



**Responsible Public Authority: Department of Public Works**

<b>Queensland Disposal Authority Number (QDAN)</b>	<b>: 669</b>	<b>Version: 1</b>
<b>Date of approval</b>	<b>: 12 May 2011</b>	
<b>Approved by State Archivist</b>	<b>: Janet Prowse</b>	
<i>QSA File Reference</i>	<i>: QSA09/534</i>	

**Scope of schedule**

This schedule covers the core business records of CITEC, a business unit of the Department of Public Works and 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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

**Authority**

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

**Revocation of previously issued disposal authorities**

Any previously issued disposal authority which applied to disposal classes described in this schedule is revoked. The Department of Public Works should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 96/0021 – Issued to Department of Public Works and Housing (CITEC) – 19 September 1996



## About this Schedule

All of the retention periods in this approved schedule are the minimum period for which the sentenced records must be maintained.

Additionally, any class may be required to be retained longer if subject to any of the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because 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) pursuant to the *Evidence Act 1977*,
- (iv) a temporary disposal freeze issued by the State Archivist, or
- (v) for any other purpose required by law.

Documents which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document 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 a period greater than the approved retention period to ensure that all appeal processes have been exhausted under the legislation, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).

Records subject to a disposal freeze issued by the State Archivist must be retained until formal notification is given by the State Archivist that the freeze no longer applies.

All record classes in this Schedule can be applied to records in all formats, unless otherwise specified.

For further information on how to apply this Schedule please refer to the *Guideline for the Implementation of Retention and Disposal Schedules*, 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 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 telephone (07) 3131 7777 for further details.



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## 1 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

*The function of providing whole-of-government, multi-agency and agency-specific ICT services. Includes disbursement, information brokerage, business collaboration, network connectivity, infrastructure services and registration of clients in accordance with services provided by agreement.*

*See General Retention and Disposal Schedule for Administrative Records for records relating to the development and implementation of whole of Government policy including IDES.*

Reference	Description of records	Status	Disposal Action
<b>1.1 AGREEMENTS</b>			
<i>The processes associated with the establishment, maintenance, review and negotiation of agreements.</i>			
<b>1.1.1 Client agreements – excluding Queensland Police Service</b>			
	Records relating to the development and monitoring of agreements for ICT Services for government and non-government clients.  Records include, but are not limited to: <ul style="list-style-type: none"> <li>• final agreement</li> <li>• client agreements</li> <li>• confidentiality agreements</li> <li>• full service level agreements</li> <li>• GovNet connection agreements</li> <li>• GovNet request form</li> <li>• provider agreements</li> </ul>	Temporary	Retain for 7 years after expiry or termination of the agreement.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>• supplier agreements</li><li>• vendor agreements</li><li>• GITC customer contracts</li><li>• memorandum of understanding.</li></ul> <p><i>See reference numbers 1.1.3 for client registration records and 1.1.5 for records relating to provider agreements.</i></p>		
<b>1.1.2 Client agreements – Queensland Police Service</b>			
	<p>Records relating to the development and monitoring of agreements for ICT Services for the Queensland Police Service including, but not limited to:</p> <ul style="list-style-type: none"><li>• final agreement</li><li>• client agreements</li><li>• confidentiality agreements</li><li>• full service level agreements</li><li>• GovNet connection agreements</li><li>• GovNet request form</li><li>• provider agreements</li><li>• supplier agreements</li><li>• vendor agreements</li><li>• GITC customer contracts</li><li>• Memorandum of Understanding.</li></ul>	Temporary	Retain for 10 years after last action.





Reference	Description of records	Status	Disposal Action
	<i>See reference numbers 1.1.4 for client registration records and 1.1.6 for records relating to provider agreements.</i>		
<b>1.1.3 Client registration – excluding Queensland Police Service</b>			
	<p>Registration records relating to services provided as part of finalised agreements between CITEC and government and non-government clients, excluding the Queensland Police Service</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Confirm registration agreements</li> <li>• Confirm broker approvals</li> <li>• Confirm search service</li> <li>• Confirm provider agreement form records:</li> <li>• Victoria Police traffic incident reports</li> <li>• Victoria Police crime reports</li> <li>• Queensland Office of Fair Trading, Registry of Encumbered Vehicles (REV's) registration for:</li> <li>• Queensland Transport Motor Vehicle Registry (QMVR)</li> <li>• online lodgement Queensland Magistrates Courts</li> <li>• online lodgement Victorian County Courts</li> <li>• online lodgement Victorian Magistrates Courts.</li> </ul> <p><i>See reference numbers 1.1.1 for client agreement records and 1.1.5 for records relating to provider agreements.</i></p>	Temporary	Retain for 7 years after expiry or termination of the agreement.



