

# Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule

Responsible public authority: Department of Communities, Child Safety and Disability Services

Queensland Disposal Authority Number (QDAN)	637	Version	2
Date of approval	5 August 2013		
Approved by State Archivist	Ms Janet Prowse		
QSA File Reference	QSA13/437		

## Scope of Retention and Disposal Schedule

This Schedule applies to the core business records generated by the Child Safety Services area of the Department of Communities, Child Safety and Disability Services including records relating to Adoptions Management, Alternative Care Provider Management and Child Protection.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

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

## Record Formats

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

## Authority

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

## Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts

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

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

### **Revocation of previously issued disposal authorities**

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

- 96/0035 Warilda and other children's' homes records - issued 11 October 1996
- 96/0054 Regional Office Index Cards - issued 11 November 1996
- 96/0055 Grants issued and child care licences - issued 11 November 1996
- 96/0056 Intakes - issued 11 November 1996
- 96/0067 Welfare Services records - issued 10 March 1997
- 97/0018 Family Assistance files - issued 25 February 1997
- 97/0098 Child Protection Unit files - issued 5 August 1997
- 97/0100 Brisbane North (Valley) Area Office - issued 5 August 1997
- 97/0103 Protective Services and Juvenile Justice, Nundah Office - issued 26 September 1997
- 97/0112 A2 Sexual Abuse Treatment Program - issued 26 September 1997
- 97/0113 Toowoomba and Townsville Area Office Records - issued 26 September 1997
- 97/0176 Various records - issued 19 May 1998
- 98/0007 Various classes - issued 13 February 1998
- 98/0028 Infant/Illegitimate Life Protection Files (previously H318/2-6) - issued 27 March 1998
- QDAN545 Townsville Orphanage & Photographs of Directors – Department of Children's Services – issued 12 September 2001
- QDAN 637 v.1 Department of Child Safety Retention and Disposal Schedule - issued 24 January 2008

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

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

## Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

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

## Records created before 1950

Records described in QDAN 637 v.2 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Pre-1950s public records* which is available from the Queensland State Archives' website.

## Transfer of public records to Queensland State Archives

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

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

**Revision history**

<b>QDAN</b>	<b>Date of approval</b>	<b>Extent of revision</b>
637 v.1	24 January 2008	Initial schedule issued to Department of Child Safety
637 v.2	5 August 2013	Minor changes and schedule reissued to Department of Communities, Child Safety and Disability Services

# Contents

1. ADOPTION MANAGEMENT .....	6
2. ALTERNATIVE CARE PROVIDER MANAGEMENT .....	11
3. CHILD PROTECTION.....	20
4. HUMAN RESOURCE MANAGEMENT .....	32
5. LEGACY RECORDS .....	29

# 1. ADOPTION MANAGEMENT

*The function of managing the requirements of the Adoption Act 2009 and its Regulation through the provision of services to parents seeking adoption for their child, children requiring adoptive families, people seeking to have their eligibility and suitability to adopt children assessed, overseas adoption authorities seeking to secure adoptive placements for children within Queensland, eligible adults seeking release of identifying adoption information or to object to the release of information and/or contact. Includes managing the legal requirements as stipulated by the adoption legislation including those associated with the operation of the inter-country adoption program (undertaken in accordance with the Hague Convention on Protection of Children and cooperation in respect of Inter-country Adoption).*

*For records relating to the schedule of fees and financial transactions associated with adoption see the Financial Management section of the General Retention and Disposal Schedule for Administrative Records.*

Reference	Description of records	Status	Disposal action
1.1	<p><b>CONTROL</b></p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for coverage of other master and secondary control records.</i></p>		
1.1.1	<p><b>Adoption registers and indices</b></p> <p>Hard copy registers and indices used to control adoption files including:</p> <ul style="list-style-type: none"> <li>registers and indices created prior to the <i>Adoption of Children Act 1935</i></li> <li>registers and indices created under the <i>Adoption of Children Act 1935</i> where the Registrar of Births, Deaths and Marriages holds the official register of adoptions.</li> </ul> <p><i>See section 1.2 Case Management for adoption records of individual children.</i></p>	Permanent	Retain permanently.
1.1.2	<p><b>Original adoption agreements and orders</b></p> <p>Bound volumes of original adoption agreements signed prior to the <i>Adoption of Children Act 1935</i> and adoption orders ratified by the Supreme Court in accordance with the <i>Adoption Act 2009</i>.</p>	Permanent	Retain permanently by the department.
1.1.3	<p><b>Electronic register of adoptive parents – approved and adoption successful</b></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Entries relating to individual applicants seeking approval under the <i>Adoption Act 2009</i> to be adoptive parents where the applicant is approved and has successfully adopted a child. Information may include:</p> <ul style="list-style-type: none"> <li>• name of applicant</li> <li>• date of birth</li> <li>• contact details</li> <li>• notations regarding Queensland Civil and Administrative Tribunal decisions</li> <li>• date entered in the register</li> <li>• date application transferred from an interstate list</li> <li>• details of children applicant's expression of interest relates to.</li> </ul>		
1.1.4	<p><b><i>Electronic registers of adoptive parents</i></b></p> <p>Entries relating to individual applicants seeking approval under the <i>Adoption Act 2009</i> to be adoptive parents where:</p> <ul style="list-style-type: none"> <li>• the applicant is an approved applicant but fails to successfully adopt within a reasonable timeframe or</li> <li>• the applicant: <ul style="list-style-type: none"> <li>○ is deemed ineligible</li> <li>○ is deemed unsuitable</li> <li>○ is refused an adoption order or</li> <li>○ withdraws their application.</li> </ul> </li> </ul> <p>Information may include:</p> <ul style="list-style-type: none"> <li>• name of applicant</li> <li>• date of birth</li> <li>• contact details</li> <li>• date entered in the register or transferred from an interstate list</li> <li>• notations regarding Queensland Civil and Administrative Tribunal decisions.</li> </ul>	Temporary	Retain until applicant notified of removal from register.
1.2	<p><b>CASE MANAGEMENT</b></p> <p><i>The activity of providing adoption and post adoption services to children, adoptive parents and birth parents including children in Queensland and from interstate and overseas. Includes adoptions in accordance with the Hague Convention.</i></p>		

