

APPRAISAL LOG

Education and Training Sector retention and disposal schedule

Date: November 2018

Function	Scope note
ACCREDITATION, REGISTRATION AND REGULATION	<i>The function of assessing, registering, regulating and monitoring education, training, vocational and early childhood education services within Queensland in accordance with Commonwealth and State legislation.</i>

Activities
Accreditation Compliance Licensing and Registration Reviewing

Disposal authorisation	Record class and retention period	Justifying the retention period
	<i>Accreditation – assessment of provisionally accredited non-state schools</i> <i>See Disposal Freeze Affected Records</i>	
2289	<i>Accreditation – applications for accreditation and funding eligibility of non-state schools</i> Records relating to applications for the accreditation of non-state schools, applications for changes in accreditation attributes for provisionally accredited and accredited schools and application for a change in provisional accreditation period in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> . Includes records relating to applications for eligibility for government funding and recommendations to the Minister about such applications.	Date authorised: 14 November 2018 Background/business process: The Board's functions include assessing applications for the accreditation of non-state schools, applications for changes in accreditation attributes for provisionally accredited and accredited schools and applications for a change in provisional accreditation period in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> . The Non-State Schools Eligibility for Government Funding Committee (the Funding Committee) assesses applications for eligibility for government funding against the government funding criteria and makes recommendations to the Minister about such applications. The Board: <ul style="list-style-type: none"> • decides whether to provisionally accredit new non-state schools • decides whether provisionally accredited non-state schools become accredited • decides whether non-state schools can add attributes of accreditation (e.g. year levels of schooling, new sites, new modes of delivery)

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	<p>Retention period & trigger 30 years after accreditation ceases or is refused.</p>	<ul style="list-style-type: none"> • decides whether there can be a change in the governing body of non-state schools. <p>The Funding Committee's statutory functions are to:</p> <ul style="list-style-type: none"> • assess, or reassess, the eligibility of a school's governing body for government funding for the school • make recommendations, for the Minister's consideration, about the eligibility of a school's governing body for government funding for the school. <p>The Funding Committee considers funding applications and provides recommendations on the applications through the Board to the Minister.</p> <p>The Minister makes the final decision on the granting of government funding eligibility.</p> <p>Regulatory requirements: <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001</i> <i>Education (Accreditation of Non-State Schools) Regulation (Qld) 2001</i> <i>Working with Children (Risk Management and Screening) Act (Qld) 2000</i> <i>Education (General Provisions) Act (Qld) 2006</i></p> <p>Business requirements: The Board must provisionally or fully accredit a non-state school for the school to receive funding in Queensland.</p> <p>Every five years, under section 42 of the <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001</i>, the Board may assess the school to ensure compliance with accreditation criteria.</p> <p>The Board requires these records to be retained for 30 years after accreditation ceases as they:</p> <ul style="list-style-type: none"> • provide evidence of a non-state school's accreditation • show decisions made by the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under <i>Limitations of Actions Act 1974</i> • ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. <p>Community expectation:</p>