Reference	Description of records	Status	Disposal Action
<b>1.1.4 Client registration – Queensland Police Service</b>			
	<p>Registration records relating to services provided as part of the finalised agreement with the Queensland Police Service including, but not limited to:</p> <ul style="list-style-type: none"><li>• Confirm registration agreements</li><li>• Confirm broker approvals</li><li>• Confirm search service</li><li>• Confirm provider agreement records:</li><li>• Queensland Police traffic incident reports</li><li>• Queensland Police Crime Reports (CRISP).</li></ul> <p><i>See reference numbers 1.1.2 for client agreements records and 1.1.6 for records relating to provider agreements.</i></p>	Temporary	Retain for 10 years after last action.
<b>1.1.5 Provider agreements – excluding Queensland Police Service</b>			
	<p>Agreements relating to third party brokerage services between CITEC and provider agencies, e.g. the Department of Transport and Main Roads and the Australian Securities and Investment Commission (ASIC).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• letter of intent</li><li>• proposals</li><li>• tender documentation</li><li>• bank guarantees</li></ul>	Temporary	Retain for 7 years after expiry or termination of the agreement.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>licensing agreements</li><li>legal advice</li><li>fee schedules</li><li>related correspondence.</li></ul> <p>See reference number 1.1.1 for client agreement records.</p>		
<b>1.1.6 Provider agreements – Queensland Police Service</b>			
	<p>Agreements relating to third party brokerage services between CITEC and the Queensland Police Service including, but not limited to:</p> <ul style="list-style-type: none"><li>letter of intent</li><li>proposals</li><li>tender documentation</li><li>bank guarantees</li><li>licensing agreements</li><li>legal advice</li><li>fee schedules</li><li>related correspondence.</li></ul> <p>See reference number 1.1.2 for client agreement records.</p>	Temporary	Retain for 10 years after last action.
<b>1.2 CUSTOMER SERVICE</b>			
<p>The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation. See <a href="#">Operations</a> for records relating to customer service support (service desk, helpdesk).</p>			



Reference	Description of records	Status	Disposal Action
<b>1.2.1 Client feedback</b>			
	Records relating to client feedback, including suggestions and complaints including, but not limited to: <ul style="list-style-type: none"><li>file notes and summaries</li><li>response to client</li><li>related correspondence.</li></ul>	Temporary	Retain for 7 years after last action.
<b>1.2.2 Client service – evaluation</b>			
	Records relating to the evaluation of client services and service delivery systems including, but not limited to: <ul style="list-style-type: none"><li>reports, file notes and summaries</li><li>surveys</li><li>related correspondence.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.3 DATA ADMINISTRATION</b>			
<i>The activities associated with maintaining and using data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.</i>			
<b>1.3.1 Data administration – excluding Queensland Police Service</b>			
	Records relating to data administration for clients who have pre-paid accounts, excluding the Queensland Police Service.	Temporary	Retain for 7 years after expiry or termination of the agreement.



