

APPRAISAL LOG

Disability Services retention and disposal schedule

Department of Communities, Disability Services and Seniors

Last updated: 14 September 2020

Title	Scope Note
DISABILITY SERVICES	<i>The function of supporting and advocating for people with disability, working in partnership with the disability sector to help Queenslanders with disability reach their full potential and monitoring the NDIS (National Disability Insurance Scheme) to ensure it delivers the outcomes we all expect for Queenslanders with disability. Includes provision of accommodation and respite services to enable people with intellectual disability and high support needs to live as independently as possible.</i>

Disposal authorisation group: Permanent. Transfer to QSA after business action completed

Disposal Authorisation	Record class and retention period	Justifying the retention period
2555	<p>Registers – Significant</p> <p>Significant control mechanisms, such as books, lists, records of dates, events, registers or other important pieces of information. Includes data from online business applications detailing case files. Includes registers:</p> <ul style="list-style-type: none"> • Register of Practitioners • Register of Use of Regulated Behaviour Controls • Online Data Collection (ODC) online reporting tool • Critical incident register (CIRMS) • Register of clients <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Letter of offer • Certification 	<p>Why are these records created:</p> <p>These registers have minimum long-term value to protect rights and entitlements of individuals, and importantly they demonstrate how government treated vulnerable members of society. The value is in their aggregate nature, available to effectively see the prevalence of restrictive practices and who is authorising them. The registers identify the practice and the behavioural reasons why it is administered and why it is appropriate. The other registers in this class interrelate with restrictive practices, providing context. The use of restrictive practices is an option of last resort and as such deserves to be continually scrutinised.</p> <p>The critical incident register (CIRMS) is created as the result of the investigation and resolution to major incidents that may bring the Department into disrepute, instigate a change in departmental policy, or could pose a significant risk for litigation.</p> <p>The register of practitioners is created as directed under the <i>Forensic Disability Act 2011</i> s105, which states the administrator must keep a register of:</p> <ul style="list-style-type: none"> • Senior practitioners appointed under s101 and 102; • Authorised practitioners appointed under s101; • Persons appointed under s104 to perform the role of a practitioner <p>The ODC portal is an external facing portal and is utilised to collect information from service providers on their approved restricted practices including approvals sought from the Office of the Public Guardian.</p>

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	<ul style="list-style-type: none"> • Letter of appointment • Client details • Type of regulated control used and reason for use • Details of records as prescribed by s3 of the <i>Forensic Disability Regulation 2011</i> <p>Disposal action – Permanent. Transfer to QSA after business action completed</p> <p>Date authorised: 14 September 2020</p>	<p>The Register of Use of Regulated Behaviour Controls has been created to maintain a register of clients for whom restrictive practices were required and by whom it was authorised. Under the <i>Forensic Disability Act 2011</i> s74, it is prescribed that the administrator must keep a register of the use of regulated behaviour controls and the register must include the details prescribed.</p> <p>This is further mandated by the <i>Disability services Act 2006</i> s199(2) which states “The relevant service provider must give to the chief executive, in the way and at the times prescribed under a regulation, information about the use of the restrictive practice prescribed under a regulation.”</p> <p>Why the records are retained for this retention period:</p> <p>The CIRMS register identifies significant events that impact the clients and the Department that may cause a change in policies and procedures. They may also pose a significant risk for litigation and should be retained in order to meet business needs, as well as user and community expectations. People with disability are vulnerable clients of the department and records relating to any restrictive practices used on them need to be available on an ongoing basis.</p> <p>Register of Use of Regulated Behaviour Controls provides ongoing evidence of instances of the type of restrictive behaviour control used to ensure the safety of clients and staff. S74 of <i>Forensic Disability Act 2011</i> prescribes that a register must be kept.</p> <p>The persons appointed to these roles are responsible for authorising treatments and restricted practices for clients under the care of the Forensic Disability Service and as such are required to be retained as long as the Restricted Practices Register and client records.</p> <p>These registers maintain records that detail summary reports of Disability Services clients in residential and respite accommodation and with the Forensic Disability Service where persons with disability are on premises of the department run facilities. There is potential for the records maintained on these registers to be part of future significant inquiries and investigations and may help provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Service Act 2006</i> <i>Disability Services Regulation 2017</i> <i>Forensic Disability Act 2011</i> <i>Forensic Disability Regulation 2011</i></p>

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		<p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Queensland Treasury Retention and Disposal Schedule Reference 1398 - Personal injury register - Permanent. Transfer to QSA after business action completed. 2. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN638 v.2 Reference 9.5.1 – Registers - Disciplinary Breach Registers - Retain permanently by department.
2555	<p><i>Client Records - Significant</i></p> <p>Case management records of service provision to individual clients with an intellectual disability where the department provides full-time, part-time or temporary care in situations where the case:</p> <ul style="list-style-type: none"> • became the subject of an external inquiry or investigation • became the subject of a Departmental review which had adverse findings against the Department or • led to a change in policy, practice or law which had a major impact on the department <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Personal Information 	<p>Why are these records created:</p> <p>These records are created to reflect the care and maintenance of clients who are in either assisted accommodation or are detained in a forensic disability facility so that they can live a life with as much independence as possible with the support of care officers. These records evidence the day to day management of the clients and interactions of clients with each other in share houses and the forensic disability facility. The individual client records also detail the management of medical requirements as well as behavioural support requirements.</p> <p>Why the records are retained for this retention period:</p> <p>Records of clients that become the subject of an external inquiry or investigation are deemed significant records. Commonly, significant client records relate to clients who are deceased and their death has been investigated by external authorities or where the department has been investigated for the level of care provided to a client who has put in a complaint and this has resulted in the review of departmental processes. These records are to be kept permanently because they set a precedent and provide evidence of accountable and transparent departmental processes in the provision of specialised care to vulnerable persons. The records also contribute towards future policy formulation for core functional service provision of the department and their permanent retention ensures that these records are available for any future action that may be required.</p> <p>Furthermore, pursuant to Queensland State Archives guideline on the proactive protection of vulnerable persons, these records will be required to be retained for the recommended retention period to provide evidence for any incidents, allegations, disclosures and</p>

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	<ul style="list-style-type: none"> • Emergency and Family information • Individual Agreements • Consent Forms (completed) • Financial Information • Specific Support Needs Profile • Personal Property Items • Daily Notes • Client Report Forms (completed) • Transfer Form • Support Plans including Positive behaviour support plans • Record of Progress • NDIS information • Data held client information business systems such as Forensic Disability Act Information System (FDAIS) • Clinical Assessments and reports • Comprehensive Health Assessment Program (CHAP) • Consent forms • Health and Well-being • Mental Health Court, Mental Health Review Tribunal and Queensland Civil and Administrative Tribunal orders, notices and reports 	<p>investigations that may arise in the future e.g. Royal Commission into Violence, Abuse, Neglect and Exploitations of People with a Disability.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p><i>Guardianship and Administration Act 2000</i></p> <p><i>Mental Health Act 2016</i></p> <p><i>Forensic Disability Act 2011</i></p> <p><i>Forensic Disability Regulation 2011</i></p> <p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 <ul style="list-style-type: none"> • Reference 3.2.1 Case records relating to the treatment of a client's physical and/or mental disability - Destroy 50 years after death of client. • Reference 3.3.2 Records of the treatment of clients whilst receiving Restrictive Interventions and Compulsory Treatment - Destroy 50 years after death of client. 2. State Records of South Australia Department for Communities and Social Inclusion – Disability SA and Disability and Domiciliary Care Services - RDS 2011/27 Version 1 Reference 6.2.1 and 6.2.2 Client Information Management – Permanent - Actively manage and migrate to ensure ongoing accessibility evidentiary and/or historical purposes 3. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.1.2 – Records relating to the provision and management of care for clients in supported accommodation - Retain until client attains or would have attained the age of 25 or minimum of 15 years after cessation of the provision of services to client or last official contact by or on behalf of client, whichever is longer, then destroy

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	<ul style="list-style-type: none"> • Limited Community Treatment • Individual Development Plans • Regulated Behaviour Control order and release forms • Risk Management • Personal property • Property damage • Special Notification - Forensic Disability (SNFD) • Transition Planning <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<ol style="list-style-type: none"> 4. Disability and Community Services Records Tasmania 2499 Reference 2.1 Significant Records of Disability Services Client Management - Permanent 5. Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN637 v.2 Reference 3.1.1- Child protection case files – significant - Retain permanently. 6. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN638 v.2 - Reference 9.10.2 - Offenders – High Profile - Retain permanently. <p>Other comments/factors for consideration: Forensic Disability Services is made up of two distinct parts. The Office of the Director of Forensic Disability which is linked directly to the Office of the Minister, and the Forensic Disability Services Facility, a purpose-built facility to hold a maximum of 10 clients who are subject to a Mental Health Court forensic disability order at any one time. Whilst both areas create a client file and some items such as orders and approvals may be copies from the administrator file in the FDS facility client file, the day to day management and any treatment and specifics, such as client asset lists, are recorded on the FDS facility client file.</p>
2555	<p>State Disability Plan Implementation</p> <p>Implementation of the state disability plan that commits to building a fairer, more inclusive Queensland where people with disability, their families and carers, can access opportunities on the same basis as everyone else and to contribute and participate in all that Queensland has to offer. The whole-of-government implementation ensures that</p>	<p>Why are these records created:</p> <p>These plans demonstrate the purpose to build an 'inclusive Queensland where every person, including the one in five Queenslanders who have a disability, can thrive and reach their full potential as equal citizens'</p> <p>The <i>Disability Services Act 2006</i> s221 mandates the development and implementation of a disability service plan for each government department on a three-year cycle. Also, in the development of a disability service plan the chief executive of a department must consult with the chief executive of the department in which the <i>Disability Services Act 2006</i> is administered.</p> <p>Why the records are retained for this retention period:</p> <p>These records demonstrate the government's commitment to building an inclusive Queensland, and will support the development of, and adherence to, appropriate requirements for the proactive protection of vulnerable persons.</p>