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		<p>There is an expectation: that the Board assesses applications for new non-state schools or changes to existing non-state schools in accordance with the Accreditation Act to ensure students who do attend receive the same high-quality education as state schools and are not disadvantaged; that records are retained as per legislation concerning the accreditation of non-state schools.</p> <p>Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Non-State Schools Accreditation Board Disposal Authority QDAN 599:</i></p> <ul style="list-style-type: none"> • reference 1.1 – Application for accreditation records – Retain for 5 years after last action • reference 1.2 – Application for a change in accreditation records – Retain for 5 years after last action • reference 1.3 – Application for a change in provisional accreditation records – Retain for 5 years after last action.
2290	<p><i>Accreditation and registration – Commonwealth register of institutions and courses for overseas students (CRICOS)</i></p> <p>Records relating to the registration as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</p> <p>Retention period & trigger 30 years after registration ceases or is refused.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The regulation of the international education industry in Australia is founded on state and Commonwealth legislative frameworks, which for Queensland includes Queensland's <i>Education (Overseas Students) Act 1996</i>, Queensland's Education (Overseas Students) Regulation 2014 and the Commonwealth ESOS Framework (including the National Code).</p> <p>Part C of the National Code outlines registration of providers and courses on CRICOS. It provides a general description of the registration process and specifies minimum requirements that apply to this process. Part D provides standards that set out obligations on and procedures for registered providers of education and training to overseas students. Providers are also audited for compliance.</p> <p>Registration of school sector providers and their courses on CRICOS involves two stages. The first stage is undertaken by the designated authority for that state or territory, and the second stage by the Commonwealth Department of Education and Training.</p> <p>Providers must meet the requirements of both state and Commonwealth legislation in order to become registered and maintain registration on CRICOS in Queensland.</p> <p>Regulatory requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Education Services for Overseas Students (ESOS) Act 2000 (Cwlth)</i></p> <p>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)</p> <p><i>Education (Overseas Students) Act 1996</i></p> <p>Education (Overseas Students) Regulation 2014</p> <p>Business requirements:</p> <p>The <i>Education (Overseas Students) Act 1996</i> provides for the registration of providers of courses for overseas students in Queensland. Section 9 states the period of registration must not be longer than five years.</p> <p>Registration of CRICOS courses lasts for the duration of the provider's registration.</p> <p>The business area requires these records to be retained for 30 years after registration ceases to:</p> <ul style="list-style-type: none"> • ensure full-fee paying overseas students are enrolled at a school registered on the CRICOS • decisions made by the business area about accreditation • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under section 10 of the <i>Limitations of Actions Act 1974</i> • ensure that where school management of abuse incidents and complaints are investigated (i.e. the institutional response mechanisms), the records remain available for any future child abuse claims. <p>Community expectation:</p> <p>That CRICOS registered providers are assessed against both state and Commonwealth legislative requirements and demonstrate compliance at the point of registration and throughout the provider's period of registration. That records are retained as per legislation concerning the registration of providers on CRICOS.</p> <p>Comparison with other schedules' retention period:</p> <p>After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules.</p> <p><i>Victoria Retention and Disposal Authority for Records of the Accredited Training Function</i> PROS 16/01 – Reference 1.2 – Records documenting the agency's accreditation as an approved Registered Training Organisation (RTO) and its compliance with standards for</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		RTOs. Includes accrediting body audit and evaluation records – Destroy 7 years after action completed.
2291	<p>Accreditation – vocational education and training and higher education courses</p> <p>Records relating to the accreditation and registration of courses to be provided by Registered Training Organisations (RTOs).</p> <p>Retention period & trigger 30 years after course is withdrawn.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>There are two different accreditation processes involving training and vocational institutions. The institution itself must be accredited as a Registered Training Organisation (RTO) and the Australian Skills Quality Authority (ASQA), under the Australian Quality Framework, must accredit the courses that it offers. This class covers the accreditation of the courses.</p> <p>The ASQA regulates accredited vocational education and training (VET) courses in accordance with the Standards for VET accredited courses 2012. Accreditation means the course is nationally recognised and that a RTO can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. Once a course has been accredited, it is listed on the national register.</p> <p>The Standards for VET accredited courses 2012 include the course design standards that must be met for courses accredited and regulated by ASQA. The Standards for VET accredited courses 2012 apply to all courses regulated by ASQA, including those courses accredited by referring state and territory course accreditation bodies prior to 2011.</p> <p>The Tertiary Education Quality and Standards Agency (TEQSA) registers providers and accredits courses of study. TEQSA regulates higher education using principles relating to regulatory necessity, risk and proportionality, and using a standards based quality framework. TEQSA will test whether the body of knowledge as presented in the course outlines is coherent, substantial and current, through assessing the course structure, topics and the lists of references in each unit.</p> <p>In order to provide a higher education course, a regulated entity that does not have self-accrediting authority must have the course accredited under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (TEQSA Act). Accreditation may be granted for up to seven years although this period may vary, as stated in subsection 49(6) of the TEQSA Act. Once a course has been accredited, it is listed on the national register.</p> <p>Regulatory requirements:</p> <p>Australian Qualifications Framework (AQF) – Issuance Policy <i>Education (Overseas Students) Act (Qld) 1996</i> <i>Education (Overseas Students) Regulation (Qld) 2014</i></p>

