

Industrial Relations Regulation Retention and Disposal Schedule

Responsible public authority: Queensland Treasury

Queensland Disposal Authority Number (QDAN)	727	Version	1
Date of approval	21 January 2016		
Approved by A/State Archivist	Adrian Cunningham		
QSA File Reference	QSA08/133		

Scope of retention and disposal schedule

This schedule applies to the development, maintenance, audit and promotion of fair, safe and efficient business practices, including the regulations of workplace health and safety and electrical safety operations in accordance with legislation. It also applies to the development and delivery of vocational training to meet regulatory outcomes and the review of decisions made by an agency under work health and safety legislation. Records relating to the administration of the Anzac Day Trust are also covered by this schedule.

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References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Office of Industrial Relations is the responsible agency for the *Industrial Relations Regulation Retention and Disposal Schedule* at the time of approval of the schedule. However, 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 7730 or rkqueries@archives.qld.gov.au.

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.

Queensland State Archives

Department of Science, Information Technology and Innovation

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

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

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

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Office of Industrial Relations should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 97/0136 – Issued to Workplace Health and Safety Division, Department of Training and Industrial Relations, 26 September 1997
- QDAN 98/0040 – Issued to Workplace Health and Safety Division, Department of Training and Industrial Relations – Maryborough, 16 June 1998
- QDAN 355 v.2 – Issued to Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations, 4 October 2000
- QDAN 419 v.1 – Issued to Workplace Health and Safety Division, Department of Employment, Training and Industrial Relations, 19 April 1999

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

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

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 8 – 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 8 – 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 7730 or rkqueries@archives.qld.gov.au.

Records created before 1950

Records described in QDAN727 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *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 Office of Industrial Relations' 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 7730 or rkqueries@archives.qld.gov.au for further details.

Contents

1. FOSTERING A FAIR AND SAFE WORK CULTURE.....	5
2. INDUSTRIAL RELATIONS LICENSING AND REGISTRATION, COMPLIANCE, INTERVENTION AND ENFORCEMENT.....	13
3. INDUSTRIAL RELATIONS APPEALS AND DECISION REVIEW MANAGEMENT.....	42
4. INDUSTRIAL RELATIONS VOCATIONAL TRAINING AND ASSESSMENT	44
5. ANZAC DAY TRUST FUND ADMINISTRATION	52
6. LEGACY RECORDS	54

1. FOSTERING A FAIR AND SAFE WORK CULTURE

The function of developing, maintaining, auditing and promoting accountable, fair, safe and efficient business practices. Includes the development of processes and controls to ensure integrity, transparency and the fair and ethical treatment of all stakeholders and to assist in the prevention of accidents and the detection of fraudulent, dishonest and/or unethical behaviour by any member of staff, tribunals and other groups or committees. Also includes providing advice and interpretation of legislation, collaborating and liaising with key stakeholder groups, authorities and organisations and the provision of information and statistical analysis relevant to state and federal work health and safety issues and national reporting requirements.

Reference	Description of records	Status	Disposal action
1.1	<p>CONSULTATION AND ENGAGEMENT</p> <p><i>The process of internal and/or external stakeholder consultation and participation in which opinions and feedback on specific issues are sought, and implications and possible solutions canvassed. This could take the form of community forums, calls for submissions, focus groups, workshops etc.</i></p>		
1.1.1	<p>Industry partnerships</p> <p>Records relating to developing industry capability to better identify and manage work health and safety risks in a sustainable manner.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements • correspondence • records of proceedings at forums and seminars • research • risk control plans • action plans. 	Temporary	Retain for 10 years after business action completed.
1.1.2	<p>Workplace consultations</p> <p>Records relating to the provision of information to business operators (including onsite assistance) to identify and manage work health and safety risks within their businesses. Includes the development of an action plan to reduce the risks.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • written requests 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • advice • action plans • entries in notebooks and the Compliance Investigation System (CIS) • photographs • monitoring records • reports • workplace surveys. 		
1.2	<p>PROGRAM MANAGEMENT</p> <p><i>The activities associated with the planning, implementation, evaluation, review and continuous improvement of programs.</i></p> <p><i>Includes developing a managed program to assess and ensure that imposed regulatory requirements are being met by industry groups and employers, determining the suitability of potential or existing programs in relation to meeting the needs of the agency; formulating ways in which objectives can be achieved; the activities associated with carrying out or putting the programs into action; and the monitoring of strategies to enhance the agency's programs.</i></p>		
1.2.1	<p><i>Audit campaigns and intervention programs</i></p> <p>Records relating to the planning, development, implementation, evaluation and review of audit campaigns and intervention programs aimed at targeting industry sectors, workplace hazards or home safety in order to measure compliance and identify work health and safety issues.</p> <p>Also includes records relating to state-wide and regional compliance campaigns and assessment strategies for the systematic identification and evaluation of industrial relations issues.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit calendars • briefing papers • correspondence • project proposals and plans • research 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • compliance models • surveys (including survey design) • evaluation reports. 		
1.3	<p>ADVICE AND ENQUIRIES</p> <p><i>The activity of providing or receiving opinions and judgments. Advice may be prescribed and/or limited by regulation and be formally approved by the Minister, Chief Executive, or applicable Director as appropriate. Also includes the activity of researching, managing and providing industrial relations information to private sector organisations and individuals and to agency staff.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to Ministerial briefings.</i></p>		
1.3.1	<p>Advice – work health and safety and private sector industrial relations</p> <p>Records relating to the provision of detailed policy and operational advice to all internal and external stakeholders including clients; the Minister and Director-General; the Workplace Health and Safety Board; General Manager; Regional Managers and the Workplace Health and Safety Inspectorate on:</p> <ul style="list-style-type: none"> • work health and safety matters under the <i>Work Health and Safety Act 2011</i> for which the agency is responsible • matters relating to the content and operation of the <i>Safety in Recreational Water Activities Act 2011</i> • matters relating to the content and operation of the Private Employment Agents (Code of Conduct) Regulation 2005 • matters relating to the content and operation of the <i>Industrial Relations Act 1999</i>. <p>Records may include, but are not limited to advice, recommendations or technical information regarding:</p> <ul style="list-style-type: none"> • prescribed occupations and activities • registration of systems, equipment, plant and designs • licensing related issues • strategies and programs designed to prevent injury, protect consumers and achieve regulatory outcomes 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • incident investigations and potential prosecution cases • enforceable undertakings • private employment agents • private sector industrial relations matters. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to enquiries and the provision of information by phone or email where no interpretation or advice is given.</i></p>		
1.3.2	<p>Advice – electrical safety</p> <p>Records relating to the provision of detailed policy and operational advice by and to all internal and external stakeholders including clients, the Minister, and Electrical Safety Board, on electrical safety matters under the <i>Electricity Act 1994</i> and <i>Electrical Safety Act 2002</i> for which the agency is responsible.</p> <p>Also includes general advice provided to industry, other regulators or other government agencies.</p> <p>Records may include but are not limited to, advice, recommendations or technical information regarding:</p> <ul style="list-style-type: none"> • proposed codes of practice • energy efficiency and performance of electrical equipment • electrical licences and training. 	Temporary	Retain for 10 years after business action completed.
1.3.3	<p>Advice – land use safety</p> <p>Records relating to the provision of advice to specialist land use authorities such as port authorities and airport precincts on the siting of Major Hazard Facilities and appropriate land use surrounding Major Hazard Facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research • reports • briefings. 	Temporary	Retain for 100 years after business action completed.