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	<p>agencies are compliant with legislation, guidelines, policies or standards in regard to dealing with issues impacting Queenslanders with disability.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Monitoring Implementation • Advice to agencies • Development plan • Consultation plan • Deployment plan • Development proposal • Registers • Communication to stakeholders. <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<p>This government-wide policy needs to be implemented to make sure that agencies are compliant with legislation, guidelines, policies or standards regarding dealing with issues impacting Queenslanders with disability.</p> <p>There is also an ongoing need for these records to be retained for accountability so that they are available for future royal commissions and commissions of inquiry.</p> <p>The permanent retention provides confidence to the community that the government is taking seriously the management of issues impacting people with disability who have been identified as vulnerable persons.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i></p> <p>QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Department of the Premier and Cabinet Retention and Disposal Schedule QDAN681 v.1 Reference 8.3.1 - Policy implementation monitoring - Permanent - Retain permanently. 2. General Retention and Disposal Schedule (GRDS): <ul style="list-style-type: none"> • Reference 1590 – Governance practices for the proactive protection of vulnerable persons – Permanent Transfer to QSA after business action completed • Reference 1029 - Plans – significant – Permanent - Transfer to QSA after business action completed.
2555	<p>Major Incidents</p> <p>Reporting, investigation, and resolution of major critical incidents that occur as a result of providing accommodation and respite facilities and services to people</p>	<p>Why are these records created:</p> <p>These records demonstrate the department’s response to an incident and their protection of the rights and entitlements of vulnerable members of society.</p> <p>Also, these records are created as the result of the reporting, investigation and resolution to major incidents that may bring the Department into disrepute, instigate a change in departmental policy, or could pose a significant risk for litigation. The <i>Disability Services Act</i></p>

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	<p>with disability or involuntarily detaining people with intellectual or cognitive disability at the Forensic Disability Services Facility. Incidents may include:</p> <ul style="list-style-type: none"> • Death of a person. • Life threatening injury to a person who is a client, carer, staff member or visitor whilst attending or using department facilities. • Serious injury to a person that results in hospitalisation. • Abduction of or by a person who is a client, carer or staff member. • Major security incident involving an emergence response to a hostage situation, fire, natural disaster, power failure. • Alleged rape, sexual assault or serious assault <p>Records may include:</p> <ul style="list-style-type: none"> • Critical incident reports • Child safety concern reports • Death certificates and related documentation • Injury reports (including investigation reports), and • Briefings (including Ministerial briefings). 	<p>2006, s31 states that services should be designed and implemented to ensure that appropriate ways exist for people with disability and their advocates to raise grievances about services and have them resolved.</p> <p>S3 of <i>Forensic Disability Regulation 2011</i> details that for the requirements of s74 of the <i>Disability Services Act 2006</i> for every use of a regulated behaviour control on a forensic disability client the register should include 'notifiable incidents' and s3(5) of the regulation details that a notifiable incident for the <i>Disability Services Act 2006</i> is a notifiable under the <i>Work Health and Safety Act 2011</i>, section 35 which itself details that:</p> <p>In this Act, notifiable incident means—</p> <p>(a) the death of a person; or</p> <p>(b) a serious injury or illness of a person; or</p> <p>(c) a dangerous incident.</p> <p>Why the records are retained for this retention period:</p> <p>These records need to be kept for the vulnerable person to request access to records during the course of their lifetime, and for the government to demonstrate historically how they respond and management major incidents involving vulnerable members of society.</p> <p>Forensic disability clients differ from other disability clients with an intellectual or cognitive disability in that forensic disability clients have been charged with a serious offence and do not understand the severity of their crimes nor is their disability deemed to be treatable so they have been involuntarily detained in the facility for an indefinite period. The critical nature of these records in documenting critical/notifiable events could pose a significant risk for future litigation and should be retained in order to meet business needs, accountability requirements, as well as user and community expectations.</p> <p>Critical incidents documented in the accommodation support residences or the respite centres also could pose a risk in future litigation against the department and for this reason and to meet accountability requirements and community expectations, it is proposed to keep these records permanently.</p> <p>We have elected this retention period on the basis of other jurisdictions who have also used a permanent retention of like records, as well as keeping in line with the retention requirements of significant client management records for Disability Services clients.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p><i>Forensic Disability Regulation 2011</i></p>

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	<p>Disposal action – Permanent. Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<p><i>Work Health and Safety Act 2011</i></p> <p>Department of Communities, Disability Services and Seniors – Critical Incident Reporting Policy</p> <p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 Reference 5.1.1 Records of Category One incident reporting, investigation and review. – Permanent Retain as state archives. 2. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA306 Reference 1.2.1 Records relating to the management, handling, review and/or investigation of complaints or incidents concerning the provision of services or care to people with a disability or older people, including respite care clients and clients in licensed premises - Required as State archives. 3. Disability and Community Services Records Tasmania 2499 Reference 2.2 Long-term Records of Disability Services Client Management incidents, accidents and or/allegations of abuse forms – Destroy 150 years after the date of birth of the client. 4. Queensland State Archives General Retention and Disposal Schedule (GRDS) - Reference 1558 - Incidents and allegations of abuse – vulnerable persons 100 years after the creation of the record 5. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN 638 v.2 Reference 1.5.1 - Critical Incidents - Retain permanently. 6. Education and Training Sector Retention and Disposal Schedule Reference 2350 - Incident report – significant - Permanent. Transfer to QSA after business action completed. <p>Other comments/factors for consideration:</p> <p>It has been identified that, while critical incident reports are provided to Disability Services in some cases by non-government service providers, the remaining data is the result of analysis of the reports and is very important to retain for any future litigation.</p>

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2555	<p>Quality Framework</p> <p>Development, implementation and monitoring of the human services quality framework (HSQF) system, including human services quality standards to set a benchmark for the quality of service provision where the principles ensure respect of human rights, social inclusion, participation and choice are accorded to individuals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Updates to the HSQF and the Quality Standards, and • Final approved version of the HSQF and the Quality Standards <p>Disposal action – Permanent.</p> <p>Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<p>Why are these records created:</p> <p>These records are created in the development of the Human Services Quality Framework (HSQF) that was mandated in the original <i>Disability Services Act 2006</i> s34 and s35 and continued in s.248 of the current <i>Disability Services Act 2006</i> that states that the Disability sector quality system to continue in force.</p> <p>Why the records are retained for this retention period:</p> <p>Under Queensland's quality and safeguards framework, providers registered to deliver disability services that are prescribed by the <i>Disability Services Regulation 2006</i> in Queensland for the National Disability Insurance Scheme (NDIS) are required to demonstrate and maintain compliance with the HSQF.</p> <p>The formulation, determination and implementation of the HSQF influences how human services are provided by the department and the other in-scope agencies. These records support government accountability because they enable the public to measure how successfully these standards have been delivered and implemented. These records provide evidence of continuous improvement in the provision of human services in Queensland and as such, these records have an ongoing value and interest to the people of Queensland.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i></p> <p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function - PROS 08/13 VAR 2 Reference 7.2.3 Records documenting development of Disability Standards in order to define quality and establish quality and establish criteria for safety, rights, reliability, efficiency and service user outcomes - Retain as State archives. Includes the final standards and records which summarise major development and consultation processes. 2. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA306 Reference 4.8.1 Records relating to the development and evaluation of

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		<p>national or state frameworks, programs and strategies for the provision of services, support and assistance to persons with disabilities or older persons - Required as State archives</p> <p>3. Transport and Main Roads Sector Retention and Disposal Schedule QDAN474 v.5 Reference 1.2.1 - Department standards, specifications and manuals – transport infrastructure – Permanent - Retain permanently.</p>
2555	<p>Practice Procedures</p> <p>Final approved versions of manuals, handbooks, etc. detailing procedures and outlining the processes and practices to be followed in the provision of services to cater for the needs of clients with disability.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • forms • checklists • instructions • flowcharts • background research • draft versions of procedures containing significant changes/alterations or formally circulated for comment • notes of meetings or reports analysing issues and the outcomes of consultation with stakeholders <p>Disposal action –</p>	<p>Why are these records created:</p> <p>These records are created to provide direction and guidance for the provision of care to clients who are either in assisted accommodation or are detained in a forensic disability facility so that they can live a life with as much independence as possible with the support of care officers.</p> <p>Why the records are retained for this retention period:</p> <p>These records are recommended to be retained for this retention period as they detail the standard method of the provision of services to clients with disability in residential accommodation and to clients who have an intellectual or cognitive disability and are involuntarily detained at the Forensic Disability Service facility.</p> <p>Due to the recent implementation of the Proactive Protection of Vulnerable Persons – Relevant Records in the GRDS, it has been decided that the retention of the records should align to this requirement as the procedures stipulate the processes and practices to be followed in the care of Disability Services clients who are classed as vulnerable persons. The records evidence what the standard method of operating was utilised by the department and when these methods were in force. To proactively protect the rights of its clients, the department needs to retain the records in anticipation of future allegations or complaints about their care.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p>Comparison with other schedules' retention period:</p> <p>General Retention and Disposal Schedule (GRDS) Reference 1037 - Administrative/operational procedures – final - 3 years after business action completed.</p> <p>Children’s Rights, Protection and Promotion Retention and Disposal Schedule QDAN 636 v.2 Reference 2.8.1- Master set of policy and guidance material - Permanent - Retain permanently.</p> <p>Queensland Treasury Retention and Disposal Schedule Reference 1446 - Procedures and procedure manuals - Permanent. Transfer to QSA after business action completed.</p>

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	Permanent. Transfer to QSA after business action completed. Date authorised: 14 September 2020	

Disposal authorisation group: Temporary - Retain 100 years after creation of record