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		<p><i>Education Services for Overseas Students (ESOS) Act 2000 (Cwlth)</i> <i>Further Education and Training Act (Qld) 2014</i> <i>Higher Education Support Act 2003 (Cwlth)</i> Higher Education Standards Framework (Threshold Standards) 2011 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i> Standards for VET Accredited Courses 2012 Standards for Registered Training Organisations (RTOs) 2015 <i>Tertiary Education Quality and Standards Agency Act 2011</i> User Choice 2010–2016 Policy</p> <p>Business requirements: Courses developed by training and skills institutions are required to meet Standards for VET accredited courses 2012 and are tested by ASQA to ensure the products meet requirements.</p> <p>Standard 3 of the Standards for RTOs 2015 requires RTOs to issue, maintain and accept AQF certification documentation and provide access to learner records. In accordance with schedule 5 of the standard, RTOs must retain client records for a period of 30 years.</p> <p>Standard 23 of the Standards for NVR RTOs 2012 requires NVR registered training organisations to certify, issue and recognise qualifications and section 23.3 requires NVR RTOs to retain client records for a 30-year period.</p> <p>To validate qualifications of clients, RTOs must retain information about the courses developed and provided to their clients.</p> <p>The business units consider the recommended retention period of 30 years will meet their ongoing requirements.</p> <p>Community expectation: That courses offered by training and vocational institutions are nationally recognised/ accredited to ensure quality training is provided consistently across Australia. That records are created and retained to support the accreditation process. The higher education provider is reputable and accountable for the higher education it offers.</p> <p>Comparison with other schedules' retention period:</p>

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		<p>After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules.</p> <p><i>Agricultural Education Retention Schedule</i> QDAN 704v1 – Reference 10.1.1 – Vocational education accreditation – Retain for 30 years after registration ceases.</p> <p><i>Retention and Disposal Authority for Records of the Accredited Training Function</i> PROS 16/01 – Reference 1.1 – Records relating to accreditation and re-accreditation of training courses – Destroy 30 years after action completed.</p>
2292	<p>Accreditation and registration – vocational education and training and higher education providers</p> <p>Records relating to the accreditation and registration of the RTO or higher education provider. Accreditation and registration may include, but is not limited to, other industry specific providers such as providers of English language intensive courses for overseas students.</p> <p>Retention period & trigger</p> <p>30 years after registration ceases or is refused.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>There are two different accreditation processes involving training and vocational institutions. The institution itself must be accredited as a RTO then the courses that it offers must be accredited by ASQA under the Australian Quality Framework (AQF). This class covers the accreditation of the institutes.</p> <p>The ASQA accredits vocational and education training qualifications and registers training organisations in most states of Australia, including Queensland.</p> <p>Under Section 16 of the new <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i> a body that is part of a state or territory may apply to the national VET regulator for registration, including renewal of registration, of the body as an NVR registered training organisation.</p> <p>After registering an applicant as an NVR registered training organisation, the national VET regulator must give the applicant a certificate of registration. The Act stipulates a number of conditions including compliance with the Standards for NVR registered training organisations.</p> <p>Under the AQF issuance policy, AQF qualifications will only be issued by organisations authorised by legislation to do so and that organisation is required to adhere to any government regulatory and quality assurance arrangements and have compliance monitored by the relevant accrediting authority.</p> <p>Under Section 6 of the <i>Higher Education Support Act 2003 (Cwlth)</i>, the Minister, in writing, may approve a body corporate as a VET provider. The Act also gives the Minister power to take action.</p> <p>Under the User Choice 2010–2016 Program, RTOs seeking to deliver publicly-funded training and assessment services to apprentices and trainees must apply to become a</p>

