business action completed and finalisation of all appeal processes.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> Retain for 12 years after final decision is made.</p>	<p>Queensland State Archives – Veterinary Surgeons Board of Queensland Retention and Disposal Schedule Disposal Authorisation Number 1581 Records relating to prosecuting other offences under legislation including but not limited to Veterinary Surgeons Act 1936, Animal Care and Protection Act 2001, Land Protection (Pest and Stock Route Management) Act 2002, Health (Drugs and Poisons) Regulation 1996, Radiation Safety Act 1999 or Chemical Usage (Agricultural and Veterinary) Control Act 1988. – 12 years after business action completed.</p> <p>State Records Authority of New South Wales Functional Retention and Disposal Authority FA389 Office of Director of Public Prosecutions Reference 2.2.2 Records relating to criminal proceedings in the Local Court, Drug Court, District Court, Supreme Court, Court of Criminal Appeal and High Court that are not precedent setting or of widespread public interest. Includes case notes, copies of Court held material such as transcripts and judgements, copies of evidentiary materials, correspondence, court documents, submissions etc. – Retain minimum of 50 years after matter registration or minimum of 7 years after action completed, whichever is longer, then destroy.</p> <p>National Archives of Australia Records Authority Insolvency and Trustee Service Australia Class 13933 Records documenting the preparation and submission of a brief of evidence to the Commonwealth prosecution agency. Includes correspondence, supporting or working papers whether submission is successful or unsuccessful. – Destroy 7 years after action completed.</p>

**COMPLIANCE AUDITS**

*Activities associated with compliance audits of Incorporated Legal Practices (ILPs), Multi-Disciplinary Partnerships (MDPs) and the compliance of the practice, its officers and employees under section 130 of the Legal Profession Act 2007. The Legal Services Commissioner can undertake three types of audits, self-assessment audits, web-based audits and practice audits or reviews.*

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2083	<p><b>Audit records</b></p> <p>Records including self-assessment audits, web-based audits and practice audits or reviews.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• draft or completed audit reports</li> <li>• planning and conduct of audits</li> <li>• review comments</li> <li>• correspondence with Incorporated Legal Practices and <i>Multi-Disciplinary Partnerships</i></li> <li>• notification of the Incorporated Legal Practices and <i>Multi-Disciplinary Partnerships</i> commencing business</li> <li>• letters sent to Incorporated Legal Practices and <i>Multi-Disciplinary Partnerships</i> after</li> </ul>	<p><b>Why are these records created:</b></p> <p>The relevant legislation empowers the Commissioner to conduct an audit (a 'compliance audit') of an Incorporated Legal Practice (ILP) and Multi-Disciplinary Partnership (MDP), its officers or employees. Compliance audits are used to prevent, detect and deter conduct which may amount to unsatisfactory professional conduct or professional misconduct. The Commissioner may undertake three types of audits including self-assessment audits, web based audits and practice audits or reviews. Compliance audits also support and educate ILPs and MDPs to comply with the Act. The Commissioner also sends letters to newly established Incorporated Legal Practices and Multi-Disciplinary Partnerships stating relevant legislation and rules to be followed.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Compliance audit records are retained for this retention period to allow the Commission to refer back to prior audits completed on an Incorporated Legal Practice, Multi-Disciplinary Partnerships, its officers or employees. These records are also retained for this period in case of sufficient complaints about Incorporated Legal Practices or Multi-Disciplinary Partnerships.</p> <p>Audit documents created by the Commission are retained electronically in a database which includes correspondence sent to Incorporated Legal Practices or Multi-Disciplinary Partnerships by the Commissioner.</p> <p>Under s.10 (4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p><b>Applicable legislation/standards:</b></p> <p>Section 130 of the <i>Legal Profession Act 2007</i>  <i>Limitations of Action Act 1974 Section 10(4)</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales Functional Retention and Disposal Authority FA352 Office of the Legal Services Commissioner Reference 1.1.1.</p> <p style="padding-left: 40px;">Documentation related to contact with, visits to and inspections of law firms and legal practices to ensure compliance with legal profession rules, standards and legislation. Includes self-assessments</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>commencing business.</p> <p><b>Disposal action –</b> 12 years after finalisation of audits or the decision to prosecute.</p>	<p>conducted by practices and the provision of support in complying with legislation. – Retain minimum of 10 years after cessation of practice or minimum of 2 years after death of legal practitioner, whichever is shorter, then destroy.</p> <p>Queensland State Archives – General Retention and Disposal Schedule (GRDS) Disposal Authorisation 1008</p> <p>Records relating to audits which are not significant. – Retain for 7 years after business action completed.</p> <p>Queensland State Archives – Queensland Law Society Retention and Disposal Schedule QDAN 674v.1 Record Class 1.3.4 Compliance records – Continuing professional development (CPD) scheme</p> <p>Records relating to audits of members’ attendances at courses that qualify for continuing professional development point credit. – Retain for 7 years after last action.</p> <p><b>Other comments/factors for consideration:</b></p> <p>The Legal Services Commissioner has, by agreement with the Queensland Law Society, accepted primary responsibility for ‘auditing’ incorporated legal practices.</p> <p>The Legal Services Commission has the right to conduct audits on Incorporated Legal Practices and Multi-Disciplinary Partnerships, however this is not a business requirement that is undertaken often.</p>