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2556	<p><i>Client Records - Other</i></p> <p>Detailed case management records of service provision to individual clients with an intellectual disability where the department provides full-time, part-time or temporary care that are not deemed significant under 2555.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Personal Information • Emergency and Family Information • Individual agreements • Consent Forms (completed) 	<p>Why are these records created:</p> <p>These records are created to reflect the care and maintenance of clients who are in either assisted accommodation or are detained in a forensic disability facility so that they can live a life with as much independence as possible with the support of care officers. These records evidence the day to day management of the clients and interactions of clients with each other in share houses and forensic disability facility. The individual client records also detail the management of medical requirements as well as behavioural support requirements.</p> <p>Why the records are retained for this retention period:</p> <p>The critical nature of these records in documenting client life events could pose a significant risk for litigation and should be retained in order to meet business needs, accountability requirements, as well as user and community expectations. We have elected this retention period as these records are of a similar nature of the Child Safety case management files in that it documents case and support plans for the client.</p> <p>Additionally, in some cases, clients are common clients of Disability Services and Child Safety Services whereby the child with disability is also under a child protection order. In the Child Safety client environment client case records are retained from 120 years from date of birth.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Financial Information • Specific Support Needs Profile • Personal Property Items • Daily Notes • Client Report Forms (completed) • Transfer Form • Health and well being • Support Plans including Positive behaviour support plans • Record of Progress • NDIS information <p>Disposal action – Temporary Retain 100 years after creation of record.</p> <p>Date authorised: 14 September 2020</p>	<p>It is recognised that other jurisdictions have taken the approach of retaining client records for a specific period of time after the death of the client, however in the Disability Services environment data is collected from the date of birth, not date of death. Therefore, we have elected to retain for a specific period after the creation of the records, which is essentially from date of birth.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i> <i>Guardianship and Administration Act 2000</i> <i>Mental Health Act 2016</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 <ul style="list-style-type: none"> • Reference 3.2.1 Case records relating to the treatment of a client's physical and/or mental disability - Destroy 50 years after death of client. • Reference 3.3.2 Records of the treatment of clients whilst receiving Restrictive Interventions and Compulsory Treatment - Destroy 50 years after death of client. 2. State Records of South Australia Department for Communities and Social Inclusion – Disability SA and Disability and Domiciliary Care Services - RDS 2011/27 Version 1 Reference 6.2.1 and 6.2.2 Client Information Management – Permanent - Actively manage and migrate to ensure ongoing accessibility evidentiary and/or historical purposes. 3. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.1.2 – Records relating to the provision and management of care for clients in supported accommodation - Retain until client attains or would have attained the age of 25 or minimum of 15 years after cessation of the provision of services to client or last official contact by or on behalf of client, whichever is longer, then destroy. 4. Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN637 v.2 Reference 3.1.2 - Child case files – not significant – Temporary - Retain for 120 years from year of birth. 5. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN638 v.2 Reference 9.10.6 - Offenders – Psychiatric Patients – Temporary - Retain for 90 years after offender's date of birth.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Other comments/factors for consideration:</p> <p>It is noted that other jurisdictions have chosen to retain client records for a certain number of years after the client's death, and it was determined that the department would find it very difficult to establish when the client died and therefore it is more practical to retain these records for a specified amount of time from the date of birth which the department uses to create the client records.</p>
2556	<p><i>Short Term Restrictive Practice</i></p> <p>Approvals for short term use of restrictive practices including the use of chemical restraint, mechanical restraint, physical restraint and restricting access to items.</p> <p>Excludes approvals for containment and seclusion which are approved by the Office of the Public Guardian.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Application forms for approval. • Positive Behaviour Support Plans • Respite/Community Access Plans • Queensland Civil and Administrative Tribunal documents. • Treating doctors' documents • Applications for review of chief executive decision. 	<p>Why are these records created:</p> <p>The purpose of approvals of restrictive practices includes but is not limited to ensuring accountability, appropriate use, human rights are upheld, and freedoms safeguarded.</p> <p>Part 6 of the <i>Disability Services Act 2006</i> defines and regulates the use of restrictive practices with adults with an intellectual or cognitive disability by services provided by Disability Services, or services prescribed by regulation and funded under a NDIS participant plan by specifying certain conditions under which they may be considered for use.</p> <p>A key safeguard of the Act is the requirement for Disability Services, or services prescribed by regulation and funded under a NDIS participant plan to seek authorisation from the relevant independent body or person prior to the use of the restrictive practice.</p> <p>Why the records are retained for this retention period:</p> <p>These records identify significant events that impact people with disability and may also pose a significant risk for litigation and should be retained in order to meet business needs, as well as user and community expectations.</p> <p>These records are recommended to be retained in line with Queensland State Archives guideline on the proactive protection of vulnerable persons which states records documenting the processes followed to identify corroborating evidence or records relevant to future incidents, allegations, disclosures or investigations of abuse. These records must be retained inline with the client file.</p> <p>Due to the nature of the restrictive practices applied to people with disability there is a high likelihood that these records will be required for future allegations or investigations.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p><i>Guardian and Administration Act 2000</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Disposal action – Temporary <i>Retain 100 years after creation of record.</i></p> <p>Date authorised: 14 September 2020</p>	<p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Tasmanian Archive and Heritage Office Disposal Authorisation No: 2499 Reference 4.2 Long-term Records of Regulation Management - Destroy 100 years after date of birth of the subject of the application. 2. Queensland State Archives General Retention and Disposal Schedule (GRDS) Reference 1559 - Evidence of interactions and contact with vulnerable persons - Retain until 31 December 2028 <p>Other comments/factors for consideration:</p> <p>Authorisation must be sought by each relevant disability service provider who intends to implement the restrictive practice in regard to the adult. For example, where an adult receives disability services from both an accommodation support provider and a community access provider, and where both service providers propose to use a restrictive practice in relation to the adult, then both services are required to seek authorisation for any restrictive practice used in response to the adult's behaviour that causes harm.</p> <p>Further, authorisation must be provided for each specific type of restrictive practice. Authorisation for use of one restrictive practice does not allow a service provider to legally use other restrictive practices. For example, in the instance where a service provider has previously been authorised to use containment and it is proposed to also use mechanical restraint in conjunction with the containment, a separate authorisation is required. The service provider would be required to seek authorisation from the body that had previously authorised the use of containment. This may also require that appropriate assessment documentation is updated or amended, and that the additional restrictive practice is incorporated into the positive behaviour support plan.</p>
2556	<p>Minor Incidents</p> <p>Records relating to the reporting, investigation, and resolution of minor incidents (incidents not identified as major incidents under 2555) that occur as a result of providing accommodation and respite facilities and services to people with a disability.</p> <p>Incidents include:</p>	<p>Why are these records created:</p> <p>These records are created as the result of the reporting, investigation and resolution to minor incidents that have occurred. The <i>Disability Services Act 2006</i>, s31 states that services should be designed and implemented to ensure that appropriate ways exist for people with a disability and their advocates to raise grievances about services and have them resolved.</p> <p>S3 of <i>Forensic Disability Regulation 2011</i> details that for the requirements of s74 of the <i>Disability Services Act 2006</i> for every use of a regulated behaviour control on a forensic disability client the register should include 'notifiable incidents' and s3(5) of the regulation details that a notifiable incident for the <i>Disability Services Act 2006</i> is a notifiable under the <i>Work Health and Safety Act 2011</i>, section 35 which itself details that:</p> <p>In this Act, notifiable incident means—</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Client behaviour that could result in a potential risk to client or others. • Injury for which a person attends and/or receives treatment by a medical practitioner but is not admitted to hospital as an inpatient. • Unethical behaviour by staff, particularly if it involves taking advantage of clients <p>Records may include:</p> <ul style="list-style-type: none"> • Incident reports • Individual debriefs <p>Disposal action – Temporary Retain 100 years after creation of record.</p> <p>Date authorised: 14 September 2020</p>	<p>(a) the death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident.</p> <p>Why the records are retained for this retention period: Disability Services clients, including Forensic Disability, are vulnerable persons who are unable to take care of themselves or are unable to protect themselves against harm or exploitation. If a 'notifiable incident' had been documented, then the department has an obligation to have these records available to proactively protect the rights of its clients and also to meet community expectations.</p> <p>These records are recommended to be retained in line with Queensland State Archives guideline on the proactive protection of vulnerable persons which states records of any incidents, allegations, disclosures or investigations of abuse must be retained for this retention period.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i> <i>Forensic Disability Regulation 2011</i> <i>Work Health and Safety Act 2011</i></p> <p>Department of Communities, Disability Services and Seniors – Critical Incident Reporting Policy</p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 Reference 5.1.2 Records for Category Two incident reporting, investigation and review. - Temporary - Destroy 7 years after the date of incident, or any resulting investigation concludes, or any applicable appeal period expires, whichever is longer. 2. Queensland State Archives General Retention and Disposal Schedule (GRDS) Reference 1558 - Incidents and allegations of abuse – vulnerable persons 100 years after creation of record