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		<p>Pre-qualified supplier (PQS). PQS's are subject to the terms and conditions of the VET PQS agreement and to the RTO user choice PQS policy.</p> <p>Under the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act), TEQSA is the designated and delegated authority for higher education providers registered under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (TEQSA Act), for providers of foundation programs and for providers of ELICOS courses of study in a pathway arrangement with a registered higher education provider.</p> <p>Registered higher education providers and those seeking registration as a higher education provider can apply to TEQSA for CRICOS registration at the same time as making an application to seek registration as a higher education provider.</p> <p>Regulatory requirements:</p> <p>Australian Qualifications Framework (AQF) – Issuance Policy Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Continuing Registration <i>Education Services for Overseas Students (ESOS) Act 2000 (Cwlth)</i> <i>Higher Education Support Act 2003 (Cwlth)</i> Higher Education Standards Framework (Threshold Standards) 2011 <i>Tertiary Education Quality and Standards Agency Act 2011</i> User Choice 2010–2015 Policy <i>Vocational Education, Training and Employment Act 2000</i> Vocational Education, Training and Employment Regulation 2000</p> <p>Business requirements:</p> <p>The VET quality framework is aimed at achieving greater national consistency in the way RTOs are registered and monitored and in how standards in the VET sector are enforced. The VET quality framework comprises:</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations (RTOs) 2015 • the Australian Qualifications Framework • the Fit and Proper Person requirements • the Financial Viability Risk Assessment requirements • the Data Provision requirements.

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		<p>Records must be created and provided to support the above framework and maintained by the institute to support its RTO status.</p> <p>The records that accredit providers are important as they provide the authority to offer and provide educational courses and programs.</p> <p>Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015 requires RTOs to issue, maintain and accept AQF certification documentation and provide access to learner records. In accordance with Schedule 5 of the standard, RTOs must retain client records for a period of 30 years.</p> <p>Standard 23 of the Standards for NVR (National VET Regulator) Registered Training Organisations 2012 requires NVR registered training organisations to certify, issue and recognise qualifications and Section 23.3 requires NVR RTOs to retain client records for a 30-year period.</p> <p>Community expectation:</p> <p>That institutes offering training and vocational courses are nationally recognised/ accredited to ensure quality training is provided consistently across Australia. That records are created and retained to support the accreditation process.</p> <p>Comparison with other schedules' retention period:</p> <p><i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i></p> <p><i>Agricultural Education Retention Schedule QDAN 704v1 – Reference 10.1.1 – Vocational education accreditation – Retain for 30 years after registration ceases.</i></p>
	<p>Continuing registration – home education</p> <p><i>See Disposal Freeze Affected Records</i></p>	
2293	<p>Monitoring – education and care services</p> <p>Records relating to the routine assessment, rating, notifications and required actions for compliance of an education and care service.</p> <p><i>For records relating to staff contraventions of the Education and Care Services Act</i></p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The National Quality Standard (NQS) promotes continuous quality improvement. Children's education and care services covered under the Education and Care Services National Law are assessed and rated against the NQS. The process reflects a uniform approach to assessment and reporting across the range of service settings.</p>

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	<p>2013, refer to the General retention and disposal schedule (GRDS).</p> <p>Retention period & trigger</p> <p>45 years after business action completed.</p>	<p>The Department of Education and Training’s Early Childhood Education and Care division undertakes the assessment and rating process in Queensland. It is also the point of contact for any questions services may have about the assessment and rating process.</p> <p>The NQS ratings promote transparency and accountability and help parents assess the quality of education and care services available. Every service receives a rating for each quality area and an overall rating. These ratings must be displayed by each service and are published on national websites.</p> <p>There are five rating levels within the national quality rating and assessment process:</p> <ul style="list-style-type: none"> • excellent rating, awarded by ACECQA • exceeding national quality standard • meeting national quality standard • working towards national quality standard • significant improvement required. <p>Regulatory requirements:</p> <p><i>Education and Care Services Act 2013</i></p> <p><i>Education and Care Services National Law (Queensland) Act 2011</i></p> <p>Education and Care Services Regulation 2013</p> <p>Education and Care Services National Law (Queensland) Regulation 2011</p> <p><i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i></p> <p>Business requirements:</p> <p>Early Childhood Education monitors early childhood education and care providers for children aged birth to 12 years. A monitoring program is required to meet legislative requirements of the national regulations and records are required to be retained for the monitoring process.</p> <p>The business runs three year compliance program cycles in accordance with section 207 of the <i>Education and Care Services Act 2013</i>. This allows authorised officers to inspect and assess the services every three years to determine whether the service complies with the Act.</p> <p>The business indicated the three year retention period allows staff to review three previous review cycles to ensure continual improvement. Running of three year compliance program cycles allow the program to be tailored to meet the needs of the business and is designed to:</p>