Reference	Description of records	Status	Disposal action
	<p><i>See reference numbers:</i></p> <ul style="list-style-type: none"> • <i>1.7.2 for records relating to Land Use Safety Planning in development applications.</i> • <i>1.7.3 for records relating to State Interest Reviews.</i> 		
1.3.4	<p>Advice – technical/scientific</p> <p>Records relating to the provision of technical and scientific advice on complex, high level issues including occupational health and hygiene, ergonomics, biological hazards, asbestos and dangerous goods management.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • sample results • technical reports. 	Temporary	Retain for 100 years after business action completed.
1.3.5	<p>Advice – tribunal</p> <p>Records relating to the provision of strategic policy advice surrounding the activities, staffing and administration of the Queensland Industrial Relations Commission.</p> <p>Subject matter may include, but is not limited to:</p> <ul style="list-style-type: none"> • composition and workload • complaints • commissioners entitlements • dual appointments • fees and charges • reviews • award reviews. 	Temporary	Retain for 20 years after business action completed.
1.4	<p>RESEARCH</p> <p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Also includes, disseminating standard statistical output, information enquiries and ad-hoc data extraction.</i></p>		

Reference	Description of records	Status	Disposal action
1.4.1	<p>Research and statistics</p> <p>Records relating to research and the capture, extraction, analysis and reporting of data held by the agency.</p> <p>Includes:</p> <ul style="list-style-type: none"> • routine research – used to support development of health and safety or industrial relations programs and projects, responses to enquiries and other agency activities • data capture and analysis (statistics) – requests for specific data from agency datasets and analysis of the information retrieved; and the capture of queries used for retrieving information • surveys – the gathering of information relating to the agency’s functions, including survey design, findings and reports • routine reports – the production of routine data and reports on pre-planned topics • horizon scanning – the identification of potential threats, opportunities and likely future developments, including (but not restricted to) those at the margins of current thinking and planning • industrial relations – projects investigation or enquiring into a subject or area of interest in order to discover facts and principles used for the development of responses to emerging industrial and employee relations issues. 	Temporary	Retain for 10 years after business action completed.
1.5	<p>REPORTING</p> <p><i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</i></p>		
1.5.1	<p>Audit campaigns and intervention programs</p> <p>Final intervention program or audit campaign reports. Also includes significant reports for ongoing programs.</p> <p><i>See Reference 1.2.1 for other records related to audit campaigns and intervention programs.</i></p>	Permanent	Retain permanently.
1.6	<p>SUBMISSIONS</p>		

Reference	Description of records	Status	Disposal action
	<p><i>The activity of preparing and drafting a formal response to a Ministerial or Cabinet request for information. Includes unsolicited briefings and submissions provided to inform or advise the Minister or Cabinet of a matter.</i></p>		
1.6.1	<p>Federal government authorities</p> <p>Records relating to submissions made to Federal Government inquiries, agencies and authorities in relation to industrial relations and workplace issues.</p> <p>Includes wage case submissions to the Australia Fair Pay Commission, Parliamentary Committees and the Human Rights and Equal Opportunity Commission.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • comments and input from other agencies or industry • correspondence • supporting documentation • draft and final submissions. 	Permanent	Retain permanently.
1.7	<p>LAND USE SAFETY PLANNING</p> <p><i>The activity of providing a hazard identification risk assessment service for state and local government agencies involved with land use planning for the siting of a new or modified Major Hazard Facility. Includes independent audits of hazard and risk assessment studies and advice on the establishment and safe operation of hazardous industries.</i></p>		
1.7.1	<p>Environmental impact statements</p> <p>Records relating to the assessment of environmental impact statements for State and local government agencies on the siting of Major Hazard Facilities and appropriate land use surrounding Major Hazard Facilities.</p> <p>Includes action and advice regarding environmental impact statements where the agency opposes a significant development.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • risk assessment studies • computer models • correspondence • meeting notes 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> Land Use Applications Register of invitations received and decisions to provide or not provide feedback to the department responsible for land use applications. 		
1.7.2	<p>Development applications – major hazard facility</p> <p>Records relating to the assessment of development applications for material change of use of premises for an existing Major Hazard Facility (or Large Dangerous Goods Location) or proposed Major Hazard Facility, as a concurrence agency under Schedule 7 of the <i>Sustainable Planning Regulation 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> development applications correspondence computer models maps reports and studies third party advice. <p>See reference number 2.10.1 for other records included in Facility Case Files.</p>	Permanent	Retain permanently.
1.7.3	<p>State interest reviews</p> <p>Records relating to the advice given to local government authorities (councils) on relevant planning schemes and compliance with the State Planning Policy.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> map of planning scheme area notices to relevant local governments. 	Permanent	Retain permanently.

2. INDUSTRIAL RELATIONS LICENSING AND REGISTRATION, COMPLIANCE, INTERVENTION AND ENFORCEMENT

The function of registering, certifying, approving and licensing people, plant and designs to undertake particular operations within the requirements of workplace health and safety and electrical safety legislation, regulations, standards and codes. Includes authorising requested action, establishing strategies and programs designed to prevent injury, protect consumers and achieve regulatory outcomes. It includes assessments to measure compliance with legislative requirements and investigating breaches of legislation and notifiable incidents.

The function also includes the regulation non-compliant activities, including coordinating and recommending disciplinary action, prosecution and other enforcement options.

Reference	Description of records	Status	Disposal action
2.1	<p>ACCREDITATION</p> <p><i>The process involved with appointing or accrediting staff (e.g. inspectors) or industry representatives (e.g. third party auditors) under legislation to perform roles regulated by the agency. Also includes, issuing and revoking the instrument of appointment and identity cards. See section 3 for records relating to appeals against decisions not to authorise accreditation.</i></p>		
2.1.1	<p>Accreditation of assessors for high risk work</p> <p>Records relating to the appointment of accredited assessors under Part 4 Authorisations and Schedule 3,7(1)(e) of the <i>Work Health and Safety Act 2011</i>, to assess applicants for licences in high risk work occupations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • certificate of appointment • evidence of training • notice of resignation • suspensions and revocations of appointment • records relating to refused applications. <p>See reference numbers:</p> <ul style="list-style-type: none"> • 2.1.2 for summary details of applications for accredited high risk work assessors 	Temporary	Retain for 5 years after expiry, surrender, revocation or refusal of accreditation.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • <u>2.1.4</u> for accredited auditors register • <u>4.4</u> for accreditation records related to Registered Training Organisations. • <u>4.5</u> for records related to individual trainers and assessors. 		
2.1.2	<p>Accredited high risk work assessors register</p> <p>Entries in the registers containing summary details of the accreditation of assessors. The register includes details of approved, rejected and withdrawn applications.</p> <p>Details may include:</p> <ul style="list-style-type: none"> • personal details • qualifications • dates. <p>See reference number <u>2.1.4</u> for accredited auditors register.</p>	Temporary	Retain entries for 10 years.
2.1.3	<p>Accredited electrical safety and work health and safety auditor, inspector and authorised officer files</p> <p>Records relating to the accreditation of auditors and appointment of inspectors and authorised officers for electrical safety, work health and safety, dangerous goods safety management, self-insurance performance assessment or industrial relations. Includes review audit records relating to the monitoring and review by authorised Departmental staff of accredited auditors during the performance of an audit to ensure compliance with accreditation terms and conditions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • evidence of training and qualifications • instrument of appointment • conditions of appointment • certificate of accreditation • immunisation agreements • revocation or suspension of accreditation 	Temporary	Retain for 10 years after expiry, cancellation, separation or resignation.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • signed notices of resignation • written notices • auditor reports of the work they have undertaken • review audits. <p><i>See reference numbers:</i></p> <ul style="list-style-type: none"> • 2.1.1 for records relating to accreditation of assessors for High Risk Work • 2.1.4 for accredited auditors register • 4.5 for records related to trainer and assessor management. <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to other delegations of authority.</i></p>		
2.1.4	<p>Accredited auditors register</p> <p>Entries in the register comprising details of appointment, suspension and revocation of accreditation of auditors, including resignations and report tracking.</p> <p><i>See reference numbers:</i></p> <ul style="list-style-type: none"> • 2.1.2 for records relating to register of accredited high risk work assessors • 2.1.3 for records relating to accreditation of electrical safety and work health and safety auditors, inspectors and authorised officers. 	Temporary	Retain for 100 years after business action completed.
2.2	<p>AUTHORISATION</p> <p><i>The process of seeking and granting permission to undertake a requested action.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to delegations of authority.</i></p>		
2.2.1	<p>Approvals – industrial relations</p> <p>Records relating to the approving, refusing or cancelling of permits issued under industrial relations legislation.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • special display and exhibition permits issued under s. 22(2) of the <i>Trading (Allowable Hours) Act 1990</i> • applications for places of public amusement to open earlier on Anzac Day under 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<p>s. 35 of the <i>Trading (Allowable Hours) Act 1990</i></p> <ul style="list-style-type: none"> approval to provide workers' accommodation and amenities that meet the requirements and conditions outlined in the <i>Workers' Accommodation Act 1952</i> Special Circumstances Certificates issued under s.12 of the <i>Child Employment Act 2006</i> Work Limitation Notices issued under s.13 of the <i>Child Employment Act 2006</i>. 		
2.2.2	<p><i>Holiday proclamations</i></p> <p>Records relating to the changes of public holidays (substituting another day for a public holiday) or the appointing of public holidays, show holidays or special holidays either throughout the State or within a specified district under the <i>Holidays Act 1983</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> copy of Gazette notices notice requesting holiday be appointed briefing papers. 	Permanent	Retain permanently.
2.2.3	<p><i>Prohibited or restricted carcinogens</i></p> <p>Records relating to the authorisation to use, handle or store a prohibited or restricted carcinogen according to Chapter 7, Division 8 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications authorisation certificates. 	Temporary	Retain for 100 years after last action.
2.3	<p>DISTRIBUTION</p> <p><i>The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.</i></p>		
2.3.1	<p><i>Accountable books and forms</i></p> <p>Records relating to requests from industry stakeholders for assessment summary (AS1) books and Construction Induction Training cards stock (blanks).</p>	Temporary	Retain until reference ceases.
2.3.2	<p><i>Accountable books and forms register</i></p>	Temporary	Retain for 2 years after