Disposal authorisation group: Temporary - Retain until 31 December 2028

Disposal Authorisation	Record class and retention period	Justifying the retention period
1559	<p><i>Facility Management</i></p> <p>Day-to-day operations of the Forensic Disability Services Facility where clients, who have been remanded to the facility due to the severity of their crimes committed, reside in the facility which is a fit-for-purpose, secure facility that has been built to effectively manage extreme behaviours and the facility's operations activities are designed to ensure their wellbeing. Includes summary reports of forensic disability clients in the facility, information about their care and activities undertaken and the staff who were on duty at the facility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Emergency Procedures • Emergency and family information • Copies of Client information • Lifestyle commitments e.g. daily and weekly planners • Shift duties • Facility information • Property damage 	<p>Why are these records created:</p> <p>These records are created in the recording and communication of information regarding the day-to-day operation of the facility, and where relevant, information about the clients who have an intellectual or cognitive disability and are involuntarily detained at the facility under a forensic order (disability). The records are created to evidence that their rights and freedoms are safeguarded.</p> <p>Why the records are retained for this retention period:</p> <p>These records are recommended to be retained for this retention period as these records detail summary reports of forensic disability clients in the FDS facility, information about their care and activities undertaken and the staff who were on duty at the facility. It is recommended that these records are retained for this retention period as these records may help to provide complete client management information and also provide evidence of how and what care was provided to whom at the facility.</p> <p>Due to the recent implementation of the Proactive Protection of Vulnerable Persons – Relevant Records in the GRDS, it has been decided that the retention of the records should align to this requirement as these records evidence the day-to-day activities of the facility and the care provided to the residents. Any malpractice in the facility in regard to lack of care or insufficient staffing levels etc. can be classed as abuse of vulnerable persons. To proactively protect the rights of its clients, the department needs to retain the records in anticipation of future allegations or complaints. Forensic disability clients differ from other disability clients because of their extreme behaviours and the control measures used in the care of these persons may get questioned in regard to the person's rights and freedoms.</p> <p>Furthermore, pursuant to Queensland State Archives guideline on the proactive protection of vulnerable persons, these records will be required to be retained for the recommended retention period to provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future e.g. Royal Commission into Violence, Abuse, Neglect and Exploitations of People with a Disability.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p><i>Guardianship and Administration Act 2000</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> Daily activities/occurrences <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p><i>Mental Health Act 2016</i> <i>Forensic Disability Act 2011</i> <i>Forensic Disability Regulation 2011</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 <ul style="list-style-type: none"> Reference 3.2.1 Case records relating to the treatment of a client's physical and/or mental disability - Destroy 50 years after death of client. Reference 3.3.2 Records of the treatment of clients whilst receiving Restrictive Interventions and Compulsory Treatment - Destroy 50 years after death of client. State Records of South Australia Department for Communities and Social Inclusion – Disability SA and Disability and Domiciliary Care Services - RDS 2011/27 Version 1 Reference 6.2.1 and 6.2.2 Client Information Management – Permanent - Actively manage and migrate to ensure ongoing accessibility evidentiary and/or historical purposes State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.1.2 – Records relating to the provision and management of care for clients in supported accommodation – Retain until client attains or would have attained the age of 25 or minimum of 15 years after cessation of the provision of services to client or last official contact by or on behalf of client, whichever is longer, then destroy Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN637 v.2 Reference 3.1.2 – Child case files – not significant – Temporary – Retain for 120 years from year of birth.
1559	<p>Household Management</p> <p>Day-to-day operations of an accommodation support household or a respite service centre where clients with disability reside together and activities are designed to ensure their wellbeing. Includes summary reports of clients in residential accommodation, information about their care and</p>	<p>Why are these records created:</p> <p>These records are created in the recording and communication of information regarding the day-to-day operation of the accommodation support household or the respite service centre, and where relevant, information about the clients who are the residents of the household or centre.</p> <p>Why the records are retained for this retention period:</p> <p>These records are recommended to be retained for this retention period as these records detail summary reports of disability clients in residential accommodation, information about their care and activities undertaken and the staff who were on duty in the household or centre. Whereas other jurisdictions have elected to retain their household management records for a much</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>activities undertaken and the staff who were on duty in the household or centre.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Emergency Procedures • Emergency and family information • Copies of Client information • Lifestyle commitments e.g. daily and weekly planners • Shift duties • Household information • Daily respite summary reports <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>shorter period of time, it is recommended that these records are retained for this retention period as these records may help to provide complete client management information.</p> <p>Due to the recent implementation of the Proactive Protection of Vulnerable Persons – Relevant Records in the GRDS, it has been decided that the retention of the records should align to this requirement as these records evidence the day-to-day activities of the residential household or centre and the care provided to the residents. Any malpractice in these households or centres in regard to lack of care or insufficient staffing levels etc. can be classed as abuse of vulnerable persons. To proactively protect the rights of its clients, the department needs to retain the records in anticipation of future allegations or complaints.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i> <i>Guardianship and Administration Act 2000</i> <i>Mental Health Act 2016</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 <ul style="list-style-type: none"> • Reference 3.2.1 Case records relating to the treatment of a client's physical and/or mental disability - Destroy 50 years after death of client. • Reference 3.3.2 Records of the treatment of clients whilst receiving Restrictive Interventions and Compulsory Treatment - Destroy 50 years after death of client. 2. State Records of South Australia Department for Communities and Social Inclusion – Disability SA and Disability and Domiciliary Care Services - RDS 2011/27 Version 1 Reference 6.2.1 and 6.2.2 Client Information Management – Permanent - Actively manage and migrate to ensure ongoing accessibility evidentiary and/or historical purposes 3. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.1.2 – Records relating to the provision and management of care for clients in supported accommodation - Retain until client attains or would have attained the age of 25 or minimum of 15 years after cessation of the provision of services to client or last official contact by or on behalf of client, whichever is longer, then destroy. 4. Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN637 v.2 Reference 3.1.2 - Child case files – not significant – Temporary - Retain for 120 years from year of birth.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1559	<p><i>Vacancy coordination and allocation</i></p> <p>Allocation of vacant places to people with disability at accommodation support residences and at respite centres. Activities include prioritising, relocating and transferring clients within the residences and also managing demands for places. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Prioritisation • Relocations and transfers • Guidelines • Suitability assessments • Trials <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>Why are these records created:</p> <p>These records are created in the overall planning and management of vacancies in disability accommodation support properties.</p> <p>Why the records are retained for this retention period:</p> <p>This disposal recommendation allows Disability Services to retain a record of all aspects of its relationship with service providers and clients in relation to vacancy management for accountability and business purposes. We have elected this retention period in line with other jurisdictions and perceive that this retention enables the department with its planning and managing vacancies in its supported accommodation properties and to forecast future needs of people with disability for supported accommodation.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Service Act 2006</i> <i>Disability Services Regulation 2017</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.3.2 Records relating to administration of individual homes or units for services to clients - Retain 10 years after action completed. 2. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function - PROS 08/13 VAR 2 Reference 3.5.3 Staff reporting at shift handover of events that occur during a shift – Temporary Destroy 10 years after last action. <p>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4 Reference 9.12.1-Volunteer coordination – Temporary - Retain for 10 years after last action.</p>
1559	<p><i>Positive Behaviour Support</i></p> <p>Advice and assistance provided to Disability Services clinicians with the development of their positive behaviour plans for the</p>	<p>Why are these records created:</p> <p>These records document the support provided to clinicians in managing their clients who have an intellectual disability and severe challenging behaviour. These records provide opinion and advice on the care and management of persons with an intellectual disability who reside in Queensland and includes assistance in reviewing/updating Positive Behaviour Support Plans.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>management of their clients who have an intellectual disability and severe challenging behaviour. Includes the provision of opinion and advice on the care and management of Queensland residents who have an intellectual disability and are subject to a referral to the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Behaviour assessment reports • Behaviour management plans • Behaviour support plans (including reviews) • Challenging support plans (including reviews) • Challenging behaviour interviews • Client skills training • Client specific training • Counselling • Monitoring sheets • Behaviour scale • Intervention checklists, and • Mental health evaluations <p>Disposal action – Temporary Retain until 31 December 2028.</p>	<p>Why the records are retained for this retention period:</p> <p>These records provide evidence of what advice has been provided in terms of managing challenging behaviours of people with intellectual disability. As these records relate to the provision opinion and advice on the care and management of persons with an intellectual disability, there is a high probability that these records could become the subject of future complaints, allegations and litigation. It is also noted that the persons that are the subject of the positive behaviour support plans are vulnerable persons and such these records are recommended to be retained in line with Queensland State Archives guideline on the proactive protection of vulnerable persons.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i> <i>Guardian and Administration Act 2000</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Tasmanian Archive and Heritage Office Disposal Authorisation No: 2499 Reference 4.2 Long-term Records of Regulation Management - Destroy 100 years after date of birth of the subject of the application. 2. Queensland State Archives General Retention and Disposal Schedule (GRDS) Reference 1559 - Evidence of interactions and contact with vulnerable persons - Retain until 31 December 2028 <p>Other comments/factors for consideration:</p> <p>The Specialist Disability Services Assessment and Outreach Team is part of the Department of Communities, Disability Services and Seniors. It was formerly known as the Mental Health Assessment and Outreach Team who are a State-wide service who assist and support Disability Services clinicians in managing their clients who have an intellectual disability and severe challenging behaviour. Additionally, they provide opinion and advice on the care and management of persons with an intellectual disability who reside in Queensland, subject to meeting the referral criteria. However, they do not offer treatment, ongoing care, or assume the role of a treatment team.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	
1559	<p>Registers – Other</p> <p>Control mechanisms not deemed significant under [insert DA number], such as books, list, records of dates, events, registers or other important pieces of information. Includes data from online business applications detailing case files.</p> <p>Registers include:</p> <ul style="list-style-type: none"> • Search and Contraband Register • Staff Key and Communication Equipment Register • Visitor and Contractor log <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p>	<p>Why are these records created:</p> <p>Search and Contraband Register – Register of searches of client’s personal and living quarters in accordance with the <i>Forensic Disability Act 2011</i> s80</p> <p>These registers are created by the Forensic Disability Service pursuant to the <i>Forensic Disability Act 2011</i> - Chapter 7 Searching forensic disability clients and possessions. S76 states if a senior or authorised practitioner has reason to believe a forensic disability client has possession of a harmful thing, the practitioner may search the client or the client’s possessions. Search forms and reports are created as required under s.80 – Record of search. Immediately after the search, the practitioner must make a written record of:</p> <ul style="list-style-type: none"> • The reasons for the search • The practitioner’s name • How the search was carried out • The results of the search • Anything seized <p>Staff Key and Communication Equipment Register – Entries relating to keys and radios assigned to staff.</p> <p>These records are used to manage the allocation of communication devices and access keys to the facility. They also record what secure areas are accessed by staff during a shift.</p> <p>These records are of a similar description to the property access control records in the General Retention and Disposal Schedule and the key register records retained by Queensland Corrective Services.</p> <p>Visitor and Contractor log – Bound volume registering visitors and contractors to the facility. These records are created to record the name, date and time of visitors and contractors into the facility.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Date authorised: 27 March 2020</p>	<p>S. 20 of the <i>State Buildings Protective Security Act 1983</i> states that a senior protective officer may, subject to the regulations, demand of a person in or about to enter a state building</p> <ul style="list-style-type: none"> • The person’s name and address (including evidence if required) • The person’s reason for being in or about to enter the building <p>Part 2 of the <i>Forensic Disability Services Act 2011</i> states a registered health practitioner, speech pathologist or social worker engaged in disability services may visit a client detained in the forensic disability facility. This is an example of the type of visitors/contractors who sign into the visitor and contractor log.</p> <p>Why the records are retained for this retention period:</p> <p>The forensic disability facility is a secure facility where persons with an intellectual disability have been detained involuntarily following an order by the mental health court as a result of the person committing a serious offence. As such, the secure facility is not dissimilar to a correctional facility whereby a search may be executed if the authorised officer has reason to believe a client is in possession of something dangerous or prohibited.</p> <p>Therefore, it is established that the Search and Contraband Register records are of a similar description to the search registers retained by Queensland Corrective Services which have recommended their search registers are retained for 15 years after last action. In addition, the Staff Key and Communication Equipment Register records are of a similar description to the property access control records in the General Retention and Disposal Schedule and the key register records retained by Queensland Corrective Services.</p> <p>The contractor and visitor log records evidence the attendance of visitors and contractors to the secure forensic disability service facility and may have had interactions with clients. It is recommended all these registers are retained for this retention period in line with the General Retention and Disposal Schedule - Evidence of interactions and contact with vulnerable persons.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Service Act 2006</i> <i>Disability Services Regulation 2017</i> <i>Forensic Disability Act 2011</i> <i>Forensic Disability Regulation 2011</i> <i>State Buildings Protective Security Act 1983</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN 638 V2 Reference 1.10 Searches <ul style="list-style-type: none"> • 1.10.1 Search Registers - Strip Searches - Registers and other records relating to searches requiring the removal of clothing, documenting the time, who was searched, who conducted the search and the outcome of the search – retain 15 years after last action or entry. • 1.10.2 Search Registers – Other Searches - Registers and other records relating to searches, documenting the time, who or what was searched, who conducted the search and the outcome of the search – retain 5 years after last action or entry. 2. Queensland State Archives General Retention and Disposal Schedule (GRDS) - Reference 1200 - Property access controls - 5 years after arrangements have ceased or been superseded. 3. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN 638 V2 Reference 1.1.4 - Key Registers - Retain for 5 years after all keys recorded in the key register have been returned. <p>Other comments/factors for consideration:</p> <p>As all of these registers are evidencing possible interactions and contact with vulnerable persons, we believe that the General Retention and Disposal schedule class 1559 is applicable to these records.</p>