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		<ul style="list-style-type: none"> • identify and reduce the risk of breaches of the <i>Education and Care Services Act 2013</i> • remedy any breach that may occur • create a culture of compliance within the organisation. <p>Additional retention requirements have also been recommended by the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>. Recommendation 8.1 of the royal commission states that “To allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred”. Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse.</p> <p>Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result the 45 year retention of these records is essential to support the Commission’s recommendations and protect the rights of child abuse survivors.</p> <p>Community expectation:</p> <p>That providers of early childhood education are monitored for compliance and that records are maintained by an authority as per legislation.</p> <p>Comparison with other schedules’ retention period:</p> <p><i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services FA318 – Reference 2.4.3 – Records relating to monitoring compliance with requirements and routine liaison with centres over terms and conditions – Retain 10 years after action completed.</i></p> <p><i>Victoria Education and Early Childhood Development Retention and Disposal Schedule PROS 10/09 – Reference 7.3.4 – Inspections of premises, physical environments and the operation of a children’s service, including inspection and risk assessment reports – Retain for 10 years after last action.</i></p> <p>Previous schedule/s:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Early Childhood Education and Care Retention and Disposal Schedule</i> QDAN 691v1 – Reference 1.1.1 – Monitoring education and care services – Retain for 10 years after last action.
	Monitoring – international exchange See <i>Disposal Freeze Affected Records</i>	
2294	Monitoring – non-state schools Records relating to the assessment of the ongoing compliance of non-state schools under the <i>Education (Accreditation of Non-State Schools) Act 2001</i> . Retention period & trigger 45 years after business action completed.	Date authorised: 14 November 2018 Background/business process: The Board is responsible for monitoring the ongoing compliance of non-state schools with the accreditation criteria. Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001 – Section 106</i> <i>Education (Accreditation of Non-State Schools) Regulation (Qld) 2001</i> <i>Working with Children (Risk Management and Screening) Act (Qld) 2000</i> <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i> Business requirements: Every five years the Board monitors whether: <ul style="list-style-type: none"> • accredited non-state schools continue to comply with the statutory requirements for accreditation • the governing body of a provisionally accredited, or accredited non-state school is suitable to continue to be the school's governing body • a government-funded school is a school not being operated for profit • the governing body of a government-funded school is not a party to a prohibited arrangement in relation to the operation of the school • there is no direct or indirect connection between the governing body of a government-funded school and a for-profit entity that could reasonably be expected to compromise the independence of the governing body when making financial decisions. Any issues of non-compliance with the non-state schools will be identified during the monitoring process. Additional retention requirements have also been recommended by the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i> . Recommendation 8.1 of

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		<p>the royal commission states that “To allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have occurred”. Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse.</p> <p>Given this record class relates to compliance, it will include evidence of non-compliance as well as warrants which may be used for child abuse monitoring/investigation. As a result the 45 year retention of these records is essential to support the Commission’s recommendations and protect the rights of child abuse survivors.</p> <p>Community expectation:</p> <p>That non-state schools are monitored and assessed for quality and assurance. That records are kept in line with legislation by the monitoring authority.</p> <p>Comparison with other schedules’ retention period:</p> <p>After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules.</p> <p><i>Non-State Schools Accreditation Board Disposal Authority</i> QDAN 599 – Reference 4.1 – Board’s program of school compliance records – Retain for 7 years after last action.</p>
2295	<p>Registers – non-state schools</p> <p>Registers maintained in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> capturing details of:</p> <ul style="list-style-type: none"> • accredited non-state schools • provisionally accredited non-state schools. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The Board must keep a register of provisionally accredited and accredited non-state schools (sections 106 and 164 of the Act).</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i> <i>Education (Accreditation of Non-State Schools) Act 2001</i> <i>Education (Accreditation of Non-State Schools) Regulation 2001</i></p> <p>Business requirements:</p> <p>As per the background/business process, this is a legislated recordkeeping requirement. A permanent retention period for non-state school register records will meet business and statutory requirements.</p> <p>Permanent retention criteria:</p>

