

Gold Coast 2018 Commonwealth Games Retention and Disposal Schedule

Responsible public authority: Gold Coast 2018 Commonwealth Games Corporation (GOLDOC)

Queensland Disposal Authority Number (QDAN)	713	Version	1
Date of approval	4 November 2014		
Approved by State Archivist	Adrian Cunningham		
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Scope of retention and disposal schedule

This schedule applies to records created in the coordination and delivery of the Gold Coast 2018 Commonwealth Games.

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References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

GOLDOC is the responsible agency for the Gold Coast 2018 Commonwealth Games 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 7777.

Record Formats

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

Authority

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

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



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

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

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. GOLDOC should take measures to withdraw revoked disposal authorities from circulation.

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 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 7777.

Records created before 1950

Records described in QDAN 713 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 GOLDOC are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

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

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1. GOLD COAST 2018 COMMONWEALTH GAMES

The function of coordinating and delivering the Gold Coast 2018 Commonwealth Games. Includes but is not limited to the following records:

- *Accessibility*
- *Accommodation*
- *Accreditation*
- *Airport Operations*
- *Arts and Cultural Programs*
- *Broadcasting and Media*
- *Brand Management*
- *Catering*
- *Ceremonies*
- *City Operations*
- *Cleaning and Waste*
- *Command Coordination and Communication*
- *Commonwealth Games Federation*
- *Doping Control*
- *Education*
- *Executive*
- *Financial Management*
- *Games Family Services*
- *Games Legacy*
- *Games Management Systems*
- *Games Medical Services*
- *Games Readiness*
- *Games Technology*
- *Government Relations*
- *Health and Safety Management*
- *Image and Look*
- *Knowledge Management*
- *Legal*
- *Licensing*
- *Logistics*
- *Marketing*
- *Mascots, Emblems and Medals*
- *Merchandising*
- *Non-Competition Events*
- *Procurement (games specific)*
- *Program Management*
- *Protocol*
- *Publications*
- *Public Relations and Communications*
- *Queens Baton Relay*
- *Rate Card*
- *Scoring Timing and Results*
- *Security and Emergency Management*
- *Site Management*
- *Spectator Services*
- *Sponsorship*
- *Sport Competition Management*
- *Sport Entries*
- *Sport Presentation*
- *Sustainability*
- *Ticketing*
- *Tourism*
- *Transport and Traffic*
- *Travel and Visits*
- *Uniforms*
- *Value in Kind*
- *Venues*
- *Venue Development and Overlay*
- *Villages*
- *Volunteers*
- *Workforce Planning*

For administrative records created in the coordination and delivery of the Gold Coast 2018 Commonwealth Games, see QDAN 249 General Retention and Disposal Schedule for Administrative Records.

Note where an administrative record is deemed to be of high value and historical significance to the delivery of the Commonwealth Games the Commonwealth Games disposal class may be applied.

Reference	Description of records	Status	Disposal action
1.1	Event Delivery and Coordination	Permanent	Retain Permanently