

Records Ministerial Offices need to keep

Records that are **made or received of all your portfolio-related activities, affairs or business, or official duties in any medium must be kept** for as long as they are required, including:



... a decision made

Records documenting decisions made during your portfolio-related work or official duties, including, but not limited to:

- emails making significant portfolio decisions
- development and implementation of portfolio policies
- contact (in any medium including emails) with the public, private organisations, and other Ministers or Assistant Ministers on business related to the portfolio
- information about the creation or restructure of agencies within the portfolio



... actions taken

Records showing actions you've taken or received as part of your portfolio-related work or official duties, including, but not limited to:

- notes or minutes of meetings about significant portfolio matters
- diaries or appointment books (electronic or hard copy) relating to the portfolio and used to record information such as dates, times and meeting agendas
- social media posts consulting on issues or policy
- significant drafts showing feedback or change in policy direction
- significant speeches or addresses



...to meet requirements

Records that meet specific legal requirements:

- pecuniary interest records
- records relating to Minister's legislative responsibilities (e.g. where the Minister is the last point of appeal under legislation or has additional discretionary powers, and the information is not duplicate or held by the portfolio public authority)



...in all mediums

Records exist in many mediums and locations, including, but not limited to:

- emails (sent and received)
- social media interactions
- text messages and messaging apps (e.g. WhatsApp, Snapchat)
- images, photos and videos
- reports, spreadsheets and presentations
- shared drives
- websites
- data in business systems (e.g. audit logs, metadata, client management databases)

Information linked to a record such as logs, metadata, or copies and any information connected to a public record to identify or contextualise the record is **also a public record**.

Deciding what records to keep and for how long

Ask yourself:

- Does this record provide evidence of a portfolio-related activity, decision or action, or official duties?
- Is it needed to meet legal requirements?
- Will it have ongoing value to someone in the future?

[Office of a Minister of the Crown and Parliamentary Secretaries Retention and Disposal Schedule](#) details minimum retention periods. [Ministerial records policy](#) provides overall guidance that you must have regard to under s.12(b) of the [Public Records Act 2023](#).

Records that can be destroyed

Information that doesn't document your portfolio-related activities or official duties such as records relating to your personal, party political, electorate activities, capacity of being a member of the Legislative Assembly, external publications, and external training material.

Records transferred to Queensland State Archives (QSA)

Transfer all portfolio-related and official duties-related records upon the end of a Ministerial appointment to:

- **QSA**, if there is a change in the governing political party
- **the new Minister or Assistant Minister** if the same political party remains in government.