Reference	Description of records	Status	Disposal action
	Entries in the register relating to the distribution of assessment books and construction induction cards to industry stakeholders.		business action completed.
2.4	<p>LICENSING</p> <p><i>The activities involved in the provision of license processing services for occupational licences. Includes the renewal of licences. See section 3.1 for records relating to appeals against decisions not to issue a licence.</i></p>		
2.4.1	<p>High risk work and demolition work</p> <p>Records relating to applications for licences to perform high risk work or demolition work as prescribed occupations under the <i>Work Health and Safety Act 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessment summaries • statements of attainment • applications for lost, damaged, destroyed or stolen licences • records relating to refused applications. <p><i>See reference number 2.10.1 for licences related to major hazard facilities.</i></p>	Temporary	Retain for 7 years after business action completed.
2.4.2	<p>Electrical contractor and electrical work</p> <p>Records relating to applications for licences to perform electrical contractor or electrical work as prescribed occupations under the <i>Electrical Safety Act 2002</i>, including electrical work licences, electrical contractor licences and electrical work training permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessment summaries • statements of attainment • applications for lost, damaged, destroyed or stolen licences • records relating to refused applications. <p><i>See reference numbers:</i></p> <ul style="list-style-type: none"> • 2.4.4 for electrical licences register 	Temporary	Retain for 100 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • 2.10.1 for licences related to major hazard facilities. 		
2.4.3	<p>Licensing of asbestos removalists and asbestos assessors</p> <p>Records relating to the licensing of asbestos removalists and asbestos assessors under Part 8.10 of the <i>Work Health and Safety Act 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • certificate of appointment • evidence of training • notice of resignation • suspensions and revocations of appointment • records relating to refused applications. <p>See Reference 2.4.4 for electrical licences register.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to the asbestos register.</p>	Temporary	Retain for 100 years after business action completed.
2.4.4	<p>Licensing registers</p> <p>Records comprising a number of different licensing registers containing entries that summarise licences for electricians and electrical workers. Includes summary registration details for Registered Training Organisations (RTO) authorised signatories and medical exemptions from Cardiopulmonary Resuscitation.</p> <p>Entries in licensing registers may include, but are not limited to:</p> <ul style="list-style-type: none"> • name • licence number • licence conditions • licence type of class • summary of disciplinary action against license holder • expiry date of licence • exemptions. <p>See reference numbers:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • <u>2.4.1</u> for records relating to applications for licences to perform high risk work and demolition work • <u>2.4.2</u> for records relating to applications for licences to perform electrical contractor and electrical work • <u>2.4.3</u> for records relating to applications for asbestos removalists and asbestos assessors. 		
2.4.5	<p>Licensing registers - Renewable and photographic licensing system (RAPs) database</p> <p>Datasets comprising details of licences issued to individuals to perform high risk work and accredited assessments, and to Registered Training Organisations (RTO). Datasets are maintained in the Renewable and Photographic Licensing System (RAPS) database. Information to be captured includes cancellations and suspensions, change of assessor details, changes to courses delivered.</p>	Temporary	Retain for 10 years after expiry or cancellation.
2.5	<p>EXEMPTIONS</p> <p><i>The activities involved in the assessment and approval of applications from industry groups, businesses or specific persons to be exempt from complying with specific legislative requirements.</i></p>		
2.5.1	<p>Work health and safety exemptions</p> <p>Records relating to applications for exemptions to any work health and safety legislative requirement for which the agency is the regulator.</p> <p>Specifically, licensing records relating to applications for exemptions include:</p> <ul style="list-style-type: none"> • medical exemptions, electrical safety applications for exemption from electrical licence requirements for carrying out Cardiopulmonary Resuscitation (CPR) under s. 55 of the Electrical Safety Regulation 2013 • summary details of applications are maintained in the <i>Medical exemptions for Cardiopulmonary Resuscitation (CPR) Register</i> (Ref 2.4.4) • high risk work – application and granting of exemptions from holding a high risk work licence under s. 276(3)(a) of the <i>Work Health and Safety Act 2011</i>. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications 	Temporary	Retain for 10 years after expiry or last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • supporting information • notice of decision • medical exemptions certificates • records relating to refused applications. <p><i>See reference number 2.2.1 for records relating to industrial relations approvals.</i></p>		
2.6	<p>REGISTRATION</p> <p><i>The activity of registering cathodic protection systems, electrical equipment, registrable plant and registrable plant designs to undertake particular operations and to ensure they meet required standards and codes.</i></p>		
2.6.1	<p><i>Cathodic protection systems</i></p> <p>Records relating to applications for registration of cathodic protection systems in accordance with Part 13 Division 6 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • declarations • notice of registration • system details and plans • testing certificates • notice of modifications • notice of removal • notice of refusal • information notices. <p><i>See reference number 2.6.5 for summary registration records of cathodic protection systems.</i></p>	Temporary	Retain for 25 years after business action completed.
2.6.2	<p><i>Electrical equipment</i></p> <p>Records relating to the registration of in-scope electrical equipment in accordance with Part 7 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 25 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • applications • test reports • renewals • extensions • transfers of approval • changing approval types • cancellations • notice of refusal • information notices • notices for obtaining, return or disposal of in-scope equipment. <p><i>See reference number 2.6.5 for summary registration records of electrical equipment.</i></p>		
2.6.3	<p><i>Plant design</i></p> <p>Records relating to applications for the registration of plant design, including where plant is identified as heritage listed or historically significant, in accordance with Part 5.3 Divisions 1 and 3 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • detailed drawings • design calculations • operating instructions • diagrams • registration documents • modifications • notice of approval or refusal • information notices. <p><i>See reference number 2.6.5 for summary registration records of plant design.</i></p>	Temporary	Retain permanently.
2.6.4	<p><i>Registrable plant</i></p> <p>Records relating to applications for the registration of registrable plant in accordance with</p>	Temporary	Retain for 10 years after business action