Reference	Description of records	Status	Disposal action
1.2.1	<p><b><i>Child adoption cases</i></b></p> <p>Records relating to the adoption of individual children including pre and post adoption. Includes adoptions of children from overseas to Queensland parents and adoptions transferred to another State or Territory. Also includes case files on children who attain the age of 18 for whom an adoption order can no longer be made.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• child assessments</li> <li>• medical reports</li> <li>• child's progress reports</li> <li>• placement agreements</li> <li>• correspondence with other government agencies concerning the child or their property</li> <li>• reviews of departmental decisions</li> <li>• birth-mother consent to adopt</li> <li>• objections by the birth mother to the release of information under the <i>Adoption Act 2009</i></li> <li>• copy of adoption order</li> <li>• objections to the release of information lodged by the child under the <i>Adoption Act 2009</i>.</li> </ul>	Permanent	Retain permanently.
1.2.2	<p><b><i>Child adoption cases – consent withdrawn or defective</i></b></p> <p>Records relating to the management of individual child adoptions where parental/guardian consent is withdrawn within statutory timeframes under the <i>Adoption Act 2009</i>.</p> <p>See reference 1.2.1 for adoptions which proceeded without consent under the <i>Adoption Act 2009</i>.</p>	Temporary	Retain for 120 years from year of birth.
1.2.3	<p><b><i>Applicants – suitable or eligible adoptive parents</i></b></p> <p>Records relating to prospective parents who have been assessed as eligible to become adoptive parents, including applicants to become adoptive parents of children in respect of whom they are relatives. Includes prospective parents who are unsuccessful in</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal action
	<p>adopting.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting information</li> <li>• assessment reports</li> <li>• decision notice</li> <li>• statements of understanding</li> <li>• placement contracts</li> <li>• medical reports</li> <li>• details of hospital and medical payments</li> <li>• written acceptance or rejection of placement proposal.</li> </ul> <p><i>Excludes criminal history records.</i></p> <p><i>See reference number 1.2.5 for criminal history checks for prospective adoptive parents.</i></p>		
1.2.4	<p><b><i>Applicants – unsuitable or ineligible adoptive parents</i></b></p> <p>Records relating to applicants to become adoptive parents, including applicants to become adoptive parents of children in respect of whom they are relatives, who:</p> <ul style="list-style-type: none"> <li>• have been assessed as ineligible to become adoptive parents under the <i>Adoption Act 2009</i> or</li> <li>• withdraw their application under the <i>Adoption Act 2009</i>.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting information</li> <li>• assessment reports</li> <li>• decision notice</li> <li>• appeal records</li> <li>• medical reports.</li> </ul> <p><i>Excludes criminal history records.</i></p> <p><i>See reference number 1.2.5 for criminal history checks for prospective adoptive parents</i></p>	Temporary	Retain 100 years after last action.

Reference	Description of records	Status	Disposal action
1.2.5	<p><b><i>Criminal history checks - prospective adoptive parent records</i></b></p> <p>Records relating to criminal history checks undertaken for prospective adoptive parents in accordance with the <i>Adoption Act 2009</i>.</p>	Temporary	Retain until applicant notified of assessment outcome AND finalisation of all appeals.
1.2.6	<p><b><i>Post-adoption services</i></b></p> <p>Records relating to post adoption services provided to individual parents and children. Includes the release of adoption information as allowed under the <i>Adoption Act 2009</i> and the exchange of non-identifying communications between a child's adoptive family and his/her birth family as part of the Mailbox Service of the <i>Adoption Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests for information with proof of identity</li> <li>• copies or records of information provided.</li> </ul> <p>See reference 1.2.1 for individual child adoption cases.</p>	Temporary	Retain for 100 years after last action.
1.3	<p><b>PROSECUTION</b></p> <p><i>The activity of taking legal proceedings against a person under the Adoption Act 2009.</i></p>		
1.3.1	<p><b><i>Legal proceedings</i></b></p> <p>Records relating to legal proceedings initiated by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Minister's written consent to commence prosecution proceedings</li> <li>• court applications</li> <li>• details of the appointment of legal representation</li> <li>• legal instructions</li> <li>• copies of court documentation</li> <li>• detailed case notes</li> <li>• research and background information.</li> </ul>	Permanent	Retain permanently.

## 2. ALTERNATIVE CARE PROVIDER MANAGEMENT

*The function of managing alternative care providers under the Child Protection Act 1999 including funding arrangements, licensing of service based care providers, such as group and residential care, and official approval, support, recruitment and training of foster carers to enable the provision of quality care to children and young people in need.*

*Please refer to the Financial Management section of the General Retention and Disposal Schedule for Administrative Records for records of administered grants and financial assistance provided to carers by the department.*

Reference	Description of records	Status	Disposal action
2.1	<p><b>CONTROL</b></p> <p><i>The activity associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>		
2.1.1	<p><b>Foster carer register</b></p> <p>Register of all foster carers approved under the <i>Child Protection Act 1999</i>.</p>	Permanent	Retain permanently.
2.1.2	<p><b>Register of alternative care service licence holders</b></p> <p>Register of care service providers approved to hold a licence under s. 127 of the <i>Child Protection Act 1999</i>.</p> <p><i>See section 2.5 Licensing of Care Providers for records relating to the licensing of care service providers.</i></p>	Temporary	Retain for 50 years after expiry or cancellation of all licences.
2.2	<p><b>ENQUIRIES</b></p> <p><i>The activity associated with the handling of requests for information about the department and its services by the general public or another organisation.</i></p>		
2.2.1	<p><b>Intake services enquiries</b></p> <p>Records relating to enquiries received by the department on foster caring.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
2.3	<p><b>FOSTER CARE HISTORY</b></p> <p><i>The activity of approving foster carers and managing approved carers in delivery of foster care to children, including shared foster care.</i></p>		
2.3.1	<p><b><i>Foster carer files</i></b></p> <p>Records relating to approved foster parents where:</p> <ul style="list-style-type: none"> <li>• a provisional certificate of approval was issued under s.136A of the <i>Child Protection Act 1999</i></li> <li>• a carer certificate was issued under s.136C of the <i>Child Protection Act 1999</i> or</li> <li>• a renewal application was approved under s.134 (5) of the <i>Child Protection Act 1999</i>.</li> </ul> <p>Includes cases where the carer certificate was suspended or cancelled under s.139 of the <i>Child Protection Act 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• copies documents establishing proof of identity</li> <li>• criminal history checks/Blue Card Notice</li> <li>• application amendments</li> <li>• certificate amendments</li> <li>• referee questionnaires</li> <li>• assessments</li> <li>• surrendered certificates</li> <li>• notifications</li> <li>• signed carer agreements</li> <li>• exit interviews</li> <li>• action taken against carers for breaches under s.140 of the <i>Child Protection Act 1999</i>.</li> </ul>	Permanent	Retain permanently.
2.3.2	<p><b><i>Applications – refused relative carers</i></b></p> <p>Applications to become foster parents made by persons who are relatives of a child</p>	Temporary	Retain for 100 years after last action.