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		<p>These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records.</p> <p>Community expectation: That registers are kept and maintained as per legislation.</p> <p>Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i></p> <p><i>Non-State Schools Accreditation Board Disposal Authority QDAN 599 – Reference 3.1 – Register of non-state schools – Retain permanently in accessible, readable and inalterable format.</i></p> <p><i>Tasmania Home Education Advisory DA2439 – Reference 1.7.1 – Annual listing of registered non-government schools – Permanent.</i></p>
2296	<p>Applications – home education Records relating to applications under the <i>Education (General Provisions) Act 2006</i> to register a child for home education. Includes unsuccessful applications. <i>For records relating to continuing registration for the provision of home education, see Applications – home education.</i></p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Under the <i>Education (General Provisions) Act 2006</i> (the Act) a parent must ensure that a child of compulsory school age is enrolled at and attends a state school or non-state school or is registered for home education. A parent who is seeking to register a child for home education is required to reasonably satisfy the chief executive officer that they intend to and can comply with the standard conditions of registration. The three main standard conditions parents must meet are that:</p> <ul style="list-style-type: none"> • their child receives a high-quality education • the parent must provide an annual written report on the child's educational progress • the parent must provide written notification of a change in the child's usual place of residence within 28 days of the change happening. <p>When an application to register a child for home education is received, under section 208 of the Act, the manager of the Home Education unit:</p> <ul style="list-style-type: none"> • notifies the applicant, in writing, that provisional registration has been issued • oversees the processing of the application • determines the issuing of registration