Reference	Description of records	Status	Disposal action
	<p>Part 5.3 Division 2 and 4 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • renewals • notices of change of address or ownership • payments • notice of approval or refusal. <p>See reference number 2.6.5 for summary registration records for registrable plant.</p>		completed.
2.6.5	<p>Registration registers</p> <p>Records comprising entries that summarise entries for plant design, electrical equipment, registrable plant and protection systems. Information includes owner name and address, date of registration, conditions of registration, and description and location of the structure.</p> <p>Entries in registers may include, but are not limited to:</p> <ul style="list-style-type: none"> • owner name and address • registration conditions • description and location of structure. <p>See reference numbers:</p> <ul style="list-style-type: none"> • 2.6.1 for records relating to applications for cathodic protection systems • 2.6.2 for records relating to applications for in-scope electrical equipment • 2.6.3 for records relating to applications for plant design • 2.6.4 for records relating to applications for registrable plant. 	Permanent	Retain permanently.
2.7	<p>ELECTRICAL PRODUCT SAFETY</p> <p><i>The activities involved with notifying the public of recalls and the provision of advice to industry in issuing recalls. Includes making and issuing of Ministerial Recall Orders. Also includes records related to examinations of electrical equipment, reports on incidents and outcomes of examinations about the safety of a product to other jurisdictions</i></p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to the publishing of equipment recalls through newspaper advertisements, internet pages or the Queensland Government Gazette.</p>		

Reference	Description of records	Status	Disposal action
	<p>See reference numbers:</p> <ul style="list-style-type: none"> • 2.6.2 for records related to registration applications for electrical equipment • 2.6.5 for records related to summary records of registration of electrical equipment. 		
2.7.1	<p>Ministerial recall orders</p> <p>Records relating to the issuing of recall orders to a stated designer, manufacturer or importer under Division 2B of the <i>Electrical Safety Act 2002</i> for unsafe electrical equipment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • checklists • copies of advertisements • gazette notices • recall orders • progress reports • show cause notices • submissions. 	Temporary	Retain for 50 years after last action.
2.7.2	<p>Recall case files</p> <p>Records relating to notifying the public of interstate and Queensland non-Ministerial recalls of unsafe electrical equipment.</p> <p>Includes the provision of advice to industry in issuing recalls.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • briefing papers • checklists • copies of advertisements • progress reports. 	Temporary	Retain for 10 years after file last accessed.
2.7.3	Electrical equipment examination	Temporary	Retain for 50 years after

Reference	Description of records	Status	Disposal action
	<p>Records relating to the examination of electrical equipment in response to an incident notification. Requests for examination could originate from the public, other state authorities or other government agencies.</p> <p>Includes providing reports on incidents and outcomes of examinations about the safety of a product to other jurisdictions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • incident reports • briefing notes • examination reports • samples • photographs. <p>See reference number 2.6.2 for records where testing is related to electrical equipment registration.</p>		business action completed.
2.7.4	<p>Recall register</p> <p>Entries in the register relating to published electrical equipment recalls.</p>	Permanent	Retain permanently.
2.8	<p>INDUSTRY AUDIT</p> <p><i>The activities involved in measuring compliance with legislative requirements. Industry Audits provide objective evidence of the compliance with legislative requirements and where it can be improved, and contribute to the effective implementation of health and safety.</i></p> <p><i>See section 2.9 for records relating to investigations into the causes of accidents, incidents or allegations related to infringements of legislation.</i></p>		
2.8.1	<p>Assessments – evaluations, audits and inspections</p> <p>Records relating to licensing evaluations and targeted compliance or hazard specific audits/inspections of workplaces, in order to determine the degree of risk existing at a workplace and compliance to electrical safety; work health and safety; and industrial relations legislative requirements and standards.</p> <p>Includes audits and inspections of notified events and incidents where an investigation is not warranted.</p>	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acknowledgement of consent to entry • Notice of Assessment • audit checklists • test samples and results • audit reports • expert reports • copies of extracts from Inspectors' notebooks • copies of improvement, infringement and prohibition notices • directives • photographs and video footage • seizure notices and receipts for seized items. <p><i>See reference numbers:</i></p> <ul style="list-style-type: none"> • <u>1.2.1</u> for records relating to planning of audit campaigns • <u>2.8.3</u> for records relating to health monitoring and hazardous chemicals audits • <u>2.9.4</u> for records relating to licensing investigations undertaken as a result of audit/evaluation findings. 		
2.8.2	<p>Contractor compliance history checks</p> <p>Records relating to health and safety compliance history checks undertaken to ensure that contractors seeking eligibility to tender for government building projects have an acceptable safety record before registering under the Queensland Government's Prequalification (PQC) System.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • notices • reports • summaries of prosecutions against applicant. 	Temporary	Retain for 7 years after business action completed.

Reference	Description of records	Status	Disposal action
2.8.3	<p>Health monitoring and hazardous chemicals audits</p> <p>Records relating to compliance or hazard specific audits of Major Hazard Facilities or Manifest Quantity Workplaces, in order to determine the degree of risk existing at a facility and compliance to hazardous chemicals/dangerous goods safety management standards. Includes health monitoring audit records.</p> <p>Includes the issuing of directives by authorised officers.</p> <p>See reference numbers:</p> <ul style="list-style-type: none"> • <u>2.9</u> for directives issued by authorised officers during an investigation of an incident or event • <u>2.12.4</u> for records relating to health monitoring notifications and reports provided by businesses. 	Temporary	Retain for 100 years after business action completed.
2.8.4	<p>Safety management systems – electricity entity</p> <p>Records relating to the evaluation of a prescribed electricity entity’s safety management system, as described under s.234 of the <i>Electrical Safety Regulation 2013</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual audit plans • audit assessment and validation certificates • copies of the safety management system plan. 	Temporary	Retain for 50 years after the entity ceases to operate.
2.8.5	<p>Self-insurer licences</p> <p>Records relating to the provision of workplace health and safety assessment reports to the Workers’ Compensation Regulator as part of the self-insurer licence assessment process, in accordance with s.71 and s.72 of the <i>Workers’ Compensation and Rehabilitation Act 2003</i>.</p> <p>Includes the evaluation of external third party health and safety assessments and reports forwarded to Workplace Health and Safety Queensland as a requirement for licence renewal and evaluation of insurer self-audit results.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications 	Temporary	Retain for 7 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • audit reports • self-audit results • performance assessment reports • records of enforcement activity. 		
2.9	<p>INVESTIGATIONS</p> <p><i>The activities associated with authorised assessment of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p> <p><i>See section 2.8 for records relating to audits to ensure compliance with legislative requirements.</i></p>		
2.9.1	<p>Case files – fatalities (includes coronial cases)</p> <p>Records relating to investigations into notifiable incidents causing death. Includes records relating to the agency assisting in coronial inquiries and responding to coronial recommendations into work related deaths.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • Coroner’s report and recommendations • submissions • test samples and results • directives • briefing notes • expert reports • copies of extracts from Inspector’s notebooks • copies of improvement, infringement and prohibition notices • witness statements • photographs and video footage. <p><i>See reference number 2.12.1 for original notification of fatal incidents.</i></p>	Permanent	Retain permanently.
2.9.2	<p>Case files – non-fatal incidents</p>	Temporary	Retain for 80 years after

Reference	Description of records	Status	Disposal action
	<p>Records relating to the investigation of incidents not resulting in death, but are notifiable under s.711 of the Work Health and Safety Regulation 2011 and s. 265 and s.266 of the Electrical Safety Regulation 2013 including incidents resulting in serious injury or illness of a person, a dangerous incident, a serious electrical incident or dangerous electrical event.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test samples and results • directives • expert reports • investigation reports • copies of extracts from Inspector's notebooks • copies of improvement, infringement and prohibition notices • witness statements • photographs and video footage. <p><i>See reference number 2.12.2 for original notification of non-fatal incidents.</i></p>		business action completed.
2.9.3	<p>Case files – complaints</p> <p>Records relating to investigations into complaints about potential or perceived electrical, health and safety or industrial relations issues or breaches of legislation. Includes investigations into complaints made to committees for which the agency provides secretariat support. Also includes records relating to fraud-related investigations that are not related to a notifiable incident.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • initial complaint • correspondence with relevant parties • reports on outcome of complaints • expert reports. 	Temporary	Retain for 10 years after business action completed.
2.9.4	<p>Licensing investigations</p> <p>Records relating to licensing investigations undertaken as a result of industry audit or</p>	Temporary	Retain for 10 years after business action