Reference	Description of records	Status	Disposal action
	<p>which are refused in accordance with s.136 of the <i>Child Protection Act 1999</i>. Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• referee questionnaires</li> <li>• assessments</li> <li>• notifications</li> <li>• records of appeals against refusals.</li> </ul>		
2.3.3	<p><b><i>Applications – refused</i></b></p> <p>Applications to become foster parents which are refused in accordance with s.136 of the <i>Child Protection Act 1999</i> other than those covered by reference number 2.3.2. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• referee questionnaires</li> <li>• assessments</li> <li>• notifications</li> <li>• records of appeals against refusals.</li> </ul>	Temporary	Retain for 50 years after last action.
2.3.4	<p><b><i>Applications – do not proceed</i></b></p> <p>Applications to become foster parents which were withdrawn or were otherwise incomplete. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• requests for further information</li> <li>• referee questionnaires.</li> </ul>	Temporary	Retain for 2 years after last action.
2.4	<p><b>FOSTER CARER RECRUITMENT</b></p> <p><i>The activity of developing and delivering recruitment programs for potential foster carers. Includes arrangements and implementation of the program.</i></p>		

Reference	Description of records	Status	Disposal action
2.4.1	<p><b><i>Recruitment program delivery</i></b></p> <p>Master copies of recruitment tools and materials such as educational kits and newsletters. Also includes attendance records and audio visual resources.</p>	Temporary	Retain for 7 years after last action.
2.4.2	<p><b><i>Recruitment program development</i></b></p> <p>Records supporting the development of recruitment initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.
2.5	<p><b>LICENSING OF CARE PROVIDERS</b></p> <p><i>The activity of officially approving a care service organisation to be a licensed care services provider in accordance with the Child Protection Act 1999. Includes assessing applications, approvals and issue of licences as well as cancellations and renewals.</i></p> <p><i>See reference number 2.6.1 for the monitoring of licensed service providers.</i></p> <p><i>See the Financial Management section of the General Retention and Disposal Schedule for Administrative Records for grant funding applications.</i></p>		
2.5.1	<p><b><i>Applications – approved</i></b></p> <p>Applications for care service licences that are approved. Includes applications where:</p> <ul style="list-style-type: none"> <li>• a care service licence was issued under s.127 of the <i>Child Protection Act 1999</i> and</li> <li>• a renewal application was approved under s.134 (5) of the <i>Child Protection Act 1999</i>.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• copies of policies and plans supporting the application</li> <li>• referee questionnaires</li> <li>• independent evaluations (<i>Child Protection Regulation 2011</i>)</li> <li>• licence amendments</li> <li>• assessments</li> <li>• licences surrendered under s.141A</li> <li>• statutory notifications.</li> </ul> <p><i>See also section 2.1 for the registration of licence holders.</i></p>	Temporary	Retain for 50 years after expiry or cancellation of licence.

Reference	Description of records	Status	Disposal action
2.5.2	<p><b><i>Applications – refused/do not proceed</i></b></p> <p>Applications for care service licences that are:</p> <ul style="list-style-type: none"> <li>• not approved under s.129 of the <i>Child Protection Act 1999</i></li> <li>• withdrawn or</li> <li>• otherwise incomplete.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• copies of policies and plans supporting application</li> <li>• referee questionnaires</li> <li>• assessments</li> <li>• statutory notifications</li> <li>• records of appeals against refusals.</li> </ul>	Temporary	Retain for 2 years after last action.
2.6	<p><b>NON-GOVERNMENT SERVICE PROVIDERS</b></p> <p><i>The activity of monitoring licensed care service providers (in the non-government sector) in the delivery of particular care services to the child such as residential, shared housing, respite, emergency and therapeutic services. Includes monitoring service agreements and audits for compliance.</i></p>		
2.6.1	<p><b><i>Provider management</i></b></p> <p>Records relating to the monitoring of licensed non-government care service providers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• records of inspections (s. 147 of the <i>Child Protection Act 1999</i>)</li> <li>• statutory returns relating to information in records (<i>Child Protection Regulation 2011</i>)</li> <li>• reports of suspected harm to a child in care (s.148 (2) of the <i>Child Protection Act 1999</i>).</li> </ul> <p><i>See the Financial Management section of the General Retention and Disposal Schedule for Administrative Records for grant funding applications.</i></p> <p><i>See section 2.5 for the licensing of services providers.</i></p>	Temporary	Retain for 50 years after expiry or cancellation of licence.

Reference	Description of records	Status	Disposal action
2.7	<p><b>PROMOTIONAL CAMPAIGNING</b></p> <p><i>The activity of developing and engaging in promotional activities to encourage applications from the public as alternative carers. See section 2.4 for foster carer recruitment seminars.</i></p>		
2.7.1	<p><b>Program delivery</b></p> <p>Master copies of foster care promotional tools and materials. Records may include final versions of media releases, information booklets, brochures, posters, fact sheets and video productions. Also includes attendance records.</p> <p><i>See section 2.4 for material developed for prospective foster carers.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for published material.</i></p>	Temporary	Retain for 5 years after last action.
2.7.2	<p><b>Program development</b></p> <p>Records supporting the development of foster care promotion initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.
2.8	<p><b>TRAINING AND SUPPORT</b></p> <p><i>The activity of developing and delivering training packages to non-government or government care agencies in order to improve level of knowledge and capacity for delivery of alternative services. Also includes on-going support to providers of services such as foster carers and counsellors.</i></p>		
2.8.1	<p><b>Training delivery</b></p> <p>Master copies of training and support tools and materials, for example, educational kits, newsletters and planning models or frameworks. Also includes attendance records and audio visual records.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for published material.</i></p>	Temporary	Retain for 7 years after last action.
2.8.2	<p><b>Training development</b></p> <p>Records supporting the development of training and support initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.



### 3. CHILD PROTECTION

*The function of providing and managing services to children and their families for the purpose of protecting the welfare of the child (including unborn children). Services are aimed at the tertiary care level and include case management of the child to ensure their safety and well-being, handling of complaints, reporting to the Commissioner for Children and Young People, provision of crisis care services and child protection measures taken under international conventions, and abuse counselling.*

*Please refer to the Financial Management section of the General Retention and Disposal Schedule for Administrative Records for records of administered grants.*