1559	<p><i>Rostering</i></p> <p>The organisation and administration of staff work attendance at an accommodation support residence, respite facility centre or forensic disability facility staff. Provides identification of which employee is rostered to which shift at a particular residence or at the respite centre or forensic disability facility and also confirms the attendance of that employee to</p>	<p>Why are these records created:</p> <p>These records cover the organisation and administration of staff work attendance at a residential facility. These records identify which employee is rostered to which shift at a particular residence or at the respite centre or forensic disability facility and also confirms the attendance of that employee to a particular shift and any shift reallocations.</p> <p>Why the records are retained for this retention period:</p> <p>These records should be retained for the suggested period to meet identified business purposes. The roster records for Forensic Disability Service staff are classified as like records to those of Queensland Correctional Services. Corrective Services rosters records are retained for 10 years after the date the roster is superseded.</p> <p>The retention period allows sufficient time for the rosters to be retained as they detail who was on duty at the time of an incident and can be referred back to if required.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>a particular shift and any shift reallocations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Staff / duty rosters • On Call • Staff Placement Minutes • Applications (e.g. to reallocate shifts) • Annual leave preferences • Calendars e.g. Annual leave and planning days • Sign on cards <p>Disposal action – Temporary. Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>Pursuant to Queensland State Archives guideline on the proactive protection of vulnerable persons, it is recommended that these records are retained for longer as these records may help provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future. For this reason, it is recommended that the records are kept as per the GRDS recommended retention rather than the retention period of 10 years as per the Corrective Services RDS.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i> <i>Guardianship and Administration Act 2000</i> <i>Mental Health Act 2016</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function - PROS 08/13 VAR 2 Reference 7.2.2 The routine monitoring and administrative arrangements of program and service delivery including enrolments, attendance, venue management, session timetabling, and/or rostering – Destroy 7 years after last entry. <p>Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN 638 v.2 – Reference 6.1.1 Duty Rosters – Retain for 10 years from the date roster is superseded</p>
1559	<p>Client Money Management Management of client's financial undertakings detailing all activities associated with the day-to-day management of the client's financial affairs including advice on budget and savings planning,</p>	<p>Why are these records created: These records are created as evidence of the management of funds of Disability Services clients who are unable to take full responsibility for their own finances by direct services staff. Direct services staff will provide assistance in some or all activities associated with the day-to-day management of the client's financial affairs including advice on budget and savings planning, guidance and supervision of banking, and money handling.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>guidance and supervision of banking, and money handling. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Delegations of authority • Bank accounts • Banking • Budgets • Financial Spending Monies on Hand (SMOH) • Public trust reimbursements • Receipts • Reconciliations, and • Spending money <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>S12 of the <i>Guardianship and Administration Act 2000</i> states the tribunal may appoint an administrator for financial matters if the tribunal is satisfied the adult has impaired capacity for the matter or there is a need for a decision in relation to the matter.</p> <p>Why the records are retained for this retention period: S31 of the <i>Disability Services Act 2006</i> provides provisions for raising and resolving grievances by persons with a disability and their advocates. Retaining records for this retention period ensures business needs and community expectations are met. Other jurisdictions have similar records relating to managing client finances and under the client financial records of the NSW RDS Ageing Disability and Home Care FA0306 requires these records are kept for 15 years after last action.</p> <p>Due to the recent implementation of the Proactive Protection of Vulnerable Persons – Relevant Records in the GRDS, it has been decided that the retention of the records should align to this requirement as mismanagement of moneys of Disability Services clients can be classed as abuse of vulnerable persons. To proactively protect the rights of its clients, the department needs to retain the records in anticipation of future allegations or complaints.</p> <p>Applicable legislation/standards: <i>Disability Services Act 2006</i> <i>Disability Services Regulation 2017</i> <i>Public Guardian Act 2014</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 Reference 3.4.1 – Records relating to clients finances - destroy 7 years after action complete. 2. State Archives and Records Authority of New South Wales Ageing Disability and Home Care FA0306 Reference 5.1.6 - Records relating to the management of finances for clients in supported accommodation - Retain minimum of 15 years after action completed, then destroy 3. General Retention and Disposal Schedule (GRDS) Reference 1559 - Evidence of interactions and contact with vulnerable persons - Retain until 31 December 2028
1559	<p><i>Restrictive Practice Usage</i> Statutory reporting requirement on the use of restrictive practices on adults with an intellectual or cognitive disability by service</p>	<p>Why are these records created: A registered NDIS provider must give monthly or fortnightly (dependant on the length of approval for the practice) reports to the Commissioner regarding the use of regulated restrictive practices by the provider.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>providers in Queensland to the NDIS Quality and Safeguards Commission.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Situational updates • High level updates • State update reports <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>Disability Accommodation, Respite and Forensic Services of the department is a registered NDIS provider and as such has a requirement to report to the NDIS Quality and Safeguards Commission.</p> <p>Why the records are retained for this retention period: National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 (cwlth) s 15 (3) states “A record made for the purpose of this section must be kept for seven years from the day the record is made.”</p> <p>Due to the recent implementation of the Queensland State Archives guideline on the proactive protection of vulnerable persons, it is recommended that these records are retained for longer as these records may help provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future.</p> <p>These records satisfy the requirements of the statutory reporting of restricted practices used on Queenslanders with a disability and provides trends to the kinds of practices used and in what volumes (statistics) that could be instrumental in future planning and changes involved in the management of persons with disability.</p> <p>Use of restrictive practices can be misused and can result in harming the individuals it is being used on and these individuals/persons can be classed as vulnerable persons. To proactively protect the rights of its clients, the department needs to retain the records in anticipation of future allegations or complaints.</p> <p>For the above reasons it is recommended that the records are kept for the recommended retention period.</p> <p>Applicable legislation/standards: <i>National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 (Cwlth)</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. General Retention and Disposal Schedule (GRDS) - Reports – other - 7 years after business action completed. <p>Transport and Main Roads Sector Retention and Disposal Schedule QDAN474 v.5 Reference 4.8.25 - Medical condition reporting – show cause – Temporary - Retain for 15 years after expiry of medical certificate.</p>
1559	Criminal History Screening and Assessments	Why are these records created:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Criminal history screening and assessments undertaken on people who provide NDIS funded disability services and supports. People eligible for the screening are employees, volunteers, contractors and students of non-government service providers funded by the department or are NDIS registered providers or sole traders registered under the NDIS.</p> <p>Excludes criminal history checks undertaken on an employee of the department as part of their employment screening.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Assessments and determinations • Prescribed notice and/or exemption notice applications • Security check reports • Consent forms and supporting documentation • Correspondence with Queensland police force • Information requests to another state or federal authority <p>See also General Retention and Disposal Schedule (GRDS) Reference 1240, EMPLOYMENT SCREENING – Criminal history checks – Records relating employment of</p>	<p>These records provide evidence of the checks, assessments and determinations made on a person who wishes to work in an identified risk assessed role providing services to persons with disability to determine the ongoing risk and suitability of their role.</p> <p>These records cover criminal history screening undertaken in accordance with the <i>Disability Services Act 2006</i>, the <i>Guide, Hearing and Assistance Dogs Act 2009</i>, and any other acts requiring a criminal history check on persons engaged in prescribed positions. S40 of the <i>Disability Services Act 2006</i> states the chief executive is able to obtain the criminal history of persons engaged or about to be engaged at a service outlet by the department, a funded non-government service provider or an NDIS non-government service provider. Furthermore, the safety of people with a disability is to be paramount in making a decision as per s41.</p> <p>This class also includes the requirements of the <i>National Disability Insurance Scheme Act 2013</i> and the associated <i>National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018</i>.</p> <p>Why the records are retained for this retention period:</p> <p>The <i>National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018</i> states “A registered NDIS provider must keep the list required by subsection 18(1) in a form which would allow an auditor to determine which workers were engaged in risk assessed roles with the provider on any given day in the seven years prior to the day the auditor examines the list.”</p> <p>People with disability can be more vulnerable to abuse, neglect and exploitation than other members of the community.</p> <p>Pursuant to Queensland State Archives guideline on the proactive protection of vulnerable persons, it is recommended that these records are retained for this retention period as these records may help provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future. The retention period allows sufficient time for the criminal history checks and/or screening assessments to be retained if an incident or an allegation of abuse were to arise and can be referred to if required to see how the person was able to be issued the prescribed notice.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i> <i>Working with Children (Risk Management and Screening) Act 2000</i> <i>Health Practitioner Regulation National Law 2009</i> <i>National Disability Insurance Scheme Act 2013 (Cwlth)</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>departmental employees under the <i>Public Service Act 2008</i> and Reference 1241, EMPLOYMENT SCREENING - Employment screening assessments – Records relating to employment screening undertaken on departmental employees who are performing prescribed duties</p> <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p><i>National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018 (Cwlth)</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Public Records Office Victoria Retention and Disposal Authority for Records of Disability Services Function PROS 08/13 VAR 2 Reference 4.2.1 Monitoring reports and data provided by funded community service organisations on areas such as their legal status; financial accountability requirements; fire risk management; asset register; services and their delivery; fire risk management; incident management (but not incident reports); pre-employment / pre placement safety screening (police checks); and complaints management (but not actual reports of complaints). Includes the assessment of these reports and data to determine whether or not service practices are considered sufficient for the organisation or whether a service review is required - Destroy 7 years after administrative use concludes. 2. Children's Rights, Protection and Promotion Retention and Disposal Schedule QDAN 636 v.2 Reference 4.2.1 - Blue and exemption card applications – summary records – Temporary – Retain for 100 years from date of birth. 3. Children's Rights, Protection and Promotion Retention and Disposal Schedule QDAN 636 v.2 Reference 4.2.3 - Blue card applications – negative notices and discretionary decisions - Temporary – Retain for 100 years from date of birth. <p>Other comments/factors for consideration:</p> <p>The <i>National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018</i> states risk assessed role means:</p> <p>(a) a key personnel role of a person or an entity;</p> <p>(b) a role for which the normal duties include the direct delivery of specified supports or specified services to a person with disability; or</p> <p>(c) a role for which the normal duties are likely to require more than incidental contact with a person with disability.</p> <p><i>The National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018</i> states:</p> <p>“NDIS worker screening legislation means legislation of a participating jurisdiction which gives effect to the undertaking of that State or Territory in subclause 20(a) of the Agreement.</p> <p>Note:</p> <p>The undertaking in clause 20(a) of the Agreement is that, within their respective jurisdictions, each State and Territory Government will seek to introduce or amend legislation establishing a</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		scheme for the screening of NDIS workers consistent with the national policy as outlined in the Agreement”

