

Local Government Association of Queensland Incorporated (LGAQ) Retention and Disposal Schedule

Responsible public authority: Department of Local Government, Community Recovery and Resilience

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Scope of Retention and Disposal Schedule

This Schedule covers the core business records of the Local Government Association of Queensland Incorporated (LGAQ) prior to its privatisation on 1 July 2010. It covers the functions of local government representation and support, membership management, and the provision of training and procurement services.

In early 2010, the Queensland Government announced that under the provisions of the *Local Government Act 2009*, the Local Government Association of Queensland Incorporated (LGAQ) would cease to be a public authority from 1 July 2010. The Department of Local Government, Community Recovery and Resilience is the responsible public authority for the records of the Local Government Association of Queensland Incorporated (LGAQ).

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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.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 Local Government, Community Recovery and Resilience should take measures to withdraw revoked disposal authorities from circulation.

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
- v. 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 688 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 agency' 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. LOCAL GOVERNMENT REPRESENTATION AND SUPPORT

The function of representing, supporting and promoting the interests, rights and entitlements of Queensland local governments. It includes monitoring, researching and developing policy on matters of interest relating to local government.

Reference	Description of records	Status	Disposal action
1.1	<p>ADVOCACY AND ADVICE <i>The activities associated with identifying, researching, advocating, and advising on issues of relevance to local governments and others.</i></p>		
1.1.1	<p>Advocacy and advice Records relating to advice and advocacy provided to member councils, organisations and government on significant matters relating to local government functions, including:</p> <ul style="list-style-type: none"> • workforce issues • media and intergovernmental relations • roads and transport issues • community services • environment and social policy • finances • governance • native title • infrastructure management • economic development and planning • legislation • legal. <p>Includes advice and advocacy on significant issues where LGAQ provided significant input e.g. the 2008 local government amalgamations, the review of the local government legislation and the introduction of daylight savings. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence • briefing papers • advice • agenda papers 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • minutes and correspondence • public advocacy material • submissions to government • reports and articles • papers relating to development of legal opinions and advice. 		
1.2	<p>LIASION <i>The activity of maintaining regular general relationship and contact between LGAQ and other organisations.</i></p>		
1.2.1	<p>Relationships Records relating to liaison with organisations, associations and community groups on matters of interest to local governments. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agendas • meeting notes and minutes • correspondence • articles. 	Temporary	Retain for 2 years after last action.
1.3	<p>MEDIA RELATIONS <i>The activity of establishing a relationship between the media and LGAQ. Includes press monitoring and issuing press releases and briefings.</i></p>		
1.3.1	<p>Media releases – significant Media releases prepared by LGAQ covering significant local government issues that generated public interest or controversy. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • correspondence • briefing notes • opinions • final version of media releases. <p><i>See reference number 1.3.2 for media releases of minor interest.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.3.2	<p>Media releases – minor</p> <p>Media releases prepared by LGAQ regarding minor local government issues that did not generate significant public interest or controversy and are not covered by reference number 1.3.1.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • correspondence • briefing notes • opinions • final version of media releases. <p><i>See reference number 1.3.1 for press releases of significant interest.</i></p>	Temporary	Retain for 7 years after last action.
1.3.3	<p>Media monitoring</p> <p>Records relating to periodic monitoring of press coverage of local government issues, including press clippings.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • briefing notes • news monitor releases • press information • press clippings. 	Temporary	Retain until reference ceases.
1.4	<p>POLICY</p> <p><i>The activities associated with drafting and releasing policies, standards and guidelines on matters relevant to member councils, such as community development, the environment, social policy, planning and infrastructure management.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to other policies.</i></p>		
1.4.1	<p>Policy products and circulars – significant</p> <p>Master set of policy products and circulars issued or created by LGAQ relating to significant local government matters e.g. waste infrastructure establishment funding and referendum on constitutional recognition of local government.</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"> • policies and guidelines • strategies • policy frameworks • correspondence • master set of policies and circulars. <p><i>See reference number 1.4.3 for working papers and drafts.</i></p>		
1.4.2	<p><i>Policy products and circulars – minor</i></p> <p>Policy products and circulars relating to minor matters of local government interest that are not covered by reference number 1.4.1.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • briefing notes • opinions • circulars • correspondence. 	Temporary	Retain for 7 years after last action.
1.4.3	<p><i>Policies and circulars working documents</i></p> <p>Working documents on the development of policy products and circulars.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • project plans • discussion papers • records of consultation • submissions • draft policy products. 	Temporary	Retain for 7 years after last action.
1.5	<p>RESEARCH</p> <p><i>The activity of investigating a subject or area of interest in order to discover facts, principles, etc. Includes regular literature searches and environmental scans.</i></p> <p><i>See reference number 1.4.1 for research relating to the development of a particular policy product.</i></p>		

Reference	Description of records	Status	Disposal action
1.5.1	<p><i>Research development</i></p> <p>Records relating to research into matters relating to local government such as swimming pool safety.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• internal research papers• records of consultation• surveys• research which has not resulted in publication.	Temporary	Retain for 7 years after last action.

2. MEMBERSHIP MANAGEMENT

The function of managing and maintaining local government membership subscriptions. Includes receipting and processing of membership applications, renewals and the determination of fees and charges.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to financial management, including the receipt of subscription fees.