Reference	Description of records	Status	Disposal action
3.1	<p><b>CASE MANAGEMENT</b></p> <p><i>The activity of managing a client for the purpose of child protection as well as developing, implementing and monitoring the case plan for the child.</i></p>		
3.1.1	<p><b><i>Child protection case files – significant</i></b></p> <p>Child case files relating to the protection of individual children in accordance with the <i>Child Protection Act 1999</i> where the case:</p> <ul style="list-style-type: none"> <li>• became the subject of a child death review</li> <li>• became the subject of an external inquiry or investigation</li> <li>• became the subject of a Case review or Departmental review which had adverse findings against the Department or a regulated care provider or</li> <li>• led to a change in policy, practice or law which had a major impact on the department.</li> </ul> <p>Includes cases dealt with via the Suspected Child Abuse and Neglect (SCAN) system in accordance with s. 159I of the <i>Child Protection Act 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case Plans (s. 51A of the <i>Child Protection Act 1999</i>)</li> <li>• records of case planning meetings, conferences and consultations</li> <li>• child protection orders (s. 53 of the <i>Child Protection Act 1999</i>)</li> <li>• photographs</li> <li>• health/medical records</li> <li>• signed assessment care agreements and child protection care agreements (ss. 51ZD</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>and 84 of the <i>Child Protection Act 1999</i>)</p> <ul style="list-style-type: none"> <li>• transitional placement and flexible funding package (TPFF) records</li> <li>• school records.</li> </ul> <p><i>See reference number 3.2.1 for records of child death reviews.</i></p> <p><i>See reference number 3.3.2 for records of SCAN team case management meetings.</i></p>		
3.1.2	<p><b><i>Child case files – not significant</i></b></p> <p>Records relating to child protection cases that are not regarded as significant including:</p> <ul style="list-style-type: none"> <li>• cases where the department is the competent authority for enforcing child protection measures made in foreign jurisdictions in accordance with the <i>Child Protection (International Measures) Act 2003</i></li> <li>• child abduction cases that are brought within the jurisdiction of the department in accordance with Article 8 of the <i>Child Protection Convention (1996)</i> and the <i>Child Protection (International Measures) Act 2003</i></li> <li>• cases dealt with via the Suspected Child Abuse and Neglect (SCAN) system in accordance with the <i>Child Protection Act 1999</i></li> <li>• all other child protection cases not covered by reference number 3.1.1.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• foreign property protection orders</li> <li>• child protection orders</li> <li>• records of case planning meetings, conferences and consultations</li> <li>• declarations assuming guardianship of a child.</li> </ul> <p><i>See reference number 3.1.1 for significant child protection cases.</i></p>	Temporary	Retain for 120 years from year of birth.
3.1.3	<p><b><i>Child case transfers</i></b></p> <p>Records relating to the process of transferring children in care into the guardianship of interstate or overseas agencies in accordance with the <i>Child Protection Act 1999</i>. Includes judicial and administrative transfers, and transfers dealing with non-participating States. Also includes arrangements for children to be transferred to Queensland from other jurisdictions.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 5 years after transfer complete or revoked.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>orders revoking the transfer.</li> </ul> <p><i>See section 3.1 for detailed records of the department's involvement with a child.</i></p>		
3.2	<p><b>CHILD DEATH REVIEW</b></p> <p><i>The activities relating to reviewing cases of child deaths as required under Chapter 7A of the Child Protection Act 1999, where the child is a current or former client (within the last 3 years) of the department. Includes the processes involved such as assessment and reporting to the Commissioner for Children and Young People and Child Guardian as required by the Act.</i></p>		
3.2.1	<p><b>Reviews</b></p> <p>Records relating to child death reviews undertaken by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>copies of case file records</li> <li>terms of reference</li> <li>information obtained from other entities</li> <li>interview notes</li> <li>internal reports</li> <li>final report submitted to the Child Death Case Review Committee</li> <li>supplementary reports provided to the CDCRC</li> <li>evidence of reports provided to the State Coroner.</li> </ul> <p><i>See also section 3.1 for other records documenting the department's interaction with a child.</i></p>	Permanent	Retain permanently by the department.
3.3	<p><b>COMMITTEES</b></p> <p><i>The activity associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</i></p>		
3.3.1	<p><b>SCAN system establishment</b></p> <p>Records relating to the establishment and review of the SCAN system in accordance with the <i>Child Protection Act 1999</i>. Includes roles and responsibilities statements, procedures, and review reports.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	Excludes records of the establishment of individual SCAN teams. <i>See section 3.1 for records of individual SCAN teams.</i>		
3.3.2	<p><b>Minutes of meetings</b></p> <p>Records relating to the conduct of business meetings of the SCAN team including agenda and minutes. <i>See section 3.1 for case specific records created by the SCAN team.</i></p>	Temporary	Retain for 20 years after last action.
3.3.3	<p><b>Agreements</b></p> <p>Records relating to SCAN Core Member Agreements. Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• core member privacy deeds (SCAN form 8)</li> <li>• core member agreements (SCAN form 5).</li> </ul>	Temporary	Retain for 70 years after last action.
3.3.4	<p><b>Information Coordination Meetings (ICM)</b></p> <p>Records relating to the planning and outcome of SCAN Information Coordination Meetings (ICM). Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• ICM agendas</li> <li>• referral documents</li> <li>• ICM record of decision.</li> </ul>	Temporary	Retain for 70 years after last action
3.4	<p><b>COMPLAINTS MANAGEMENT</b></p> <p><i>The activity of managing and dealing with the enquiries, expressions of concern and complaints from a concerned party relating to the child protection system and service delivery as per the Department's Complaints Management Policy. Includes the review of formal complaints through an internal or external review procedure.</i></p> <p><i>Excludes:</i></p> <ul style="list-style-type: none"> <li>• <i>matters of concern raised in relation to the standard of care provided to a child or young person in alternative care until the matter has been decided</i></li> <li>• <i>allegations of risk or harm to a child or young person</i></li> </ul>		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• <i>criminal behaviour, official misconduct or staff disciplinary matters</i></li> <li>• <i>matters before a court, tribunal or external review body</i></li> <li>• <i>case work matters being considered at a Child Safety Service Centre level with a decision still pending.</i></li> </ul>		
3.4.1	<p><b>Complaints - significant</b></p> <p>Records relating to matters dealt with in accordance with the <i>Complaints Management Policy</i> which resulted in significant outcomes for the department or the child safety system. Factors which determine a permanent retention include, cases where the complaint:</p> <ul style="list-style-type: none"> <li>• became the subject of a child death review</li> <li>• became the subject of an external inquiry or investigation</li> <li>• became the subject of a case review or departmental review which had adverse findings against the department or a regulated care provider</li> <li>• led to a change in policy, practice or law which had a major impact on the department.</li> </ul> <p>Includes cases referred to an independent third party where impartiality is a concern.</p>	Permanent	Retain permanently.
3.4.2	<p><b>Other complaints - substantiated</b></p> <p>Records relating to matters dealt with as enquiries or complaints in accordance with the <i>Complaints Management Policy</i> which:</p> <ul style="list-style-type: none"> <li>• are not covered by reference 3.4.1 and</li> <li>• are found to be substantiated.</li> </ul> <p>Includes cases referred to an independent third party where impartiality is a concern.</p>	Temporary	Retain for 10 years after last action.
3.4.3	<p><b>Complaints – unsubstantiated or lapsed</b></p> <p>Records relating to matters dealt with as an enquiry, complaint or case review in accordance with the <i>Complaints Management Policy</i> which:</p> <ul style="list-style-type: none"> <li>• are found to be unsubstantiated</li> <li>• the statutory time limit for raising the matter has lapsed and approval has not been granted to pursue it.</li> </ul> <p>Includes cases referred to an independent third party where impartiality is a concern.</p>	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
3.5	<p><b>CONTROL</b></p> <p><i>The activity associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>		
3.5.1	<p><b><i>Intakes register</i></b></p> <p>Register documenting all cases of suspected child abuse or neglect reported to the Department under s. 14 of the <i>Child Protection Act 1999</i>. <i>See section 3.1 where the child becomes a client of the department.</i></p>	Permanent	Retain permanently.
3.5.2	<p><b><i>Register of referrals</i></b></p> <p>Register recording details of child abuse incidents and cases of suspected harm or risk of harm referred to the Queensland Police Service under s.14 of the <i>Child Protection Act 1999</i>. Includes notifications provided to other relevant government bodies. <i>See section 3.1 where the child becomes a client of the department.</i></p>	Temporary	Retain for 120 years after last action.
3.5.3	<p><b><i>Consultation and advice register</i></b></p> <p>Register recording all advice and referral services provided in response to public enquiries about child protection services, abuse procedures, counselling, etc. <i>See section 3.1 where the child becomes a client of the department.</i> <i>See section 3.4 for matters which become complaints.</i></p>	Temporary	Retain for 7 years after last action.
3.6	<p><b>COUNSELLING SERVICES</b></p> <p><i>The activity of counselling children under 18 years of age, who are subject to departmental intervention and who have experienced or are at risk of abuse, including sexual abuse. Also includes assisting children under 10 years of age who are subject to departmental intervention who display sexualised behaviour, through provision of assessment and therapy, including the affected family of carers.</i></p>		
3.6.1	<p><b><i>Abuse counselling – significant</i></b></p> <p>Records relating to the provision of abuse counselling services to children who are subject to departmental intervention where the case:</p> <ul style="list-style-type: none"> <li>became the subject of a child death review</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• became the subject of an external inquiry or investigation</li> <li>• became the subject of a case review or departmental review which had adverse findings against the department or a regulated care provider</li> <li>• led to a change in policy, practice or law.</li> </ul> <p>Excludes counselling provided to family and carers. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case notes</li> <li>• referrals</li> <li>• assessment reports</li> <li>• consent forms</li> <li>• Chief Executive's consent.</li> </ul>		
3.6.2	<p><b><i>Abuse counselling – other</i></b></p> <p>Records relating to the provision of abuse counselling services to:</p> <ul style="list-style-type: none"> <li>• children subject to departmental intervention not described in reference 3.6.1 and</li> <li>• carers and families of carers.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case notes</li> <li>• referrals</li> <li>• assessment reports</li> <li>• consent forms</li> <li>• Chief Executive's consent.</li> </ul>	Temporary	Retain for 120 years from year of birth.
3.6.3	<p><b><i>Consultation services</i></b></p> <p>Records of telephone advice, consultation and referrals provided by the Department relating to abuse counselling services.</p>	Temporary	Retain for 7 years after last action.
3.7	<p><b>INTAKES</b></p> <p><i>The activity of receiving information related to suspected child abuse and neglect cases and the subsequent information gathering, assessment and screening to provide a response to the notifier, as per departmental policy. Includes information on suspected harm to</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>an unborn child.</i></p> <p><i>See section 3.8 for matters which progress to Investigation and Assessment.</i></p> <p><i>See section 3.1 for records relating to cases which require departmental intervention.</i></p>		
3.7.1	<p><b><i>Intakes – no departmental intervention</i></b></p> <p>Records relating to cases where the initial assessment outcome does not warrant continued Departmental involvement.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of police information and notifications</li> <li>• internal and external referrals</li> <li>• medical reports</li> <li>• correspondence with notifier</li> <li>• notification of outcome</li> <li>• family history details.</li> </ul>	Temporary	Retain for 60 years after last action.
3.7.2	<p><b><i>Intakes – identity unknown</i></b></p> <p>Records relating to intakes where the identity family or child is unknown or unable to be established.</p>	Temporary	Retain for 2 years after last action.
3.8	<p><b>INVESTIGATION AND ASSESSMENT</b></p> <p><i>The activity of investigating and assessing a notification of suspected child abuse using the department's legislative powers in accordance with s.14 of the Child Protection Act 1999.</i></p> <p><i>Where these records are kept with the child case file, sentence under the relevant class in section 3.1.</i></p>		
3.8.1	<p><b><i>Investigation and assessment – significant</i></b></p> <p>Records of investigations into suspected child abuse where the case:</p> <ul style="list-style-type: none"> <li>• became the subject of a child death review</li> <li>• became the subject of an external inquiry or investigation</li> <li>• became the subject of a case review or departmental review which had adverse findings against the department or a regulated care provider</li> </ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• led to a change in policy, practice or law which had a major impact on the department.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case notes and family history</li> <li>• court assessment orders</li> <li>• notifier's information</li> <li>• internal and external referrals</li> <li>• suicide and crisis care alerts</li> <li>• police information and notifications</li> <li>• complaints</li> <li>• signed family agreements.</li> </ul>		
3.8.2	<p><b><i>Investigation and assessment - other</i></b></p> <p>Records of investigations into suspected child abuse other than those described in reference 3.8.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case notes and family history</li> <li>• court assessment orders</li> <li>• notifier's information</li> <li>• intensive support case notes</li> <li>• internal and external referrals</li> <li>• suicide and crisis care alerts</li> <li>• police information and notifications</li> <li>• complaints</li> <li>• signed family agreements.</li> </ul>	Temporary	Retain for 120 years from year of birth.