Disposal authorisation group: Temporary - Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2557	<p>Carer Supervision</p> <p>Provision of supervision of professional staff who have the responsibility for decision-making and provision of services to cater for the needs of clients with disability. Also referred to as ‘Individual Time’ where managers can discuss and monitor the caseloads of professional staff.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • supervision agreements • supervision record sheets <p>For performance management records for administrative staff see General Retention and Disposal Schedule, Reference 1255 - Employee Performance.</p>	<p>Why are these records created:</p> <p>Often referred to as Individual Time records by the department, these records are created so that managers can discuss and monitor the caseloads of professional disability services staff who have the responsibility for the decision making and the provision of services to disability services clients.</p> <p>Why the records are retained for this retention period:</p> <p>It is recommended that these records are retained for the same retention period as the employee’s service history file as these records evidence the professional staff member’s work with the department. Often these records detail the nature of caseloads and the nature of work conducted by the professional staff and as such complements the work history file of the employee.</p> <p>Applicable legislation/standards:</p> <p>Human Services Quality Framework - Measuring quality, improving services</p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. General Retention and Disposal Schedule (GRDS) - Reference 1233 - Employee Service History - Retain for 80 years from date of birth or 7 years from date of separation, whichever is later. 2. Department of Community, Child Safety and Disability Services (Child Safety) Retention and Disposal: QDAN 637 Schedule v.2 Reference 4.1.2 – Temporary Retain for 70 years from date of birth or 7 years from date of separation/resignation, whichever is later.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Disposal action – Temporary Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.</p> <p>Date authorised: 14 September 2020</p>	<p>Other comments/factors for consideration:</p> <p>Part 2 – Human Services Quality Standards – Standard 6 - Human Resources Effective human resource management systems, including recruitment, induction and supervisory processes, result in quality service provision – 6.4 stipulates that the organisation provides ongoing support, supervision, feedback and fair disciplinary processes for people working in the organisation. To satisfy the standard the department maintains records relating to the supervision and professional development of its carers who are responsible for the daily care of the people with disability.</p> <p>Across Disability Services these records are referred to as ‘Individual Time’ records. It is recommended that this section is called carer supervision as it more accurately reflects the activity of the de-briefings between the supervisor and the professional staff member who has the responsibility to care for the client.</p>

Disposal authorisation group: Temporary - Retain for 10 years after business action completed

Disposal Authorisation	Record class and retention period	Justifying the retention period
2558	<p><i>Guide, hearing and assistance dogs – trainer authorisation</i></p> <ul style="list-style-type: none"> • applications made by institutions and individuals for approval as approved trainers of guide, hearing and assistance dogs. Includes unsuccessful and lapsed applications. • review of approved trainers of guide, hearing and assistance dogs by the chief executive. 	<p>Why are these records created:</p> <p>These records are created as evidence of the application and review process of being an approved trainer (individual or training institution) for guide, hearing and assistance dogs. Pursuant to the s15 of <i>Guide, Hearing and Assistance Dogs Act 2009</i>, an individual may apply to the chief executive for approval in one or more categories of approved trainer, or in the case of a corporation, apply to the chief executive for approval in 1 or more categories of approved institution. These records are used for the decision-making process in considering if the applicant is suitable for approval under s17 of the Act which includes the following:</p> <ul style="list-style-type: none"> • Qualifications, knowledge or experience in dog obedience training of the applicant or in the case of a corporation, its employees • Criminal history of the applicant or employee trainer

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • immediate suspension or cancellation of an approval of an approved trainer or an approved training institution under the Guide, Hearing and Assistance Dogs Act 2009. Includes voluntary surrender of approval. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Applications and supporting information • Assessment reports • Decision notice • Issue of trainers/handlers ID Card • Consent to criminal history checks • Criminal history checks outcomes • Show cause notice • Approval details • Associated information • Notice to review • Notice of completion of review <p>Disposal action – Temporary. Retain for 10 years after business action completed.</p>	<ul style="list-style-type: none"> • Any other supporting documents the chief executive reasonably requires to decide on the application <p>Section 18 outlines the notification of the decision by the chief executive to be immediately given to the applicant and notify the name and category of the approved trainer or approved training institution.</p> <p>Pursuant to s25 of <i>Guide, Hearing and Assistance Dogs Act 2009</i>, the chief executive may decide an approved trainer is no longer suitable for approval after conducting a review of the trainer’s approval under division 2 of the Act or a change in the criminal history of an employee trainer of an approved training institution results in the employee trainer being unsuitable to work with animals.</p> <p>Grounds for immediate suspension or cancellation of approval includes:</p> <ul style="list-style-type: none"> (a) the trainer or institution is no longer suitable for approval; (b) the trainer or institution has contravened the prescribed requirements; (c) the trainer or institution has contravened a provision of this Act; (d) the institution employs an unsuitable person as an employee trainer; (e) the trainer or institution has intentionally or recklessly certified a dog as a guide, hearing or assistance dog and the dog has not, or should not have, passed a public access test; (f) the approval was granted because of a materially false or misleading representation or declaration. <p>Section 21 of the <i>Guide, Hearing and Assistance Dogs Act 2009</i> stipulates that the chief executive must review the approval of a trainer or institution 3 years after the approval is granted and afterwards at intervals of not more than 3 years. Before conducting the review, the chief executive must send the trainer or institution a notice stating the chief executive is conducting a review of the trainer’s or institution’s approval. If requested, the trainer or institution must give the chief executive, within 28 days, documents and information, stated in the notice, the chief executive reasonably requires to conduct the review.</p> <p>If, after conducting the review, the chief executive is satisfied the trainer or institution continues to be suitable for approval, the chief executive must give the trainer or institution a notice stating that the review has been completed.</p> <p>Why the records are retained for this retention period: These records are created as part of the approval process where institutions and individuals formally apply to the chief executive to be approved as trainers of guide, hearing and</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Date authorised: 14 September 2020</p>	<p>assistance dogs. In s5 of the <i>Guide, Hearing and Assistance Dog Regulation 2019</i>, it stipulates that approved trainers must retain the records for 7 years – this is prescribed for all documents sent to, or received from, the department by the trainer.</p> <p>The dogs are retired when they are no longer required by the primary handler or they no longer are able to assist the primary handler.</p> <p>The department would like to keep the records for 10 years from the date of refusal, expiry or cancellation of approval of the trainer because of the 3-year review interval after the approval. Also, these records are retained for 10 years to cover queries about a trainer outside of the 7 years. As the regulator and approver, the department retains the records for longer than 7 years to respond to queries and for review of the services.</p> <p>Applicable legislation/standards:</p> <p><i>Guide, Hearing and Assistance Dogs Act 2009</i> <i>Guide, Hearing and Assistance Dog Regulation 2019</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN638 v.2 Reference 1.3.2 - Dog Records – Incidents/Training - Retain for 7 years after disposal/retirement of the dog. 2. Department of Community Safety (Queensland Corrective Services) Retention and Disposal Schedule QDAN638 v.2 Reference 1.3.3 - Operational Dog Records - Retain for 7 years after last action. 3. Transport and Main Roads Sector Retention and Disposal Schedule QDAN474 v.5 Reference 4.1.1 - Bridge inspector accreditation – applications - Retain for 7 years from date of refusal, expiry or cancellation of accreditation. <p>Other comments/factors for consideration:</p> <p><i>Guide, Hearing and Assistance Dog Regulation 2019</i> s5 mandates that trainers of guide, hearing and assistance dogs retained prescribed records for 7 years after</p> <ol style="list-style-type: none"> (a) for a record mentioned in subsection (2)—the day an agreement is made to train the dog; or (b) for a record mentioned in subsection (3)—the day the dog is certified; or (c) for a copy of a document mentioned in subsection (4)— the day the document is sent, or received, by the trainer.