Reference	Description of records	Status	Disposal action
	licensing evaluation findings. Records may include, but are not limited to: <ul style="list-style-type: none"> • investigation records • records of liaison with relevant parties • reports. 		completed.
2.10	<p>MAJOR HAZARDS FACILITY AND DANGEROUS GOODS LOCATIONS ADMINISTRATION</p> <p><i>The activities associated with the administration of Hazardous Chemical or Major Hazard Facilities and Large Dangerous Goods Locations as designated under schedule 1 of the Work Health and Safety Act 2011 and supported by chapter 9 of the Work Health and Safety Regulation 2011. Also includes activities conducted under the repealed Dangerous Goods Safety Management Act 2001.</i></p> <p><i>Includes facility classification and assessing the adequacy of risk assessments, safety management systems, emergency plans and safety reports.</i></p>		
2.10.1	<p><i>Facility case files – hazardous chemicals and major hazard facilities</i></p> <p>Records relating to the classification and administration of Hazardous Chemical or Major Hazard Facilities (also known as Large Dangerous Goods Locations).</p> <p>Also includes Large Dangerous Goods Location and Major Hazard Facility records created in accordance with the <i>Dangerous Goods Safety Management Act 2001 (repealed)</i>.</p> <p>Cases may include, but are not limited to:</p> <ul style="list-style-type: none"> • declassifying Major Hazard Facility • reviewing decisions to classify a facility as a Major Hazard Facility • issuing of directives by authorised officers • receiving notification that a facility is not a Major Hazard Facility • reviews of safety reports. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notification about new and existing facilities, upgrades, modifications and possible facilities • gazette notices 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • supporting information • notice of decisions • Queensland Civil and Administrative Tribunal (QCAT) information notices • scaled plans and maps • safety reports • licences relevant to the facility. <p><i>Records related to development applications (reference number 1.7.2) may also be included in the Facility Case File.</i></p> <p><i>Records related to notifications of hazardous chemicals and major hazard facilities (reference number 2.12.8) may also be included in the Facility Case File.</i></p>		
2.10.2	<p>Hazardous industries chemicals branch database</p> <p>Datasets containing details of Major Hazard Facilities and Large Dangerous Goods Locations maintained in the Hazardous Industries Chemical Branch (HICB) Facility database (or equivalent system).</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> • classification code • facility type, name and short name • large dangerous goods location • Major Hazard Facility sector • real property description • dangerous goods activity • file reference number • local government area • postal and street address • registered name. 	Temporary	Retain for 5 years after reference ceases.
2.11	<p>NOTICE AND EVIDENCE MANAGEMENT</p> <p><i>The activity of issuing notices and administering the payment of fines as a penalty imposed as disciplinary action and recovered as a debt.</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>Includes management of items of evidence provided or seized during an audit or investigation.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for financial records relating to the sale of disposed items, payment of fines and penalties, etc.</i></p>		
2.11.1	<p>Evidence arrangements</p> <p>Records relating to the management, storage and tracking of items seized as evidence during the course of an assessment/audit or investigation, including the return of items, access to, and disposal of forfeited items.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence • receipts • notices • permission to release equipment from storage. 	Temporary	Retain for 10 years after investigation or legal proceedings finalised.
2.11.2	<p>Penalties – notices and fines</p> <p>Records relating to the issuing of notices, and payment and recovery of debts owed to the state resulting from penalties imposed as disciplinary action.</p> <p>Also includes the ‘Register of notices issues and fines paid’ which contains summary details of notices issued, fine payment details and receipt numbers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notices • applications to pay fine by instalments • State Penalties Enforcement Registry (SPER) registration • cancellation of registration • default certificates • refunds • receipt details. 	Temporary	Retain for 7 years after the financial year to which the record relates.
2.11.3	<p>Inspectors’ notebooks, notice books and property receipt books</p> <p>Inspectors’ notebooks which contain notes taken during inspections and investigations;</p>	Temporary	Retain for 10 years after last entry.

Reference	Description of records	Status	Disposal action
	<p>notice books including improvement, infringement, and prohibition notice types; and property receipt books for seized items.</p> <p>Also includes the 'Register of accountable books and forms' containing summary details of the notebooks, notice books and property receipt books.</p>		
2.12	<p>NOTIFICATION MANAGEMENT</p> <p><i>The activity of registering and evaluating legislatively specified reports and documents (notifications) relating to matters such as incident notification and designated activities as specified in the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Electrical Safety Act 2002 and Electrical Safety Regulation 2013, and complaints regarding Work Health and Safety issues received from any source. Includes determining appropriate action, e.g. commencing an investigation.</i></p>		
2.12.1	<p>Notifications – fatalities</p> <p>Records relating to the notification and evaluation of incidents causing death under s.711 of the Work Health and Safety Regulation 2011 and s. 265 and s.266 of the Electrical Safety Regulation 2013.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • written notification from entity • telephone notification e.g. note for file • email notification or other electronic notification • summary reports of notifications. <p><i>See reference number 2.9.1 for investigation case files relating to incidents causing death.</i></p>	Permanent	Retain permanently.
2.12.2	<p>Notifications – non-fatal incidents</p> <p>Records relating to the notification and evaluation of incidents not resulting in death, but are notifiable under s.711 of the <i>Work Health and Safety Regulation 2011</i> and s. 265 and s.266 of the <i>Electrical Safety Regulation 2013</i> including incidents resulting in serious injury or illness (including psychological illness) of a person, a dangerous incident, a serious electrical incident or dangerous electrical event.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 80 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • written notification from entity • telephone notification e.g. note for file • email notification or other electronic notification • summary reports of notifications. <p><i>See reference number 2.9.2 for investigation case files relating to non-fatal incidents.</i></p>		
2.12.3	<p>Notifications – complaints</p> <p>Records relating to the receipt of complaints about potential or perceived health and safety or industrial relations issues or breaches of legislation. Includes complaints made to committees for which the agency provides secretariat support. Also includes records relating to fraud-related complaints that are not related to a notifiable incident.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • initial complaint • correspondence with relevant parties • reports on outcome of complaints • expert reports. <p><i>See reference number 2.9.3 for investigation case files relating to complaints.</i></p>	Temporary	Retain for 10 years after business action completed.
2.12.4	<p>Notifications – health monitoring and asbestos</p> <p>Records relating to health monitoring notifications and reports to the regulator.</p> <p>Includes:</p> <ul style="list-style-type: none"> • health monitoring reports provided under s.376 of the <i>Work Health and Safety Regulation 2011</i> • notification of lead risk work under s.403 of the <i>Work Health and Safety Regulation 2011</i> and entries in the lead risk notification register relating to lead risk work notifications • health monitoring reports related to asbestos, provided under s.442 of the <i>Work Health and Safety Regulation 2011</i> (if/when this provision is invoked). • notification of asbestos removal work under s.466 and asbestos emergency notifications under s.454 and s.455 of the <i>Work Health and Safety Regulation</i> 	Temporary	Retain for 100 years after business action completed.

Reference	Description of records	Status	Disposal action
	<p>2011.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • health surveillance reports • notification forms • risk assessment reports • safety data sheets. 		
2.12.5	<p>Notifications – commencement of work</p> <p>Records relating to the notification of the commencement of any work of a seasonal or periodic nature to which the provision of the <i>Workers’ Accommodation Act 1952</i> extend. Notifications may include, but are not limited to data received from QLeave and maintained in the construction projects database relating to the notification of commencement of building and construction work.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • estimated cost of work • principal contractor name • proposed start and completion date • site address • owner’s name • project number and description. 	Temporary	Retain for 1 year after business action completed.
2.12.6	<p>Notifications – demolition work</p> <p>Records relating to the notification of demolition work under s.142 of the <i>Work Health and Safety Regulation 2011</i>.</p>	Temporary	Retain for 1 year after business action completed.
2.12.7	<p>Notifications – electricity distribution entity incident reports</p> <p>Reports from distribution entities under s.268 of the <i>Electrical Safety Regulation 2013</i> about electrical shock incident records made by the distribution entity.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • written notification from entity • telephone notification e.g. note for file • email notification or other electronic notification • summary reports of notifications. 		
2.12.8	<p>Notifications – hazardous chemicals and major hazard facilities</p> <p>Records relating to the notifications required for hazardous chemicals under chapter 7 and major hazard facilities under chapter 9 of the <i>Work Health and Safety Regulation 2011</i>.</p> <p>Notification records relate to:</p> <ul style="list-style-type: none"> • abandoned tanks • quantity of hazardous chemicals present and proposed changes to facilities or operators of the facility • large dangerous goods location and major hazard facility notification records created in accordance with s.49 of the <i>Dangerous Goods Safety Management Act 2001</i> (repealed). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • written notification from entity • telephone notification e.g. note for file • email notification or other electronic notification • summary reports of notifications. <p><i>See reference number 2.10.1 for other records included in the Facility case file.</i></p>	Permanent	Retain permanently.
2.13	<p>SCIENTIFIC RESEARCH AND SUPPORT</p> <p><i>The activities associated with the provision of research and advisory services relating to health and hygiene to support compliance activities and education and training. Includes conducting internal laboratory testing of samples relating to investigations and arrangements for the external laboratory testing of samples.</i></p>		
2.13.1	Expert reports	Temporary	Retain for 30 years after business action