Title	Scope Note
<b>LEGAL PRACTICE COMMITTEE</b>	<p><i>The function of the Legal Practice Committee, a disciplinary body established under the Legal Profession Act 2004 and continued under the Legal Profession Act 2007, is to hear and hand down judgment on discipline applications lodged with them by the Legal Services Commission.</i></p> <p><i>The Committee also has an advisory function to monitor the effectiveness of the legal profession rules - the Australian Solicitors Rule 2012 (ASCR), the Barristers' Conduct Rules and the Incorporated Legal Practice Rule and makes recommendations to the Minister.</i></p>

**DISCIPLINE MANAGEMENT**

*Activities associated with receiving and dealing with discipline applications received under Section 80 of the Legal Profession Regulations 2017, from the Legal Services Commission about the conduct of legal practitioners and law practice employees.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2084	<p><b><i>Discipline matters</i></b></p> <p>Records relating to discipline applications lodged by the Legal Services Commission. Includes hard copy files and electronic records. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• original discipline application registered and stamped by the committee</li> <li>• notices of address for service</li> <li>• statements of agreed facts</li> <li>• submissions from the Legal Services</li> </ul>	<p><b>Why are these records created:</b></p> <p>The Legal Practice Committee is a disciplinary body established under the <i>Legal Profession Act 2007</i>, and has the functions and powers afforded to it under the Act. The LPC uses the discipline application files lodged by the Legal Services Commission to decide if a legal practitioner or law practice employee is guilty of unsatisfactory professional conduct and decides the appropriate penalty. These applications are not lodged by the Commission until the complaint has been investigated and the Commissioner has made the decision to prosecute.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Discipline matters including discipline application files and relevant documentation are retained for this period to allow the committee to refer to these matters in the future. The <i>Legal Profession Regulations 2017 Section 80 Part 4.9</i> requires that the Commission lodge with the committee an application for disciplinary action. A full copy of the decision is provided by the Legal Practice Committee along with a summary which is published in the discipline register available on the Legal Services Commission website.</p> <p>Under s.10 (4) of the <i>Limitations of Actions Act 1974</i>, an action shall not be brought upon a judgment after the expiration of 12 years from the date on which the judgment becomes enforceable.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Legal Profession Regulations 2017 Section 80</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Commission and the legal practitioner</p> <ul style="list-style-type: none"> <li>• orders made by the committee</li> <li>• transcripts of proceedings</li> <li>• records of penalties and costs awarded</li> <li>• minutes</li> <li>• agenda.</li> </ul> <p>See 2082 Prosecution case files.</p> <p><b>Disposal action –</b> 12 years after committee's decision.</p>	<p><i>Legal Profession Act 2007 Section 639</i> <i>Limitations of Action Act 1974 Section 10(4)</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Queensland State Archives – Veterinary Surgeons Board of Queensland Retention and Disposal Schedule Disposal Authorisation Number 1581</p> <p>Records relating to prosecuting other offences under legislation including but not limited to <i>Veterinary Surgeons Act 1936, Animal Care and Protection Act 2001, Land Protection (Pest and Stock Route Management) Act 2002, Health (Drugs and Poisons) Regulation 1996, Radiation Safety Act 1999 or Chemical Usage (Agricultural and Veterinary) Control Act 1988.</i> – 12 years after business action completed.</p> <p>Queensland State Archives – Courts Sector Retention and Disposal Schedule QDAN705v.1 Record Class 2.1.3 Hearings – Civil – District Court</p> <p>Records relating to civil cases filed in the Magistrates Court jurisdiction where a judgment or order has been given including records of hearings related to applications. – Retain for 12 years after date of judgment.