Reference	Description of records	Status	Disposal Action
	<p>Includes, but is not limited to, information brokerage databases and comprises:</p> <ul style="list-style-type: none"><li>• user-level enquiry codes</li><li>• charges</li><li>• client file references</li><li>• client search data</li><li>• transactional data generated by client searches.</li></ul> <p>See reference number 1.1.3 for to client registration records.</p>		
<b>1.3.2 Data administration – Queensland Police Service</b>			
	<p>Records relating to data administration for the Queensland Police Service.</p> <p>Includes, but is not limited to, information brokerage databases and comprises:</p> <ul style="list-style-type: none"><li>• user-level enquiry codes</li><li>• charges</li><li>• client file references</li><li>• client search data</li><li>• transactional data generated by client searches.</li></ul> <p>See reference number 1.1.4 for client registration records.</p>	Temporary	Retain for 10 years after last action.
<b>1.3.3 Data management – offsite storage</b>			
	<p>Records relating to the management of storage of various forms of media data for government and non-government clients.</p>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
	Records include, but are not limited to: <ul style="list-style-type: none"><li>• offsite security media logs</li><li>• list of weekly and monthly CITEC Networker tapes stored offsite and boxes and tapes stored offsite.</li></ul>		
<b>1.4 DISBURSEMENTS</b>			
<i>The activity of providing disbursement services to government and commercial clients. Includes the receipt and validation of source pay files and disbursement of payments in accordance with client requests. Also includes disbursement reconciliations.</i>			
<b>1.4.1 Payments</b>			
	Records relating to disbursements including, but not limited to: <ul style="list-style-type: none"><li>• client requests, e.g. for direct debit, advance payments and/or payment summaries</li><li>• electronic funds transfer (EFT) payments, e.g. commence/cease EFT payments, advance or redirect EFT payments</li><li>• indemnification, e.g. for issuing a cheque-in-lieu</li><li>• confirmations of overseas payments provided by the SurePay agent, Travelex.</li></ul>	Temporary	Retain for 7 years after the financial year to which the records relate.
<b>1.4.2 Validation</b>			
	Records relating to checking client and organisation information entered on the Client Disbursement System (CDS) including, but not limited to: <ul style="list-style-type: none"><li>• client and organisation names</li><li>• pay cycle, period end, payment and deposit dates</li></ul>	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>• electronic payslip details</li><li>• client email addresses for file upload notifications</li><li>• organisation's payslip and EFT names.</li></ul>		
<b>1.5 ENVIRONMENTAL CONTROL</b>			
<i>Activities associated with monitoring and maintaining appropriate environmental conditions for ICT infrastructure. Includes fire detection and suppression and power supply.</i>			
<b>1.5.1 Environmental monitoring and reporting</b>			
	Records relating to environmental monitoring and reporting conducted in relation to data centres (e.g. Polaris) and other infrastructure including, but not limited to, issues relating to: <ul style="list-style-type: none"><li>• air-conditioning, cooling and humidity</li><li>• air quality</li><li>• lighting</li><li>• pest control</li><li>• physical inspection</li><li>• temperature</li><li>• contaminant reduction.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.5.2 Fire detection and suppression</b>			
	Records relating to fire detection and suppression in relation to data centres (e.g. Polaris) and other infrastructure including, but not limited to, issues relating to:	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>• fire suppression and dedicated fire systems</li><li>• smoke and heat detection systems</li><li>• Very Early Smoke Detection Apparatus (VESDA) detection.</li></ul>		
<b>1.5.3 Site power provision</b>			
	Records relating to the provision of the power supply in relation to data centres (e.g. Polaris) and other infrastructure including, but not limited to, issues relating to: <ul style="list-style-type: none"><li>• UPS units</li><li>• generators and switchboards</li><li>• on-site diesel storage.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.6 EVALUATION</b>			
<i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</i>			
<b>1.6.1 Projects lessons learnt register</b>			
	Projects lessons learnt register that provides information on prior projects highlighting successes and failures including information on, but not limited to: <ul style="list-style-type: none"><li>• source/team work area</li><li>• date information is updated</li><li>• project names</li><li>• lessons learnt</li><li>• further actions required.</li></ul>	Temporary	Retain for 2 years after last action.





Reference	Description of records	Status	Disposal Action
	<i>See reference numbers 2.1.1 to 2.1.3 for legacy records relating to project tasks and metrics.</i>		
<b>1.7 ICT CONSOLIDATION</b>			
<i>The activities associated with the consolidation of government information and communications technology and systems. Includes development, implementation and ongoing monitoring.</i>			
<i>See General Retention and Disposal Schedule for Administrative Records for records relating to the evaluation of ICT systems.</i>			
<b>1.7.1 ICT consolidation</b>			
	<p>Records relating to the development, implementation and ongoing monitoring of the consolidation of government ICT, including (but not limited to) data centres (e.g. Polaris), networks and infrastructure services, and identity management (email) services (IDES).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consolidation and transition plans</li> <li>• application rationalisation plans</li> <li>• roadmaps and business cases</li> <li>• supporting documentation, e.g. reports, logs, background research, scoping papers</li> <li>• related correspondence.</li> </ul>	Temporary	Retain for 10 years after last action.
<b>1.8 LIAISON</b>			
<i>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and</i>			



Reference	Description of records	Status	Disposal Action
<p><i>discussions, membership of professional associations and collaborating on projects that are not joint ventures.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records of joint ventures.</i></p>			
<p><b>1.8.1 Liaison</b></p>			
<p>Records relating to liaison with other government bodies, industry and educational institutions including, but not limited to:</p> <ul style="list-style-type: none"> <li>• agendas and minutes of meetings</li> <li>• proposals</li> <li>• related correspondence.</li> </ul>		<p>Temporary</p>	<p>Retain for 5 years after last action.</p>
<p><b>1.9 MARKETING</b></p>			
<p><i>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases. Promotion, pricing for products and product evaluation.</i></p> <p><i>See <a href="#">Agreements</a> for records relating to ICT service products offerings agreed to by clients.</i></p>			
<p><b>1.9.1 Product development – customised service offerings – accepted – excluding Queensland Police Service</b></p>			
<p>Records relating to costing and pricing for CITEC Confirm services to clients, excluding the Queensland Police Service, and where the product offering has been accepted by the client.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Delivery Fee Impact Statements (DFIS)</li> <li>• costing models under development</li> </ul>		<p>Temporary</p>	<p>Retain for 7 years after expiry or termination of agreement.</p>