Reference	Description of records	Status	Disposal action
	<p>Records relating to the preparation of scientific technical reports linking a workplace, its activities or chemicals handled and processed to a possible disease outcome, or a direct injury inclusive of noise, vibration, heat or exposure to biological hazards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audio-visual recordings • briefing papers • correspondence • laboratory results • meeting notes • photographs • reports. <p><i>See reference numbers 2.16.1 and 2.16.2 for reports relating to Prosecutions.</i></p>		completed.
2.13.2	<p><i>Testing – internal or external</i></p> <p>Records relating to simple internal laboratory testing of workplace assessment, investigation samples such as dust, liquid, solid and/or air.</p> <p>Includes records relating to the arrangement for external laboratory testing when chemical analysis or National Association of Testing Authorities (NATA) certified analyses are required.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • analysis request forms • signed authorisation for analysis • signed receipts for the samples • test observations and calculations • test reports. <p><i>See sections 2.8 and 2.9 for test analysis reports received from external laboratories that are used as part of an audit/assessment or investigation.</i></p> <p><i>Records related to hazardous chemical testing should be retained on the Facility case file (reference number 2.10.1).</i></p>	Temporary	Retain for 30 years after business action completed.

Reference	Description of records	Status	Disposal action
2.13.3	<p>Laboratory samples/specimens register</p> <p>Entries in the register comprising details of samples submitted for analysis and type of analysis requested. Information in the register includes unique identifier, name of laboratory to which samples were submitted for analysis and submitting inspector's name.</p> <p>Samples or specimens submitted for internal or external analysis include biological samples, dust, liquid, solids and/or gas.</p>	Temporary	Retain entries for 10 years.
2.14	<p>DISCIPLINARY MANAGEMENT</p> <p><i>The activities associated with managing the disciplinary process concerning regulatory breaches, including conducting formal hearings or reviews into unprofessional conduct or unsatisfactory work performance and verifying that the evidence is present to support and justify a recommendation of disciplinary action.</i></p>		
2.14.1	<p>Disciplinary action</p> <p>Records relating to undertaking disciplinary action as a result of a breach of the <i>Work Health and Safety Act 2011</i> or <i>Electrical Safety Act 2002</i>. Includes the process of verifying that there is sufficient evidence present to support and justify a recommendation for disciplinary proceedings.</p> <p>Also includes records relating to proceedings by the Licensing Review Committee or the Electrical Licensing Committee to determine disciplinary action.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appeal submissions • briefing notes • evidence matrix • investigative running sheet • photographs • record of interview • statements of facts • statutory notices • applications 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • correspondence • show cause notices • findings • transcripts • written submissions • recommendations • notice of decision. 		
2.15	<p>ENFORCEABLE UNDERTAKINGS</p> <p><i>The activity of managing an enforcement option as an alternative to court action. Includes receiving and assessing applications, requests to vary or withdraw the undertaking and conducting regular audits to assess compliance.</i></p>		
2.15.1	<p><i>Applications and outcomes</i></p> <p>Records relating to applications for an organisation or individual wishing to enter into an enforceable undertaking under Part 11 of the <i>Work Health and Safety Act 2011</i>, Part 3 of the <i>Electrical Safety Act 2002</i> or s.34 of the <i>Safety in Recreational Water Activities Act 2011</i>.</p> <p>Includes records relating to the development, implementation and monitoring of strategies to enhance the agency's enforceable undertakings program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessments • reasons for decision • compliance audit reports • court orders • notice of acceptance • recommendations • meeting notes • variations 	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • notice of rejected application • withdrawn applications • accepted enforceable undertakings. 		
2.15.2	<p><i>Enforceable undertakings registers</i> Entries in the registers comprising details of enforceable undertakings. Details in the registers include, but are not limited to:</p> <ul style="list-style-type: none"> • name of obligation holder • date agreement accepted • details of incident • summary of undertakings • cost of deliverables with and without recoverable Departmental costs • industry • region. 	Temporary	Entries retained for 10 years after last action.
2.16	<p>PROSECUTION <i>The activities associated with managing the prosecution of individuals and companies for breaches of compliance with legislation and regulations.</i></p>		
2.16.1	<p><i>Prosecution case file – precedent setting</i> Records relating to prosecutions where the case established a legal precedent taken as a guide for subsequent cases, or challenged existing legislation or government policy. Case files contain records relating to prosecutions for breaches of the <i>Work Health and Safety Act 2011</i>, <i>Electrical Safety Act 2002</i> or <i>Industrial Relations Act 1999</i>. Includes records relating to the process of verifying that there is sufficient evidence present to support and justify a recommendation to prosecute. Medical statements and reports produced independently and external to the prosecution process are also included in the prosecution case file. These records may include but are not limited to:</p> <ul style="list-style-type: none"> • autopsy reports 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • inpatient records • literature reviews • witness statements • copies of WorkCover records. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appeal submissions • appeal notices • briefing notes • evidence matrix • complaint and summons • investigative running sheet • investigation reports • photographs • prosecution breach report • record of interview • statement of facts • search warrants • statutory notices • breach reports • recommendation to prosecute • court orders • expert reports • warrants • summons of a witness • analyst's certificate or report • correspondence • full brief of evidence • legal opinion 		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> Queensland Police Service Reports request for defence admissions summary of finding or judgment. 		
2.16.2	<p>Prosecutions – other</p> <p>Records relating to successful and unsuccessful prosecutions where the case has not established precedent.</p> <p>Case files contain records relating to prosecutions for breaches of the <i>Work Health and Safety Act 2011</i>, <i>Electrical Safety Act 2002</i> or <i>Industrial Relations Act 1999</i>. Includes records relating to the process of verifying that there is sufficient evidence present to support and justify a recommendation to prosecute.</p> <p>See reference number 2.16.1 for records that are precedent setting.</p>	Temporary	Retain for 10 years after business action completed.
2.16.3	<p>Prosecutions register</p> <p>Entries in the register detailing results of prosecutions including summaries of offences published on the agency's website.</p>	Temporary	Retain until reference ceases.
2.16.4	<p>Medical statements register</p> <p>Entries in the register detailing all requests for the preparation of medical statements.</p>	Temporary	Retain until reference ceases.
2.16.5	<p>Schedule of comparative sentences</p> <p>Schedule of comparative sentences which provides a history of penalties issued by courts in relation to breaches of specific sections of the <i>Work Health and Safety Act 2011</i>, <i>Electrical Safety Act 2002</i> or <i>Industrial Relations Act 1999</i>.</p>	Permanent	Retain permanently.
2.16.6	<p>Schedules and court diaries</p> <p>Records relating to schedules of prosecution matters, current matter lists, running sheets and court diaries.</p>	Temporary	Retain until reference ceases.

3. INDUSTRIAL RELATIONS APPEALS AND DECISION REVIEW MANAGEMENT

The function of managing appeals against, and requests for review of decisions made by the agency.