Reference	Description of records	Status	Disposal action
3.8.3	<p><b>Information Requests</b></p> <p>Records relating to requests from internal service groups for criminal history checks under s. 95 of the <i>Child Protection Act 1999</i> carried out by Central Screening Unit and Child Protection History searches carried out by Data Management Services, where the response received by the requesting service group is captured in the appropriate Client file.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• request forms</li> <li>• correspondence with external agencies - Queensland Police Service</li> <li>• response to internal service groups.</li> </ul>	Temporary	Retain for 7 years after last action.
3.9	<p><b>PROSECUTION</b></p> <p><i>The activity of taking legal proceedings against a person under legislation administered by the department under Chapter 6 of the Child Protection Act 1999.</i></p>		
3.9.1	<p>Records relating to legal proceedings initiated by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ministerial consent</li> <li>• referrals to Crown Law</li> <li>• background research provided to Crown Law</li> <li>• court dossiers.</li> </ul>	Permanent	Retain permanently by the department.
3.9.2	Records of internal advice provided to staff on court practice and requirements which support established operational procedures.	Temporary	Retain for 3 years after last action.
3.10	<p><b>TRAINING AND SUPPORT</b></p> <p><i>The activity of developing and delivering training packages to non-government or government agencies in order to improve level of knowledge and capacity for delivery of child care services. Also includes on-going support to providers of services such as counsellors.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for administrative arrangements associated with providing training.</i></p>		

Reference	Description of records	Status	Disposal action
3.10.1	<p><b><i>Training delivery</i></b></p> <p>Master copies of training and support tools and materials, for example, educational kits, newsletters and planning models or frameworks. Also includes attendance records and audio visual records.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for published material.</i></p>	Temporary	Retain for 7 years after last action.
3.10.2	<p><b><i>Training development</i></b></p> <p>Records supporting the development of training and support initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.