Reference	Description of records	Status	Disposal action
2.1	<p>APPLICATION MANAGEMENT</p> <p><i>The activity of processing membership applications and renewals.</i></p>		
2.1.1	<p>Membership records</p> <p>Records relating to the processing and administration of individual council memberships. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approvals • renewals • correspondence with members concerning the terms and conditions of memberships • changes of particulars. 	Temporary	Retain for 7 years after expiry or cancellation of membership.
2.2	<p>FEES AND CHARGES</p> <p><i>The activity of determining fees and charges.</i></p>		
2.2.1	<p>Membership fees</p> <p>Records relating to the assessment and determination of fees and charges for local government membership. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • fee schedules and variations • determinations • approvals for exemptions from fees and charges. 	Temporary	Retain for 7 years after last action.
2.2.2	<p>Special levies</p> <p>Records relating to the assessment and imposition of special levies on members.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none">• levy structure• determinations• approvals for exemptions from levies.		

3. REPORTING

The function of reporting formally in discharge of obligations in accordance with the constitution and rules of LGAQ.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating annual financial statements, committees – administrative arrangements, annual performance audits etc.

Reference	Description of records	Status	Disposal action
3.1	<p>REPORTS</p> <p><i>The activity of reporting on the strategic direction, policies and major achievements of LGAQ.</i></p>		
3.1.1	<p>Annual reports</p> <p>Executive report presented annually to the Annual Conference.</p>	Permanent	Retain permanently.
3.1.2	<p>Executive minutes</p> <p>Minutes of the Executive Committee including supporting papers.</p>	Permanent	Retain permanently.
3.1.3	<p>Constitution and rules</p> <p>Records relating to the development of the LGAQ constitution or rules.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • constitution • minutes of any proposed motions to amend • outcome of proposed amendments. 	Permanent	Retain permanently.

4. TRAINING SERVICES PROVISION

The function of coordinating and delivering training programs and courses for local government members. Includes registration as a Registered Training Organisation (RTO), the accreditation of training courses and student assessment.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the marketing and advertisement of training courses, and financial records relating to the payment of attendance fees.

Reference	Description of records	Status	Disposal action
4.1	ACCREDITATION AND COURSE DEVELOPMENT <i>The activity of developing training programs and courses, including the accreditation of courses.</i>		
4.1.1	Accreditation Records relating to the accreditation of training courses delivered by LGAQ. Records may include but are not limited to: <ul style="list-style-type: none"> • successful and unsuccessful applications for accreditation and reaccreditation • cancellations, amendments and suspensions and investigations of the accreditation • copies of courses. 	Temporary	Retain for 5 years after the refusal, expiry or cancellation of accreditation.
4.1.2	Development – training programs/courses Records relating to the development of training programs and courses. Records may include but are not limited to: <ul style="list-style-type: none"> • research • consultation • final versions of training programs and course outlines and any guidelines. 	Temporary	Retain for 5 years after program superseded.
4.2	COURSE DELIVERY AND ADMINISTRATION <i>The activities associated with the administration and delivery of training programs and courses.</i>		
4.2.1	Course administration Records relating to the administrative arrangements for course delivery, including	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	<p>registration of participants and attendances etc. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • timetables • venue rosters • applications/registration forms • acceptance notices • rolls • non-attendance • medical certificates. 		
4.2.2	<p>Course delivery and evaluation Records relating to the delivery and evaluation of training courses. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • course/subject material • study guides • audio-visual teaching aids • teaching allocations • presentation slides and notes. 	Temporary	Retain for 5 years after course delivery.
4.2.3	<p>Master record of registered participants Master record of registrations that detail enrolments and learning account information. Information may include but is not limited to:</p> <ul style="list-style-type: none"> • participant name • address • date of birth • school • gender • ethnicity and spoken language. 	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
4.2.4	<p>Enquiries</p> <p>Records relating to general enquiries about training programs and courses.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • correspondence • advice. 	Temporary	Retain for 2 years after last action.
4.3	<p>STUDENT ASSESSMENT</p> <p><i>The activities associated with processing and forming judgements about the quality and extent of student learning.</i></p>		
4.3.1	<p>Assessment</p> <p>Records relating to the assessment of student work.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • completed assignments • examination papers • marking sheets • observation checklists • appeals • revaluations. 	Temporary	Retain for 1 year after notification of results.
4.3.2	<p>Special arrangements and consideration</p> <p>Records relating to special arrangements for individual students during examinations or assessment. Includes special arrangements that take into account a disability or medical condition and requests for deferred or supplementary examinations.</p>	Temporary	Retain for 3 years after determination of results.
4.3.3	<p>Register of Qualifications/Statements of Attainment</p> <p>Register of Qualifications and records of Statements of Attainment issued to individual students.</p>	Temporary	Retain for 30 years after last action.
4.3.4	<p>Student requests</p> <p>Records relating to student requests for copies of Statements of Attainment.</p>	Temporary	Retain for 1 year after last action.

Reference	Description of records	Status	Disposal action
4.4	RTO REGISTRATION <i>The activity of registering as a Registered Training Organisation (RTO), in accordance with the Australian Quality Training Framework.</i>		
4.4.1	Registered Training Organisation (RTO) Records relating to the registration of LGAQ to operate as a Registered Training Organisation (RTO). Records may include but are not limited to: <ul style="list-style-type: none">• successful and unsuccessful application forms• renewals• amendments• audits• suspensions• cancellations.	Temporary	Retain for 5 years after the refusal, expiry or cancellation of registration.