Reference	Description of records	Status	Disposal action
3.1	<p>APPEALS AND DECISION REVIEW</p> <p><i>The activity of reviewing decisions made by the agency under the provisions of part 12 of the Work Health and Safety Act 2011 and part 12 of the Electrical Safety Act 2002. It includes appeals heard by a higher court or tribunal such as the Queensland Industrial Relations Commission, Licensing Review Committee or Electrical Licensing Committee.</i></p>		
3.1.1	<p><i>Appeals – review of decisions – significant</i></p> <p>Records relating to applications to review a decision by a person whose interests are affected by an action or decision of the agency. Includes reviews undertaken internally, externally and by commission.</p> <p>Also includes records relating to the agency appealing decisions by a higher court or tribunal not to suspend or cancel the entitlements of a person whose interests are affected by an action or decision of the agency.</p> <p>Significant appeals are those where the outcome:</p> <ul style="list-style-type: none"> • impacts on the provision of services to a large extent • impacts on a particular sector • sets a precedent • results in innovative or significant changes to working conditions. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • notice of appeal • correspondence • submissions • written notice of decisions • stays of decisions • entries in Compliance and Investigation System (CIS). 	Permanent	Retain permanently.

	<i>See reference number 3.1.2 for other appeal reviews.</i>		
3.1.2	<p><i>Appeals – review of decisions – other</i></p> <p>Records relating to applications to review a decision by a person whose interests are affected by an action or decision of the agency. Includes records of internal review, external review and review by commission.</p> <p>Also includes records relating to the agency appealing decisions by a higher court or tribunal not to suspend or cancel the entitlements of a person whose interests are affected by an action or decision of the agency.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • applications • notice of appeal • correspondence • submissions • written notice of decisions • stays of decisions • entries in Compliance and Investigation System (CIS). <p><i>See reference number 3.1.1 for significant reviews.</i></p>	Temporary	Retain for 10 years after business action completed.
3.1.3	<p><i>Licensing appeals register</i></p> <p>Entries in the register comprising details of licensing disciplinary hearings and appeals maintained in the Compliance and Investigation System (CIS) database.</p>	Temporary	Retain for 10 years after business action completed.

4. INDUSTRIAL RELATIONS VOCATIONAL TRAINING AND ASSESSMENT

The function of developing and/or delivering vocational training to staff and clients to acquire qualifications required to meet a licence or other regulatory outcome. Includes the development of accredited courses containing nationally recognised qualifications (units of competency) required for eligibility to obtain an occupational licence. Also includes monitoring the delivery of training by Registered Training Organisations to maintain standards for regulatory outcomes, and contributing to the growth of the national vocational education and training (VET) system to harmonise competencies in nationally recognised qualifications.

Note – Office of Industrial Relations is not an RTO. It partners with RTOs to develop courses for the delivery of training.

Reference	Description of records	Status	Disposal action
4.1	<p>APPRENTICE, GRADUATE AND TRAINEE HOSTING</p> <p>The activity of providing non-assessable training and employment experience on a day-to-day basis to apprentices, graduates and trainees. Includes entering into an agreement with the organisation that employs the apprentice/trainee (legal employer) to place them in the work place of another employer (host employer).</p>		
4.1.1	<p>Apprentices and trainees</p> <p>Records relating to apprentices, graduates and trainees, including vacation employment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • absentee notifications • time sheets • evidence of induction • notices of termination • signed agreements. <p><i>Note: if the apprentice, graduate or trainee becomes a permanent employee, these records should be kept on their personnel file with retention according to General Retention and Disposal Schedule for Administrative Records .</i></p>	Temporary	Retain for 7 years after business action completed.
4.2	<p>COURSE DELIVERY</p> <p>The activity of providing vocational training to staff and clients to acquire qualifications/competencies required to perform roles regulated by the agency.</p>		
4.2.1	<p>Enrolment and assessment</p>	Temporary	Retain for 1 year

	<p>Records relating to completed learner assessment items.</p> <p>Includes enrolment information and final assessment outcomes provided by the agency to the partnered Registered Training Organisation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • examinations • assignments • marking sheets • observation checklists • benchmark criteria • model answers • competency sign-off document for each learner • declaration that compliance requirements satisfied • request to issue the statements of attainment • trainer/assessor's returns. 		<p>after business action completed or confirmation of final results.</p>
4.2.2	<p><i>Learner files and skills recognition</i></p> <p>Records relating to learners enrolled in a training program.</p> <p>Includes records relating to the assessment of an individual's formal or informal training and education to determine competency; also known as recognition of prior learning (RPL).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • attendance records • certified copies of statements of attainment and qualifications issued • change of name, address or other details • enrolment forms and details • learner misconduct • learning support needs • records of complaints and appeal • training plans • applications, certificates, videos and photographs, work samples and references 	Temporary	<p>Retain for 7 years after business action completed.</p>

	to support recognition of prior learning.		
4.2.3	<p>Timetabling and arrangements</p> <p>Records relating to the scheduling of classes, examinations, trainers and assessors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • catering arrangements • equipment bookings • notices • schedules • venue bookings. 	Temporary	Retain for 2 years after business action completed.
4.2.4	<p>Training plans</p> <p>Records relating to the development, signing and amendment of training plans.</p> <p><i>Training plans for individual learners may be retained on the learner file (reference number 4.2.2).</i></p>	Temporary	Retain for 7 years after business action completed.
4.3	<p>COURSE DEVELOPMENT</p> <p><i>The activities involved in developing a structured and integrated program of education or training usually consisting of a number of modules (subjects) or shorter programs, and leading to a qualification or statement of attainment.</i></p>		
4.3.1	<p>Courses – development and assessment</p> <p>Records relating to the development and review of training packages containing competency related requirements for a licence, occupational qualification or other regulatory outcome.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • action plans • master copies of assessment tools • comparisons for validity, reliability and fairness between different courses, institutions or organisations • correspondence • meeting agendas and minutes • assessment instruments and procedures 	Temporary	Retain for 10 years from the last date of use.

	<ul style="list-style-type: none"> • marking guides and criteria • observation checklists • model questions and answers. 		
4.3.2	<p><i>Courses – no formal assessment</i></p> <p>Records relating to the development of health and safety training to external communities, organisations and individuals.</p> <p>Includes dangerous goods safety training for local council officers and the development of courses with no assessment or certification of competency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • implementation guides • workbooks • booklets • manual • session plans • toolboxes • training guides. 	Temporary	Retain for 5 years after business action completed.
4.3.3	<p><i>Training needs analysis</i></p> <p>Records relating to identification of training needs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • analysis of findings • questionnaires • records of interviews • reports • recommendations • surveys. 	Temporary	Retain for 5 years after business action completed.
4.4	<p>COURSE MANAGEMENT</p> <p><i>The activities involved in accrediting and licensing courses owned by the agency. Includes the activity of developing national training qualifications for mutual recognition of skills for occupational licences and roles with vocational training requirements. Also includes</i></p>		

	<i>participation in quality assurance processes to ensure training and assessment practices achieve regulatory outcomes.</i>		
4.4.1	<p>Course accreditation</p> <p>Records relating to applications to the Australian Skills Quality Authority (ASQA) for recognition and accreditation of training courses.</p> <p>Includes notifying the state registering body and course licence holders about changes to accredited courses owned and licensed by the department and notifications about changes of ownership of an accredited course.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • master copies of course documents • appeals • certificate of accreditation • renewals • correspondence • information notices. 	Temporary	Retain for 7 years after expiry or cancellation of accreditation.
4.4.2	<p>Course providers – registered training organisations</p> <p>Records relating to applications from Registered Training Organisations (RTOs) to deliver courses (accredited or non-accredited) and issue authorities on behalf of the agency.</p> <p>Includes issuing participants with evidence of competency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • scope of registration • assessments • notices of rejected applications • compliance audits • correspondence • licence approvals 	Temporary	Retain for 7 years after expiry or cancellation of licence agreement.