## 4. HUMAN RESOURCE MANAGEMENT

*The function of managing the personnel of the department.*

Reference	Description of records	Status	Disposal action
4.1	<p><b>EMPLOYMENT CONDITIONS</b></p> <p><i>The activity associated with managing the general conditions of employment for personnel.</i></p>		
4.1.1	<p><b><i>Criminal history checks</i></b></p> <p>Records relating to criminal history checks carried out on employees of the department in accordance with Chapter 5 Part 6 of the <i>Public Service Act 2008</i>. Includes consent forms and any correspondence with Queensland Police Service and with the applicant.</p>	Temporary	Retain for 2 years after last action.
4.1.2	<p><b><i>Professional Supervision</i></b></p> <p>Records relating to the provision of professional supervision to Child Safety staff that have responsibility for decision-making and the provision of services to Child Safety clients.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• supervision agreements</li> <li>• supervision record sheets</li> </ul>	Temporary	Retain for 70 years from date of birth or 7 years from date of separation/resignation, whichever is later.
4.2	<p><b>RECRUITMENT</b></p> <p><i>The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions in the Public Service Notices, and the handling of applications, interviews, selection, and culling. Also includes recruiting volunteers.</i></p>		
4.2.1	<p><b><i>Criminal history checks</i></b></p> <p>Records relating to criminal history checks carried out on prospective employees of the department in accordance with the <i>Public Service Act 2008</i>. Includes consent forms and any correspondence with the Queensland Police Service and with the applicant.</p>	Temporary	Retain for 2 years after last action.

## 5. LEGACY RECORDS

This section covers legacy records of the predecessor agencies to the Department of Child Safety established in 2004 – 2009. Predecessor Agencies include but are not limited to: Orphanages Office 1885 – 1911, State Children’s Department 1911 – 1966, Department of Children’s Services 1966-1987, Department of Family and Youth Services established 1987 and renamed Department of Family Services.

Reference	Description of records	Date range	Status	Disposal action
5.1	<p><b>INSTITUTION RECORDS</b></p> <p><i>Institutions operated by predecessor agencies and the the non-government sector such as churches and community groups including but not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Birralee 1870 - 1982 aka Rockhampton Orphanage, Rockhampton Receiving Depot, Birralee Children’s Home, Birralee Receiving &amp; Assessment Centre and Birralee Hostel</i></li> <li>• <i>Carramar 1878 – 1995 aka Townsville Orphanage, Townsville Receiving Depot, Carramar Receiving &amp; Assessment Centre</i></li> <li>• <i>TARA 1995 – 2001 (Therapeutic Adolescent Residential Assessment) Unit</i></li> <li>• <i>The Outlook Boonah 1976 – 1979</i></li> <li>• <i>Warilda 1865 – 1989 aka Diamantina Orphanage, Diamantina Receiving Depot and Infants’ Home, Diamantina Receiving Home, Warilda Children’s Home &amp; Warilda Infants’ Home, Warilda Receiving &amp; Assessment Centre</i></li> <li>• <i>St Joseph’s Home Neerkol -1880 - 1978 aka Meteor Park Orphanage</i></li> <li>• <i>Tufnell Home Nundah 1893 – 1990 aka Home of the Good Shepherd</i></li> <li>• <i>Stewart Cottage 1962 – 1993</i></li> <li>• <i>Wongabeena Family Group Home 1970 – 1989</i></li> </ul>			
5.1.1	<p><b><i>Birralee Receiving and Assessment Centre</i></b></p> <p>File 80/5/1 of the Birralee Receiving and Assessment Centre concerning incidents and fire at Birralee and subsequent death of child.</p> <p><i>Previously approved under QDAN 96/0067.</i></p>	1980 -1982	Permanent	Retain permanently.
5.1.2	<p><b><i>Carramar Receiving and Assessment Centre</i></b></p> <p>Records of the Carramar Receiving and Assessment Centre</p>	1879 - 1959	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	including: <ul style="list-style-type: none"> <li>• admissions registers</li> <li>• indexes</li> <li>• sent out books</li> <li>• visitors books</li> <li>• general ledgers</li> <li>• treatment books</li> <li>• nursing home role books</li> <li>• committee minutes books</li> <li>• monthly reports.</li> </ul> <i>Previously approved under QDAN 545.</i>			
5.1.3	<b><i>The Outlook</i></b> Establishment records of the Outlook. <i>Previously approved under QDAN 96/0067.</i>	1972-1987	Permanent	Retain permanently.
5.1.4	<b><i>St Vincent's Home</i></b> Records of St Vincent's Homes at Nundah, Nudgee and Toombul including: <ul style="list-style-type: none"> <li>• allegations/investigations of physical and sexual abuse</li> <li>• case reviews</li> <li>• social work minutes of meetings</li> <li>• correspondence including Ministerial complaints, history of St. Vincents, adolescent program and program evaluation.</li> </ul> <i>Previously approved under QDAN 96/0035 and QDAN 97/0103.</i>	1972 - 1988	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
5.1.5	<p><b>Stewart Cottage</b></p> <p>Records of Stewart Cottage, Toombul including:</p> <ul style="list-style-type: none"> <li>• Uniting Church Family Group Home policy</li> <li>• details of physical assault against child by house parents.</li> </ul> <p><i>Previously approved under QDAN 97/0103.</i></p>	1986	Permanent	Retain permanently.
5.1.6	<p><b>Tufnell Home</b></p> <p>Records of Tufnell Home, Nundah including</p> <ul style="list-style-type: none"> <li>• history of Tufnell Home</li> <li>• staff training</li> <li>• job description of Tufnell Home child care officer</li> <li>• target population</li> <li>• purpose of home</li> <li>• allegations of abuse</li> <li>• programs</li> <li>• minutes of meetings</li> <li>• review of Department of Children's Services roles with Tufnell Home.</li> </ul> <p><i>Previously approved under QDAN 97/0103.</i></p>	1980-1988	Permanent	Retain permanently.
5.1.7	<p><b>Warilda Receiving and Assessment Centre</b></p> <p>Records of the Warilda Receiving and Assessment Centre including:</p> <ul style="list-style-type: none"> <li>• registers of children</li> <li>• discharge registers</li> <li>• seclusion and conferment sheets</li> <li>• records of management meetings</li> <li>• case conference records</li> </ul>	1865 – 1989	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	<ul style="list-style-type: none"> <li>• policy and procedure minutes and records</li> <li>• institution books</li> <li>• infants report books</li> <li>• isolation report books</li> <li>• day books</li> <li>• medical officer visiting books</li> <li>• vaccinations and other drugs administered books</li> <li>• steering committee minutes</li> <li>• directors reports</li> <li>• File 82/10/3 incidents</li> </ul> <p><i>Previously approved under QDAN 96/0035 and QDAN 96/0067.</i></p>			
5.1.8	<p><b><i>Wongabeena Family Group Home</i></b></p> <p>Records of the Wongabeena Family Group Home including:</p> <ul style="list-style-type: none"> <li>• procedures for the placement of children</li> <li>• role of social workers employed by the Baptist Union of Queensland</li> <li>• sexual abuse by a houseparent.</li> </ul> <p><i>Previously approved under QDAN 97/0113.</i></p>	1988 - 1989	Permanent	Retain permanently
5.2	<b>ADOPTION AND SERVICES TO CHILDREN</b>			
5.2.1	<p><b><i>Adoptions Appeals Tribunal</i></b></p> <p>Records relating to the Adoption Appeals Tribunal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• tribunal role</li> <li>• membership</li> <li>• fees payable</li> </ul>	1986	Permanent	Retain permanently.