Title	Scope Note
LEGACY RECORDS	This section covers Disability Services legacy records from predecessor agencies of the Department of Communities, Disability Services and Seniors which was established 2015.

Activity**DISABILITY CLIENT MANAGEMENT**

The management of individual clients accessing disability services directly from the department. Disability client files created as part of Community and Individual Support Services. This function transitioned to the National Disability Insurance Scheme (NDIS) on July 1 2019.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2559	<p><i>Individual Funding Management</i></p> <p>Records relating to the administration of funds received and distributed by disability services in order to assist individual clients to access specialist disability services and support under part 4 of the <i>Disability Services Act 2006</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Personal Information • Emergency and Family Information • Individual agreements • Consent Forms (completed) • Financial Information • Specific Support Needs Profile 	<p>Why are these records created:</p> <p>The <i>Disability Services Act 2006</i> s39 states if the Minister approves funding to a person under section 38, the person may enter into an individual funding agreement with the chief executive for the funding. The individual funding agreement must— (a) include the terms and conditions the chief executive considers appropriate; and (b) state the relevant disability services to be obtained with the funding. These records were created as individual client files for the professional and specialist services area of the department prior to being MoGed out as part of NDIS transition.</p> <p>Why the records are retained for this retention period:</p> <p>These records relate to funding that was subject to Ministerial approval and document the funding provided for services to individual clients and such impact client life events that could pose a significant risk for litigation and should be retained in order to meet business needs, accountability requirements, as well as user and community expectations.</p> <p>As these records document funding and services provided to individuals who were the clients of the former department, it is recommended that these records are retained for the same retention period as the other case management records of the Disability Services clients.</p> <p>Applicable legislation/standards:</p> <p><i>Disability Services Act 2006</i></p> <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Funding applications • Supporting documentation. • Conditions of funding – s.39 of the <i>Disability Services Act 2006</i> • Ministerial approvals - s. 38 of the <i>Disability Services Act 2006</i> <p>Disposal action – Temporary Retain 100 years after creation of record.</p> <p>Date authorised: 14 September 2020</p>	<p>Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: Nil</p>

Activity

PLANNING

The activities of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2560	<p>NDIS Transition including NDIS PMO</p> <p>Records created in the activity of managing the transition to the National Disability Insurance Scheme.</p> <p>Records may include but are not limited to:</p>	<p>Why are these records created:</p> <p>These records are created as evidence of planning and management activities associated with the transition of the functions and services relating to Disability Services from Queensland Government to the National Disability Insurance Scheme (NDIS).</p> <p>Why the records are retained for this retention period:</p> <p>The transition of disability services from a state-delivered model to a federal-delivered model via implementation of the National Disability Insurance Scheme has a significant impact to both</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Allocation • Consultation • Planning • Program Management <p>Disposal action – Permanent Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<p>the Queensland public service, the disabled community and the Queensland business community. It was a historic event.</p> <p>Applicable legislation/standards: N/a</p> <p>QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions & programs of government • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Tasmanian Archive and Heritage Office - Disposal Schedule for Disability and Community Services DA No:2499 Reference 1.1 Significant Records of Programs and Major Projects - Retain as State Archives 2. General Retention and Disposal (GRDS) Reference 1002- Agreements and contracts – significant – Permanent - Transfer to QSA after business action completed.

Activity

PROGRAM AND SERVICE FUNDING

The activity of providing funding to individuals, families and external organisations in order to deliver or facilitate the delivery of departmental programs and services to support vulnerable Queenslanders. Includes the allocation and distribution of funds for various program and services initiatives offering recurrent funding, one-off funding, grants, sponsorships or bursaries. Also includes the selection, engagement, contract management and performance monitoring of external organisations funded to deliver programs and services on behalf of the department.

This function transitioned to the National Disability Insurance Scheme (NDIS) on July 1 2019.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1559	Program Management	Why are these records created:

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to the development and implementation of programs relating to the provision of direct community, professional, and specialist services to people with a disability. Such programs include, but are not limited to the:</p> <ul style="list-style-type: none"> • Adult Lifestyle Support Program (ALSP) • Building Inclusive Communities • Child Safety Monitoring • Adult and Community Support Services (ACSS) • Family and Early Childhood Services (FECS) • Family Support Program • Friendship Program • Home and Community Care • Innovative Support and Housing • Intensive Behaviour Support • Local Area Coordination • Post School Services • Project 300 (P300) • Spinal Cord Injuries Program • Suspected Child Abuse and Neglect (SCAN), and • Young Adults Exiting the Care of the State <p>Records may include:</p>	<p>These records were created as evidence of planning, implementation and management of programs that provide direct community, professional and specialist services to people with a disability.</p> <p>Why the records are retained for this retention period: We have elected this retention period in line with the Tasmanian Archive + Heritage Office retention and disposal schedule no. 2499 and the Queensland Local Government Sector RDS.</p> <p>Applicable legislation/standards: N/a</p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. Tasmanian Archive + Heritage Office (Disability and Community Services Records - Disposal Authorisation No: 2499) Reference 1.2 Short Term Records of Programs and Major Projects – Destroy 10 years after date of last entry or action completed 2. Local Government Sector Retention and Disposal Schedule: QDAN 480v.4 Reference 15.4.1 – Evaluation - Funding programs – Temporary - Retain for 10 years after last action.

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Proposals • Results of consultation • Briefing papers • Discussion papers • Action plans, and • Implementation plans <p>Disposal action – Retain until 31 December 2028. <i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	
1559	<p>Sector Funding</p> <p>Files created in the function of sourcing and providing funds to organisations other than Disability Services Queensland, to enable those organisations to provide support services for people with a disability, their families and carers. Includes sponsorships and distributing grants to other government and non-government organisations for the purpose of supplying specialists support services to people with a disability and their families. Also includes providing funds for events and projects promoting community inclusive approaches and for</p>	<p>Why are these records created:</p> <p>These records were created as evidence of funding and distribution of grants that are provided to non-government organisations (NGOs) and community events that provide specialist services to persons with disability, their families and carers. These records evidence the outsourcing of services by the department to non-government organisations.</p> <p>Why the records are retained for this retention period:</p> <p>These records relate to funding of non-government organisations by the department to provide support and specialist services to people with disability and such impact client life events that could pose a significant risk for litigation and should be retained in order to meet business needs, accountability requirements, as well as user and community expectations.</p> <p>People with disability can be more vulnerable to abuse, neglect and exploitation than other members of the community.</p> <p>Pursuant to Queensland State Archives guideline on the proactive protection of vulnerable persons, it is recommended that these records are retained for this retention period as these records may help provide evidence for any incidents, allegations, disclosures and investigations that may arise in the future.</p> <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>projects building community support for people with a disability.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • Agreements • Allocation • Audit reports • Consultation • Funding Management • Investigations • Planning • Program Management <p>Disposal action – Temporary Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p><i>Disability Services Act 2006</i></p> <p>Comparison with other schedules' retention period:</p> <ol style="list-style-type: none"> 1. State Archives and Records Authority of New South Wales (Ageing Disability and Home Care 2019) Disposal Authority FA306 Approval 17/06/2011 Revised 16/01/2019 <ul style="list-style-type: none"> • 3.1.3 Records relating to the monitoring and review of funded service providers – Retain minimum of 12 years after expiry of funding application, then destroy • 3.3.2 Records relating to the development, establishment, implementation and evaluation of operation plans or of programs designed to support the management and delivery of services to people with disabilities or older people by external/non-government service providers – Retain minimum of 10 years after superseded or action completed, then destroy • 4.3.3 Records relating to the administration of individual grants awarded – Retain minimum of 10 years after action completed, then destroy 2. Tasmanian Archive + Heritage Office Disposal Schedule for Disability and Community Services Records Tasmania Disposal Authority 2499 Reference 1.2 Short-Term Records of Programs and Major Projects – Temporary Destroy 10 years after date of last entry or action completed

Activity
<p>INSTITUTION RECORDS</p> <p><i>Institutions operated by predecessor agencies including but not limited to:</i></p> <p><i>Challinor Centre 1860 – 1998 aka Ipswich branch of the Woogaroo Lunatic Asylum, Ipswich Hospital for the Insane, Ipswich Mental Hospital, Ipswich Special Hospital.</i></p>

Basil Stafford Centre 1968 – 2013, was also known as Farm Ward Complex. The Centre provided accommodation and associated care services for intellectually disabled people, including children.