	<ul style="list-style-type: none"> • construction induction agreements • agreements • technical advice • authorisations/agreements to issue General Construction Induction Cards (white cards) • authorisations to conduct Health and Safety Representative (HSR) training. 		
4.4.3	<p><i>Audits – registered training organisations and assessors</i></p> <p>Records relating to audits conducted to ensure that training and assessment practices of Registered Training Organisations (RTO) and authorised assessors meet licensing and regulatory requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit plans • audit reports • implementation plans • corrective action reports. 	Temporary	Retain for 7 years after business action completed.
4.5	<p>TRAINER AND ASSESSOR MANAGEMENT</p> <p><i>The activities involved in establishing and verifying that trainers and assessors are competent, including carrying out referee checks, confirming relevant industry experience and vocational competencies and sighting originals and keeping true copies of qualifications. Also includes ongoing professional development to maintain trainer and assessor competencies.</i></p>		
4.5.1	<p><i>Trainer and assessor case files</i></p> <p>Records relating to applications for individuals to provide training and assessment under the <i>Work Health and Safety Act 2011</i> or <i>Electrical Safety Act 2002</i>.</p> <p>Includes appeals against decisions to suspend or cancel approval to provide training and assessment. Also includes records relating to the management of approved trainers and assessors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • applications 	Temporary	Retain for 7 years after business action completed.

	<ul style="list-style-type: none"> • approvals • supporting documentation • correspondence • suspensions and cancellations • performance complaints • mentoring activities • performance appraisal reports • professional development activities • copies of qualifications • referee checks • notice of assessment. <p><i>See reference number 2.1.1 for Accreditation of assessors for High Risk Work.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for personnel records relating to trainers and assessors employed by the agency.</i></p>		
4.5.2	<p><i>Trainers and assessors register</i></p> <p>Entries in the register summarising qualifications and professional development activities of trainers and assessors. Also includes information regarding change of details.</p>	Temporary	Retain entries for 10 years.
4.6	<p>TRAINING PARTNERSHIPS</p> <p><i>Establishing and maintaining partnerships to deliver training and assessment or issue qualifications/statements of attainment. Includes preliminary discussions, proposals, service level agreements, communication strategies, reporting and review of agreement.</i></p>		
4.6.1	<p><i>External audits</i></p> <p>Records relating to audits of training providers conducted by the state registering body or industry regulators.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • audit plans • audit reports • implementation plans • corrective action reports 	Temporary	Retain for 7 years after business action completed.

	<ul style="list-style-type: none"> • recommendations. 		
4.6.2	<p><i>Training complaints, suggestions and compliments</i></p> <p>Records relating to complaints, suggestions or compliments about training and training providers, including those which contain legal advice, lead to procedural change or raise broader policy or legal issues.</p> <p>Also includes entries in the complaints and compliments register.</p> <p><i>See reference number 2.9 for complaints that lead to an investigation.</i></p>	Temporary	Retain for 7 years after business action completed.
4.6.3	<p><i>Training partnerships register</i></p> <p>Entries in the register Error! Bookmark not defined. of training partnerships.</p>	Temporary	Retain for 7 years after business action completed.
4.6.4	<p><i>Surveys</i> Error! Bookmark not defined.</p> <p>Records relating to surveys of client needs and satisfaction Error! Bookmark not defined. with training providers. Also includes interviews, focus groups, and/or other data from consultation with learners, enterprise clients, industry organisations and licensing bodies.</p>	Temporary	Retain for 2 years after business action completed.

5. ANZAC DAY TRUST FUND ADMINISTRATION

The function of administering the Anzac Day Trust. Includes the acquisition of financial assets by the Trust including donations, bequests and gifts, and the application for and distribution of funds of the Trust in accordance with the terms of the Trust.

Reference	Description of records	Status	Disposal action
5.1	<p>FUNDS MANAGEMENT</p> <p><i>The activity of managing the funds of the Anzac Day Trust in an efficient and economical manner by ensuring an effective system of internal controls is in operation.</i></p>		
5.1.1	<p>Funding applications</p> <p>Records relating to approved and rejected direct funding applications made to the Anzac Day Trust by eligible persons, institutions, organisations or associations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications and proposals • assessments • correspondence • receipt of application • recommendations • statement by a supplier forms • verified/audited financial statements. 	Temporary	Retain for 7 years after the financial year to which the records relate.
5.1.2	<p>Contributions</p> <p>Records relating to monetary or non-monetary contributions made to the Anzac Day trust through donations, gifts and bequests.</p> <p>Includes records relating to the annual public fundraising appeal by the Anzac Day Trust.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certificates of appreciation • letters seeking donations • correspondence 	Temporary	Retain for 7 years after the financial year to which the records relate.

	<ul style="list-style-type: none">• receipt details.		
5.1.3	<p><i>Registers of contributions and disbursements</i></p> <p>Datasets comprising details of annual disbursement payments made to eligible organisations and details of contributors to the Anzac Day Trust either through adhoc donations or the annual fundraising appeal. Maintained in the Anzac Day Trust database.</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none">• name of contributor• amount of donation• name of organisation• amount of disbursement.	Temporary	Retain for 7 years after the financial year to which the records relate.

6. LEGACY RECORDS

This section covers legacy records of the Office of Fair and Safe Work Queensland (known as Office of Industrial Relations from 1 July 2015).

Reference	Description of records	Date range	Status	Disposal action
6.1	<p>CERTIFICATION – LICENSING AND REGISTRATION SERVICES</p> <p><i>The activities involved in the provision of certificate processing services for prescribed activity certificates, earthmoving and particular crane certificates, bonded asbestos removal certificates and certificates of appointment as a workplace health and safety officer (WHSO) under s.80 of the Workplace Health and Safety Regulation 2008.</i></p>			
6.1.1	<p><i>Certificates of competency files (also known as Certificate or Examination Files) – approved and refused</i></p> <p>Records relating to applications for certificates of competency issued on a lifetime basis for persons engaged in prescribed activities, earthmoving, particular crane work and demolition work.</p> <p>Records include:</p> <ul style="list-style-type: none"> • assessment summaries • serial-numbered assessment books (Q books) • statements of attainment and applications for lost, damaged, destroyed or stolen certificates. • certificate case files for occupational certificates that have been converted to a renewable and photographic licence. 	1930-1992	Temporary	Retain for 6 months after end of licence conversion amnesty period.
6.1.2	<p><i>Card index to certificates of competency files (also known as Certificate or Examination Files)</i></p>	1907-1992	Temporary	Retain for 7 years after business action completed.
6.1.3	<p><i>Certification registers – computer records</i></p> <p>Entries in databases regarding applications for certificates of competency.</p>	See description	Temporary	Retain for 5 years after administrative use ceases.

	<p>Databases include:</p> <ul style="list-style-type: none"> • SOE – March 1992 to approx. end 1994 • TEACR – end 1994 to approx. September 1997 • TECS (Training Education and Certification System) – approx. October 1997 to end August 2008. 			
6.1.4	<p><i>Workplace Health and Safety Officer – approved and refused</i></p> <p>Records relating to applications for certificates of appointment as a Workplace Health and Safety Officer.</p> <p>Includes applications for lost, damaged, destroyed or stolen certificates.</p>	2008-2011	Temporary	Retain for 6 months after business action completed.
6.2	INDUSTRIAL RELATIONS – OMBUDSMAN REGULATION			
6.2.1	<p><i>Advice – Queensland Workplace Rights Ombudsman</i></p> <p>Records relating to the provision of strategic policy advice surrounding the activities, staffing and administration of the Queensland Workplace Rights Ombudsman.</p>	2007-2012	Temporary	Retain for 10 years after business action completed.
6.3	ENERGY EFFICIENCY – TESTING AND LABELLING			
6.3.1	<p><i>Energy efficiency</i></p> <p>Records related to:</p> <ul style="list-style-type: none"> • energy efficiency labels – registration of labels under the Electricity Regulation 2006 Chapter 7 • testing entities – assessment of suitability of non-National Association of Testing Authorities (NATA) accredited laboratories to conduct energy efficiency examinations or tests of prescribed electrical equipment. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • applications 	To October 2012	Temporary	Retain for 10 years after business action completed.

	<ul style="list-style-type: none"> • test reports • date of registration • notices of cancellation • assessment reports • briefing papers • approvals. 			
6.3.2	<p><i>Samples for electrical testing</i></p> <p>Records relating to the acquisition and return or disposal of sample equipment made available for check testing of energy efficiency under Chapter 7 Part 2 Division 2 of the <i>Electricity Regulation 2006</i>.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • receipts • collection notices. 	To October 2012	Temporary	Retain for 1 year after business action completed.