Reference	Description of records	Date range	Status	Disposal action
	<ul style="list-style-type: none"> <li>complaints.</li> </ul> <p><i>Previously approved under QDAN 97/0176.</i></p>			
5.2.2	<p><b>Care facilities</b></p> <p>Files relating to the issuing of licences for residential care facilities under the provisions of the <i>Children's Services Act</i>.</p> <p><i>Previously approved under QDAN 97/0176.</i></p>	-	Permanent	Retain permanently.
5.2.3	<p><b>Electronic register of children available for adoption</b></p> <p>Entries relating to individual children no longer under the guardianship of the department required to be removed from the register of children available for adoption in accordance with s.27A (6) of the <i>Adoption of Children Act 1964</i>. Includes children who:</p> <ul style="list-style-type: none"> <li>have been adopted</li> <li>have transferred to another jurisdiction</li> <li>have reached the age of 18</li> <li>parental consent to adoption has been withdrawn.</li> </ul> <p>Information may include:</p> <ul style="list-style-type: none"> <li>name of child</li> <li>date of birth</li> <li>contact details</li> <li>date of adoption order</li> <li>notations regarding Queensland Civil and Administrative Tribunal decisions</li> <li>date entered in the register.</li> </ul> <p><i>See section 1.2 Case Management for adoption records of individual children.</i></p>	-	Temporary	Retain until guardianship rescinded.
5.2.4	<p><b>Families, Youth and Community Care</b></p>	1970-1987	Temporary/ Permanent	Destroy 5 years from the end of the financial year in

Reference	Description of records	Date range	Status	Disposal action
	<p>Families, Youth and Community Care - Family assistance files maintained by the Department of Children's Services and later the Department of Family Services where there has been no further contact with the department.</p> <p><i>NOTE - Ten files per year are to be kept as samples and transferred to Queensland State Archives.</i></p> <p><i>Previously approved under QDAN 97/0018.</i></p>			which the last assistance payment was made.
5.2.5	<p><b>Fees</b></p> <p>Records relating to adoption fees including adoption fees for services.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• policy</li> <li>• procedure reviews</li> </ul> <p><i>Previously approved under QDAN 97/0176.</i></p>	1975 - 1987	Permanent	Retain permanently.
5.2.6	<p><b>Guardianship</b></p> <p>Records relating to contraception of females in the care of the department or intellectually disabled children. Includes the administration of Depo-Provera, sterilisation of persons with intellectual disabilities and pregnancy terminations.</p> <p><i>Previously approved under QDAN 98/0007.</i></p>	1986	Permanent	Retain permanently.
5.2.7	<p><b>Infant life protection</b></p> <p>Infant life protection files - numbers 1 – 12120 and 7581 – 84780.</p> <p>Some numbers missing.</p> <p><i>Previously approved under QDAN 98/0028.</i></p>	1905 - 1983	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
5.2.8	<p><b><i>Inter-country Adoptions</i></b></p> <p>Records relating to foreign and inter-country adoptions including:</p> <ul style="list-style-type: none"> <li>• International Adoptive Families of Queensland (IAFQ)</li> <li>• Philippines</li> <li>• Malaysia</li> <li>• Sri Lanka</li> <li>• India</li> <li>• Chile</li> <li>• New Guinea.</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• complaints</li> <li>• Ministerial briefs</li> <li>• enquiries</li> <li>• departmental position on adoption from foreign countries.</li> </ul> <p><i>Previously approved under QDAN 97/0176 and QDAN 98/0007.</i></p>	1958 – 1986+	Permanent	Retain permanently.
5.2.9	<p><b><i>Name changes</i></b></p> <p>Records relating to applications to change a child's surname under s.28 A of the <i>Registration of Births, Deaths and Marriages Act 1962</i>.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of form J – application to change the surname of a child</li> <li>• copies of form U – consent of the Director-General of the Department of Families, Youth and Community Care</li> <li>• copies of communication documents.</li> </ul>	1962 - 2004	Temporary	Retain for 5 years after last action.