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>• final costing model</li><li>• price lists</li><li>• product descriptions</li><li>• background information.</li></ul> <p>See reference number 1.1.1 for records relating to agreements.</p>		
<b>1.9.2 Product development – customised service offerings – accepted – Queensland Police Service</b>			
	<p>Records relating to costing and pricing for CITEC Confirm services to the Queensland Police Service (QPS) where the product offering has been accepted by QPS.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Delivery Fee Impact Statements (DFIS)</li><li>• costing models under development</li><li>• final costing model</li><li>• price lists</li><li>• product descriptions</li><li>• background information.</li></ul> <p>See reference number 1.1.2 for client agreement records.</p>	Temporary	Retain for 10 years after last action.
<b>1.9.3 Product development – customised service offerings – not accepted</b>			
	<p>Records relating to costing and pricing for CITEC Confirm services, where the product offering has not been accepted by the client including, but 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"><li>• Delivery Fee Impact Statements (DFIS)</li><li>• costing models</li><li>• price lists</li><li>• product descriptions</li><li>• background information.</li></ul> <p>See reference number 1.1.2 for client agreement records.</p>		
<b>1.9.4 Product development – standard service offerings</b>			
	<p>Records relating to the design and provision of ICT services offered as a standard service package. Service offerings include solutions integration, connectivity services (e.g. data centres, area and transitional networks, internet), and infrastructure services (e.g. server and operating systems, data storage management, application management).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• solutions roadmaps and models</li><li>• scoping documentation and design proposals, e.g. for technical solutions, configuration and deployment</li><li>• costing models, including final costing model</li><li>• product descriptions</li><li>• technical documentation, e.g. protocols</li><li>• business requirement analysis</li><li>• background information and related correspondence.</li></ul>	Temporary	Retain superseded version for 3 years.



Reference	Description of records	Status	Disposal Action
<b>1.9.5 Product evaluation</b>			
	Records relating to the evaluation of products and product development including: <ul style="list-style-type: none"><li>• client correspondence</li><li>• product descriptions</li><li>• technical documentation</li><li>• evaluation documentation and related correspondence.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.9.6 Sales management – excluding Queensland Police Service</b>			
	Records relating to current and future sales of CITEC services to government and non-government clients, excluding the Queensland Police Service. Includes the management of existing clients and researching future sales opportunities.  Records may include, but are not limited to: <ul style="list-style-type: none"><li>• account plans</li><li>• action plans</li><li>• review meeting minutes</li><li>• service requests/extensions/terminations</li><li>• advice and billing queries.</li></ul>	Temporary	Retain for 7 years after last action.
<b>1.9.7 Sales management – Queensland Police Service</b>			
	Records relating to current and future sales of CITEC services to the Queensland Police Service. Includes sales management and researching future sales	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
	opportunities. Records may include, but are not limited to: <ul style="list-style-type: none"><li>• account plans</li><li>• action plans</li><li>• review meeting minutes</li><li>• service requests/extensions/terminations</li><li>• advice and billing queries.</li></ul>		
<b>1.9.8 Service catalogue</b>			
	Records relating to the development of the CITEC service catalogue including, but not limited to: <ul style="list-style-type: none"><li>• final version of the service catalogue</li><li>• ICT service package listings</li><li>• price lists</li><li>• related correspondence.</li></ul>	Temporary	Retain superseded version for 3 years.
<b>1.10 MEETINGS</b>			
<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</i>			
<b>1.10.1 Meetings – administrative arrangements</b>			
	Records relating to administrative arrangements for meetings including, but not	Temporary	Retain for 2 years after last