</p> <p>State Records Authority of New South Wales Functional Retention and Disposal Authority FA389 Office of Director of Public Prosecutions Reference 2.2.2</p> <p>Records relating to criminal proceedings in the Local Court, Drug Court, District Court, Supreme Court, Court of Criminal Appeal and High Court that are not precedent setting or of widespread public interest. Includes case notes, copies of Court held material such as transcripts and judgements, copies of evidentiary materials, correspondence, court documents, submissions etc. – Retain minimum of 50 years after matter registration or minimum of 7 years after action completed, whichever is longer, then destroy.</p> <p>Public Record Office Victoria PROS 08/11 Retention and Disposal Authority for Records of the Legal Services Commissioner Reference 2.2.0.</p> <p>Disciplinary applications made by the LSC to the Tribunal against a legal practitioner.</p> <p>Disciplinary application case records include the application, Tribunal orders, legal advices and the outcome. – Destroy 7 years after last action.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2085	<p><b>Advisory matters</b></p> <p>Records relating to advisory matters of the Legal Practice Committee.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• policy papers</li> <li>• submissions gathered by willing participants in written documents</li> <li>• minutes and agendas</li> <li>• reference materials</li> <li>• opinions from counsel or legal representatives</li> <li>• transcripts.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>The Legal Practice Committee is a disciplinary body established under the <i>Legal Profession Act 2007</i>, and has the functions and powers afforded to it under the Act. This Committee monitors the effectiveness of the legal profession rules, the Australian Solicitors Conduct Rule and the Barrister’s Rule, and makes recommendations to the Minister in relation to legal profession rules under section 226 of the Act. These rules govern the standard of conduct expected of all solicitors, barristers and law practice employees in their practice of law in Queensland.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The retention period is permanent – transfer to QSA after last business action completed as these records include high level decisions regarding legal profession rules while making recommendations to the Minister.</p> <p>This retention period also allows the Legal Practice Committee to refer back to the records if necessary and it is required by the committee to fulfil their function.</p> <p><b>Applicable legislation/standards:</b></p> <p>Legal Profession Act 2007 Section 226 Legal Profession Act 2007 Part 7.3</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales Functional Retention and Disposal Authority FA352 Office of Legal Services Commissioner Reference 1.6.1</p> <p>Final reports of original research into the legal profession and related regulatory issues conducted or commissioned by the organisation. Includes reports of surveys conducted and practice guidelines developed to assist the legal profession e.g. Practice Guidelines on Outsourcing and Cloud Computing. – Required as State Archives.</p> <p>Queensland State Archives – Queensland Law Society Retention and Disposal Schedule QDAN 674v.1 Record Class 4.1.1 Advocacy and advice – major matters</p> <p>Records relating to the development of advice on major legal matters concerning the operations and functions of the Queensland Law Society that lead to changes in legislation or accepted legal practice. – Retain permanently.</p> <p>Queensland State Archives – Queensland Civil and Administrative Tribunal Retention and Disposal Schedule QDAN 731 v.1 Record Class 2.1.2 Rules committee</p> <p>Records relating to the functions undertaken by the Rules Committee of the Tribunal. – Retain permanently.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Queensland State Archives – General Retention and Disposal Schedule (GRDS) Disposal Authorisation 1013</p> <p>Records relating to external advisory bodies that provide support for policy development, decision making and service delivery of agencies by providing informed and independent advice. Includes the nomination and appointment of advisory board members. – Permanent – Transfer to QSA after business action completed.</p>