Reference	Description of records	Date range	Status	Disposal action
5.2.10	<p><b>Proctor program</b></p> <p>Records relating to the Proctor program including program definition, target population, legal status, goals, conditions imposed by department and allowances payable.</p> <p><i>Previously approved under QDAN 98/0007.</i></p>	1988 - 1992	Permanent	Retain permanently.
5.2.11	<p><b>Sexual Abuse Counselling Service</b></p> <p>File 00518 - Sexual Abuse Counselling Service (SACSS) (Sexual abuse treatment program.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• establishment records</li> <li>• Ministerial briefs</li> <li>• complaints.</li> </ul> <p><i>Previously approved under QDAN 97/0176.</i></p>	1985	Permanent	Retain permanently.
5.3	<b>ADMINISTRATIVE RECORDS</b>			
5.3.1	<p><b>Criminal history disclosures</b></p> <p>Records relating to criminal history disclosures of non-departmental personnel as required by <i>Adoption of Children Act 1964</i>, <i>Child Care Act 1991</i> and <i>Criminal Law (Rehabilitation of Offenders) Act 1986</i>.</p> <p><i>Previously approved under QDAN 97/0113 and 97/0176.</i></p>	-	Temporary	Retain for 50 years after last clearance or check on file, then destroy.
5.3.2	<p><b>Subject files</b></p> <p>Subject files of predecessor departments:</p> <ul style="list-style-type: none"> <li>• 2/27/6 - Increased involvement of non-government sector in provision of welfare services</li> <li>• 2/27/8 - Welfare Services Department involvement in small towns and remote areas/honorary officers</li> </ul>	<p>1981 – 1987</p> <p>1981 – 1987</p>	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	<ul style="list-style-type: none"> <li>• 3/8/8 - Welfare friend Ombudsman</li> <li>• 5/1/2 - Transfer of responsibilities to Department of Tourism, Sport and Welfare Services</li> <li>• 5/1/400 - Proposed Department of Family Services including family welfare legislation submissions</li> <li>• 5/1/451 – Queensland Day Committee: celebrations, minutes and general business</li> <li>• 5/11/136 – Complaints and enquiries re ‘Children of God’ and other religious cults</li> <li>• 5/19/37 - Information booklet activities of Department of Welfare Services</li> <li>• 5/30/4 – Disaster planning</li> <li>• 5/30/15 – Seminars on disaster welfare policy</li> <li>• 7/1/1 – Year of the Parent General</li> <li>• 7/1/2 – Year of the Parent Promotions Committee</li> <li>• 7/1/6 – Newsletters for Year of the Parent</li> <li>• 7/1/8 – Government department involvement in the Year of the Parent</li> <li>• 7/1/9 – Local Government involvement in the Year of the Parent</li> <li>• 8/4/1 - A Policy on youth</li> <li>• 8/11/1 – International Youth Year coordinating and planning committee minutes</li> <li>• 10/8/25 - Queensland consultative committee on social welfare</li> <li>• 10/8/62 - Ipswich interdepartmental project group</li> <li>• 10/8/73 - Interdepartmental committee on victims of domestic violence</li> <li>• 10/8/75 - Interdepartmental standing committee – health, welfare and education</li> <li>• 10/12 - Department of Children’s Services audit reports</li> </ul>	<p>1982</p> <p>1972 – 1975</p> <p>1977 – 1984</p> <p>1983 – 1987</p> <p>1976 – 1979</p> <p>1980 – 1987</p> <p>1975 – 1987</p> <p>1979 – 1986</p> <p>1985 – 1987</p> <p>1985 – 1987</p> <p>1985 – 1987</p> <p>1985 – 1986</p> <p>1985 – 1986</p> <p>1982 – 1987</p> <p>1985</p> <p>1979 – 1986</p> <p>1978 – 1985</p> <p>1981 – 1987</p> <p>1982 – 1987</p>		

Reference	Description of records	Date range	Status	Disposal action
	Brisbane - major audits resulting in changes in policy and procedures	1972 – 1986 1968 – 1980		
	<ul style="list-style-type: none"> <li>• 10/13/7 - Decentralisation of activities of Department of Children's Services</li> <li>• 10/13/9 - Microfilming flood damaged adoption files</li> <li>• 10/13/54 - Commission of Inquiry into Youth</li> <li>• 10/13/129 - Commission of Inquiry into Youth</li> <li>• 10/23 – Incidents - Adoption files falling off back of truck (all files were eventually retrieved)</li> <li>• 10/27 - Review of Department of Children's Services.</li> <li>• 158/1/5 – Policy file: subsidies for children's homes general</li> <li>• 194/2/4 – International Year for Disabled Persons</li> <li>• 198/1/1 – 198/1/2 – Advisory Committee for the Blind – general</li> <li>• 500/1 - Adoption of Children Act - Amendments</li> <li>• 500/2 - Regulation and authorisation to consent to adoption in favour of a relative</li> <li>• 501/27 – General Policy - organisations e.g. Recognition of foreign adoptions, accommodation for babies-Royal women's hospital, adoption of Vietnamese orphans by Australian parents, Adoption appeals tribunal</li> <li>• 550/1 – Amendments procedural legislation papers only</li> <li>• 551/27/9 - Residential Care Advisory Committee</li> <li>• 700/3 – Migration Office – transfer of administrative matters to Welfare Services</li> <li>• 700/10/7 – Establishment of Department of Ethnic Affairs</li> <li>• 00541 - SCAN (Suspected Child Abuse and Neglect) Operating policies, relationships with Health and Police Departments</li> <li>• 00628 – Residential Care – IDS – Basil Stafford Training</li> </ul>	1975 – 1983 1974 – 1980 1975 – 1979 1977 1986 – 1987  1973 – 1987 1979 – 1981  1975 – 1986 1964 – 1987 1975 – 1987 1973 – 1988  1973 – 1987  1975 - 1987 1981 1977 – 1984  1986 1990		

Reference	Description of records	Date range	Status	Disposal action
	<p>Centre, staffing issues, evaluations of programs, reports, CJC hearings, human resource management practice review</p> <ul style="list-style-type: none"> <li>• 01061 – Administration IDCCQ (Intellectually Disabled Citizens Council of Queensland)</li> <li>• Child Protection Unit policy file - position statements, staffing, accommodation and phone requirements</li> <li>• Child Protection Unit –Suspected Child Abuse and Neglect teams - roles, duties and responsibilities</li> </ul> <p><i>Previously approved in QDAN 96/0067, QDAN 97/0098 and QDAN 97/0176.</i></p>	<p>1977 – 1983</p> <p>1987 – 1988</p> <p>1987 – 1988</p>		
5.3.3	<p><b>History</b></p> <p>History of child care in Queensland.</p> <p><i>Previously approved under QDAN 96/0035.</i></p>	-	Permanent	Retain permanently.
5.3.4	<p><b>Indexes</b></p> <p>Index cards which relate to area office client files.</p> <p><i>Previously approved under QDAN 96/0054.</i></p>	-	Permanent	Retain permanently.
5.3.5	<p><b>Indexes</b></p> <p>Index cards which relate to area office client files which record enquires which have not progressed beyond initial contact.</p> <p><i>Previously approved under QDAN 96/0054.</i></p>	-	Temporary	Retain for 10 years from date of last action.
5.3.6	<p><b>Photographs</b></p> <p>Photographs of Directors of the Department of Children's Services including:</p> <ul style="list-style-type: none"> <li>• George A Ferguson</li> <li>• Herbert Clarke</li> </ul>	1933 - 1987	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	<ul style="list-style-type: none"><li>• William Smith</li><li>• Harold Harris</li><li>• Charles Clarke</li><li>• Robert Plummer</li><li>• Graham Zerk.</li></ul> <p><i>Previously approved under QDAN 545 v.1</i></p>			
5.3.7	<p><b>Training</b></p> <p>Records relating to Foster Care Programs-Foster parent training including copy of training program and concerns of foster parents about training.</p> <p><i>Previously approved in QDAN 98/0007.</i></p>	1989	Permanent	Retain permanently.
5.3.8	<p><b>Vaccinations</b></p> <p>List of staff, children in care and care providers who were vaccinated against Hepatitis B.</p> <p><i>Previously approved under QDAN 97/0103.</i></p>	1990	Permanent	Retain permanently.