Reference	Description of records	Status	Disposal Action
	limited to: <ul style="list-style-type: none"> <li>venue bookings and catering</li> <li>meeting requests and attendance.</li> </ul>		action.
<b>1.10.2 Meetings – operational</b>			
	Records relating to internal operational meetings, e.g. team meetings. Includes meetings involving stakeholders (external and internal).  Records may include, but are not limited to: <ul style="list-style-type: none"> <li>agendas, minutes/actions arising</li> <li>related correspondence.</li> </ul>	Temporary	Retain for 2 years after last action.
<b>1.11 OPERATIONS</b>			
<i>The activities associated with keeping computer systems in effective operation. Includes fault reporting, helpdesk and desktop support. For the ICT Services function, includes monitoring operations and operational activities associated with customer support.</i>  See <a href="#">Customer service</a> for records to customer feedback.			
<b>1.11.1 Client DUSA forms directory</b>			
	Records used to register business users authorised to access CITEC servers via portals (e.g. GovNet CITRIX).	Temporary	Retain for 2 years after closure of access account.
<b>1.11.2 Service desk</b>			
	Records relating to the management of customer service support, e.g. through helpdesk, websites, call centre including issues relating to, but not limited to:	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none"><li>• minor maintenance and advice</li><li>• technical assistance and change requests</li><li>• corrective and preventative action requests</li><li>• service calls</li><li>• <i>ad hoc</i> requests for information.</li></ul>		
<b>1.11.3 Service monitoring</b>			
	Records relating to monitoring the operation of services provided to clients including issues relating to, but not limited to: <ul style="list-style-type: none"><li>• internet connectivity in 1300 EQ schools</li><li>• inventories of WAN managed devices</li><li>• carriage services.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.11.4 Service reporting</b>			
	Records relating to the delivery of services to customers including, but not limited to: <ul style="list-style-type: none"><li>• system/data availability, usage</li><li>• resource reports, e.g. monthly system resource reports and analysis reports</li><li>• capacity usage reports</li><li>• online service reporting, e.g. interface utilisation reports, traffic usage reports, network interface reports, exceptions reports, errors reports.</li></ul>	Temporary	Retain for 5 years after last action.
<b>1.11.5 Work instructions</b>			





Reference	Description of records	Status	Disposal Action
	Action plans and task-sheets, used by operations staff to perform tasks.	Temporary	Retain for 2 years after last action.
<b>1.12 RISK MANAGEMENT</b>			
<i>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.</i>			
<b>1.12.1 Risk assessment and response</b>			
	Records relating to the identification, assessment and monitoring of risks associated with information and communications technology (ICT) and systems, including the implementation of practices and procedures to reduce risk.  Records may include, but are not limited to: <ul style="list-style-type: none"><li>• internal control measures and procedures</li><li>• assessments and recommendations</li><li>• action and implementation plans</li><li>• reports relating to risk mitigation and management.</li></ul>	Temporary	Retain for 7 years after last action.
<b>1.12.2 Plans – development</b>			
	Records relating to the development and implementation and risk management and disaster recovery plans associated with information and communications technology (ICT) and systems, e.g. ICT infrastructure (data centres).	Temporary	Retain for 3 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"><li>• building floor plans</li><li>• risk assessments</li><li>• system documentation</li><li>• related correspondence.</li></ul>		
<b>1.12.3 Plans – final</b>			
	Final version of the risk management and disaster recovery plans associated with information and communications technology (ICT) and systems, e.g. ICT infrastructure (data centres).	Temporary	Retain for 10 years after superseded.



## 2 LEGACY RECORDS

Reference	Description of records	Status	Disposal Action
<b>2.1 PROJECT RECORDS</b>			
<i>Project records used to manage jobs, tasks and metrics.</i>			
<b>2.1.1 Workman database</b>			
	Workman database records in use during 2007-08 and used for managing jobs and projects assigned to operations staff to perform project-related tasks.  Includes information regarding: <ul style="list-style-type: none"><li>• name of staff person assigned job</li><li>• project name, commencement and finalisation dates</li><li>• comments about the job.</li></ul>	Temporary	Retain for 2 years after last action.
<b>2.1.2 Project metrics register</b>			
	Excel spreadsheet in use during 2009 and used to list different types of metrics used to benchmark software development projects and other services.  Includes information regarding: <ul style="list-style-type: none"><li>• project name and description</li><li>• completed project details</li><li>• function point counts</li></ul>	Temporary	Retain for 5 years after last action.



<i>Reference</i>	<i>Description of records</i>	<i>Status</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none"><li>project delivery rates, estimates and actual costs.</li></ul>		
<b>2.1.3 Tapetrax database</b>			
	<p>Database decommissioned late 2008 and used to track records relating to back-up services for clients including, but not limited to:</p> <ul style="list-style-type: none"><li>back-up logs</li><li>checklists</li><li>client request forms.</li></ul>	Temporary	Retain for 2 years after last action.



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