Disposal Authorisation	Record class and retention period	Justifying the retention period
2561	<p>Basil Stafford Inactive client files</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p> <p>Date authorised: 14 September 2020</p>	<p>Why are these records created: These records were created by the predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records protect rights and entitlements of individuals, and importantly they demonstrate how government previously treated vulnerable members of society. These records are now assessed as permanent value records and no longer align to the previous disposal authorisation for Challinor centre client files as outlined in QDAN 98/0066 (QSA Ref: F259/140) Reference 2 – Maintain for one hundred (100) years from date of birth, or ten (10) years from date of death.</p> <p>Applicable legislation/standards: N/a</p> <p>QSA permanent appraisal characteristics:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period: Nil</p> <p>Previous schedule references: FAMILIES, YOUTH AND COMMUNITY CARE (CHALLINOR CENTRE) Retention and Disposal Schedule (QDAN 98/0066 QSA Ref no.F259/140)</p>
2562	<p>Challinor Centre Inactive client files</p> <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Why are these records created: These records were created by the predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records protect rights and entitlements of individuals, and importantly they demonstrate how government previously treated vulnerable members of society.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Date authorised: 14 September 2020</p>	<p>These records are now assessed as permanent value records and no longer align to the previous disposal authorisation under QDAN 98/0066 (QSA Ref: F259/140) Reference 2 – Maintain for one hundred (100) years from date of birth, or ten (10) years from date of death</p> <p>Applicable legislation/standards: N/a</p> <p>QSA permanent appraisal characteristics:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: FAMILIES, YOUTH AND COMMUNITY CARE (CHALLINOR CENTRE) Retention and Disposal Schedule (QDAN 98/0066 QSA Ref no.F259/140) Reference 2</p>
<p>1559</p>	<p>Challinor Centre Visitor Reports (File 2185)</p> <p>Disposal action – Retain until 31 December 2028.</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>Why are these records created: These records were created by the predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records are retained for the prescribed retention period as set out in QDAN 98/0007 (QSA Ref no. F259/113) Reference no. 5 – Destroy 5 years from date of last action</p> <p>Applicable legislation/standards: N/a</p> <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: FAMILIES, YOUTH AND COMMUNITY CARE (QDAN 98/0007; QSA Ref F259/113) Reference 5</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2563	<p>Challinor Centre</p> <ul style="list-style-type: none"> • Inactive patient/client files up to 1994 • Register of Criminally Insane Patients 1938-1955 • Admission Registers 1861- • Discharge Registers 1885- • Residents Ages & Religion Book • Letter Book of Samuel Lewis 1893-1899 • Medical Journal of H Byam Ellerton 1911-1922 • Time & Occurrence Book 1915-1916 • Nurses Signing On Book 1917-1918 • Staff Register – Female 1911-1928 • Produce grown on farm 1936-1959 • Farm - livestock and milk 1959-1960 • Farm produce 1959-1960 • Complaint book 1979-1982 • Register of restraint 1973-1978 • Meal book 1977-1978 • Index to case books – male 1937 • Index to case books – female 1937 	<p>Why are these records created: These records were created in the predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records are retained for the set period as set out in approved QDAN 98/0066 (QSA Ref F259/113) References 1, 2 – 33 – Retain Permanently – Transfer to Queensland State Archives</p> <p>Applicable legislation/standards: N/a</p> <p>QSA permanent appraisal characteristics:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: <i>FAMILIES, YOUTH & COMMUNITY CARE (CHALLINOR CENTRE) Retention and Disposal Schedule (QDAN 98/0066; QSA Ref no. F259/140) References 1, 2 – 33</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • Patient record book - male index 1913-1973 • Case books – male 1866-1952 • Case books – female 1911-1953 • Head attendants books - Male Wards 1910-1939 • Day & Night Reports - Male Ward No.1 1911-1940 • Duty book – male 1917 • Duty book – female 1919-1938 • Day & Night Reports - Male Ward No.2 1920-1938 • Day & Night Reports - Male Ward No.3 1910-1937 • Head Attendants Books - Female Wards 1923-1940 • Day & Night Reports - Female Ward No.1 1912-1938 • Day & Night Reports - Female Ward No.2 1920-1940 • Day & Night Reports - Female Ward No.3 1922-1940 • Hospital (Male & Female) Ward Books 1926-1940 <p>Disposal action – Permanent Transfer to Queensland State Archives when administrative use ceases.</p>	

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Date authorised: 14 September 2020</p>	

Activity
INSTITUTION RECORDS <i>Administrative Records</i>

Disposal Authorisation	Record class and retention period	Justifying the retention period
1559	<p>Residential Care Officers Selection of Residential Care Officers, Pre-Employment Training, Position Descriptions, Draft Training Manuals (File 2514)</p> <p>Disposal action – Retain until 31 December 2028.</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p> <p>Date authorised: 27 March 2020</p>	<p>Why are these records created: These records were created in predecessor agency Department of Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records are retained for the retention period as outlined in approved QDAN 98/0007 (QSA Ref no F259/113) - Reference 2 - Destroy 7 years from date of last action</p> <p>Applicable legislation/standards: N/a</p> <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: <i>Department of Families, Youth and Community Care Retention and Disposal Schedule QDAN 98/0007 QSA Ref no F259/113 Reference 2</i></p>
2564	<p>Subject files Subject files of predecessor departments:</p> <ul style="list-style-type: none"> • 5H11 History of Intellectually Handicapped Services Branch • 7C2 Correspondence – Parents/Guardians, Complaints about conditions/children's welfare and positive feedback • 8F2 Alternative Living Service 	<p>Why are these records created: These files were created as subject files of predecessor departments</p> <p>Why the records are retained for this retention period: These files were given the retention period as per QDAN 96/0049</p> <p>Applicable legislation/standards: N/a</p> <p>QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 2 – primary functions & programs of government

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • 8F25 Guidelines for purchase of a house • 8F26 Accommodation Support Services – Key Features (file contains similar information to 8F25) • 8F23 Incidents involving clients • 8F28 Land acquisitions • 8F10 Respite Care Charging • 8F12 Procedures for managing seriously disruptive incidents • 8F14 Guidelines for determining target groups of Intellectually Handicapped service • 8A1 Individual training and environment plans • 8J1 Sterilisation Issues, Intellectually Handicapped, Consent for Medic Services – applications for hysterectomy on clients • 8J3Typhoid – Challinor centre • Disability support program objectives • Intellectually Handicapped Services Branch Procedures Manual Vol 1 • Integration of Intellectually Handicapped Services Branch with Department of Family Services 	<ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: Family, Youth and Community Care Retention and Disposal Schedule QDAN 96/0049 QSA Ref F259/122 References 8, 29, 38 – 46, 51 – 52, 62 – 67, 69 - 76</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • History of Individual Training and Environment Plans • Ministerial Briefing • 5R2 Baillie Henderson Hospital –History file and Sub Committee Private Hostels Baillie Henderson • 6AReports – Inquiry into Mental Health 1990, Senate Inquiry into Accommodation for People with a Disability1990, and Senate Inquiry into Employment of Disabled People 1989 • 5H11 Strategic and Operational Planning – Division of Intellectual Disability Services • 5H36 Strategic evaluation by Treasury – Intellectual Disability Services • 5L1 Branch Executive Meetings –(Intellectual Handicap Services Branch\Intellectual Disability Services) • 5H28 Deinstitutionalisation • 5I1 Policy General File re Branch, Regional and Care Policy • 5I2 Policy – Client Target Group • 5H7 Deinstitutionalisation <p>Disposal action –</p>	

Disposal Authorisation	Record class and retention period	Justifying the retention period
	Permanent Transfer to Queensland State Archives when administrative use ceases. Date authorised: 14 September 2020	

Activity

INSTITUTION RECORDS

Financial Records

Disposal Authorisation	Record class and retention period	Justifying the retention period
2565	<i>Residential Trust Account Rockhampton Villa</i> Details of funds kept in trust accounts and approval to expend funds. (Files 2206, 6346, DDS01047) Disposal action – Permanent Transfer to Queensland State Archives when administrative use ceases. Date authorised: 14 September 2020	Why are these records created: These records were created by predecessor agency <i>Department of Families, Youth & Community Care</i> Why the records are retained for this retention period: These records are retained as per previous QDAN 98/0007 (QSA Ref: F259/113) - Reference 7 - Transfer to Queensland State Archives when administrative use ceases. Applicable legislation/standards: N/a QSA permanent appraisal characteristics: These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research: <ul style="list-style-type: none"> • 4 – significant impact on individuals • 5 – substantial contribution to community memory Comparison with other schedules' retention period:

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Nil</p> <p>Other comments/factors for consideration:</p> <p>Nil</p> <p>Previous schedule references:</p> <p><i>Department of Families, Youth & Community Care Retention & Disposal Schedule QDAN 98/0007 F259/113 Reference 7</i></p>
2566	<p><i>Residential Care – approvals to be a Licensed Institution</i></p> <p>Charges to Licences/person in charge and information relating to operation of home/institution. (Files 1930, 1931, 1929)</p> <p>Disposal action –</p> <p>Permanent</p> <p>Transfer to Queensland State Archives when administrative use ceases.</p> <p>Date authorised: 14 September 2020</p>	<p>Why are these records created:</p> <p>These records were created in the predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period:</p> <p><i>These records are retained for this retention period as per QDAN 98/0007 - QSA Ref F259/113 Reference 8 - Permanent</i></p> <p>Applicable legislation/standards:</p> <p>N/a</p> <p>QSA permanent appraisal characteristics:</p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory <p>Comparison with other schedules' retention period:</p> <p>Nil</p> <p>Other comments/factors for consideration:</p> <p>Nil</p> <p>Previous schedule references:</p> <p><i>Department of Families, Youth & Community Care Retention and Disposal Schedule QDAN 98/0007</i></p>

Activity**INSTITUTION RECORDS***Intellectually Disabled Citizens Council of Queensland*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2567	<p><i>Client Files - Intellectually Disabled Citizens Council of Queensland</i></p> <p>Files of individuals who have dealt with volunteer friends program conducted by the Intellectually Disabled Citizens Council of Queensland (IDCCQ). These clients are now deceased or have moved to an area not serviced by the Volunteer Friends program of have been revoked from the program because the IDCCQ has determined they no longer require the services of the program.</p> <p>Disposal action – Permanent Transfer to Queensland State Archives when administrative use ceases.</p> <p>Date authorised: 14 September 2020</p>	<p>Why are these records created: These records were created by predecessor agency Families, Youth and Community Care</p> <p>Why the records are retained for this retention period: These records need to be retained as per the other client files in this retention and disposal schedule. The previous retention of 3 years does not adequately cover the need to protect a person’s legal rights and entitlements and demonstrate how Government engaged with and treated vulnerable members of society.</p> <p>Applicable legislation/standards: N/a</p> <p>Comparison with other schedules' retention period: Nil</p> <p>Other comments/factors for consideration: Nil</p> <p>Previous schedule references: Department of Families, Youth and Community Care Retention & Disposal Schedule QDAN 98/0007 QSA Ref F259/113 Reference 10 – Temporary Destroy 3 years from date of last action</p>