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		<ul style="list-style-type: none"> • notifies parent, in writing, of the determination. <p>A registration certificate is issued upon the granting of registration.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (General Provisions) Regulation (Qld) 2006</i> <i>Limitation of Actions Act 1974</i></p> <p>Business requirements: There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. These records provide evidence of a child’s educational participation in a home setting and provide comparable evidence to school admission registers which are retained permanently.</p> <p>With the introduction of the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>, there is now no limitation period for legal actions relating to claims of child sexual abuse. Historically, claims relating to child sexual abuse are often brought after the victim has reached adulthood. The recommended retention period allows time for the victim to request access to these records if they may assist as evidence for their claim.</p> <p>Permanent retention criteria: Admission register records provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include:</p> <ul style="list-style-type: none"> • evidence of the DET’s primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. <p>Community expectation: There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students.</p> <p>That all Queensland children of compulsory school age are registered in an approved educational program. That parents of school-aged children who choose to deliver home education are meeting requirements for high-quality education and children registered for</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>home education will not be disadvantaged in comparison to children who attend state or non-state schools.</p> <p>Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Tasmania – Home Education Advisory Council DA2439 – Reference 5.2.2 – Records documenting registration of families including Applications – Destroy once the youngest child in the family has reached 25 years of age.</i></p> <p>Previous schedules: <i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 12.13 – Home Schooling Applications – Destroy 10 years after last action.</i></p>
2297	<p>Registers – approved early childhood education providers and services</p> <p>Registers maintained in accordance with the <i>Education and Care Services Act 2013</i> and the <i>Child Care Act 2002</i> for:</p> <ul style="list-style-type: none"> • approved education and care services • approved providers • certified supervisors. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Early childhood education and care is responsible for licensing child care services in Queensland under the <i>Child Care Act 2002</i> and the <i>Child Care Regulation 2003</i>. The Department must keep a register of child care licences under s.171 of the Act.</p> <p>A person may inspect the register, or obtain a copy of the register of part of the register, on payment of the fee prescribed under schedule 3 of the Regulation.</p> <p>Additionally, under the <i>Education and Care Services Act 2013</i>, registers fall under various sections of the Act as outlined:</p> <ul style="list-style-type: none"> • approved providers – s.213 • approved education and care services – s.214 • certified supervisors – s.113. <p>Regulatory requirements:</p> <p><i>Child Care Act (Qld) 2002</i> <i>Child Care Regulation (Qld) 2003</i> <i>Education and Care Services Act 2013</i> <i>Education and Care Services Regulation 2013</i></p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Under s.215 of the <i>Education and Care Services Act 2013</i>, the Department must support the publication of the register of approved providers and the register of certified supervisors.</p> <p>The registers referred to in this activity contain information about individuals and services which are endorsed by ECEC. This is considered similar to the Register of non-State schools and the proposed retention is consistent with PROS 10/09 (reference 7.1.1).</p> <p>Community expectation:</p> <p>These records provide evidence of organisations that have significantly contributed to Queensland society by way of providing education. This includes public records providing a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and these records should be retained as archival records.</p> <p>Comparison with other schedules' retention period:</p> <p><i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i></p> <p><i>Department of Communities, Child Safety and Disability Services (Child Safety) Retention and Disposal Schedule QDAN 637v2 – Reference 2.1.2 – Register of care service providers approved to hold a licence under s.127 of the Child Protection Act 1999 – Retain for 50 years after expiry or cancellation of all licences.</i></p> <p><i>Commission for Children & Young People & Child Guardian (CCYPCG) Retention and Disposal Schedule QDAN 636v2 – Reference 2.7.3 – records relating to the monitoring and audit of service providers licensed under the Child Protection Act 1999 to provide services directly to children in the child safety system – 50 years after expiry or cancellation of licence.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services FA318 – Reference 2.4.1 – Records relating to children's services, including approvals of children's service, details of the licensee of service, the name of authorised supervisor, particulars of any compliance notices issued, and particulars of any offence licensee or authorised supervisor has been convicted of under the Act – Retain minimum of 25 years after action completed.</i></p> <p><i>Victoria Education and Early Childhood Development Retention and Disposal Schedule PROS 10/09 – Reference 7.1.1 – The summary record of organisations licensed as Children's Services – Retain Permanently as State Archives.</i></p> <p>Previous schedules:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Early Childhood Education and Care Retention and Disposal Schedule QDAN 691 v1 – Reference 1.3.4 – Registers – Retain for 50 years after expiry or cancellation of all licences.</i>
	<p><i>Licence applications – early childhood services granted</i></p> <p><i>See Disposal Freeze Affected Records</i></p>	
2298	<p><i>Applications – early childhood services refused</i></p> <p>Records relating to licences refused under the <i>Education and Care Services Act 2013</i> which include, but are not limited to:</p> <ul style="list-style-type: none"> • provider approval • service approval • supervisor certificate. <p>Retention period & trigger</p> <p>45 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>As per the Applications – early childhood services granted record class, the Department of Education and Training is the regulatory authority in Queensland responsible for approving early childhood education and care providers and services, including deciding supervisor certificates. In certain instances, licences are refused.</p> <p>Under section 48 of the <i>Education and Care Services Act 2013</i>, the Chief Executive Officer (CEO) must refuse to grant a service approval request if:</p> <ul style="list-style-type: none"> • to operate, would constitute an unacceptable risk to the safety, health and wellbeing of children • the applicant does not have provider approval • the CEO is convinced the applicant is not capable of operating the proposed service in a way that would meet legislative requirements. <p>Any matters of relevance or concern to the community will be covered in more detail under the record class where approved licences are cancelled.</p> <p>Regulatory requirements:</p> <p><i>Education and Care Services Act 2013</i></p> <p><i>Limitation of Actions Act 1974</i></p> <p><i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i></p> <p>Business requirements:</p> <p>The final report of the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i> made several recommendations regarding the retention of records. Recommendation 8.1 of the Royal Commission states that “To allow for delayed disclosure of abuse by victims and take account of limitation periods for civil actions for child sexual abuse, institutions that engage in child-related work should retain, for at least 45 years, records relating to child sexual abuse that has occurred or is alleged to have</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>occurred". Additionally, in 2016 the Queensland government passed the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>. This legislation removed previous limitation periods for legal actions relating to claims of child sexual abuse.</p> <p>Given this record class relates to refusals to issue licences under the <i>Education and Care Services Act 2013</i>, it may include evidence of which could be used as evidence in a future child abuse investigation. As a result, the 45 year retention of these records is appropriate.</p> <p>Community expectation:</p> <p>That all applications and information about early childhood education and care providers who are refused a licence are retained in line with legislation, and the monitoring authority keeps these records for further reference.</p> <p>Comparison with other schedules' retention period:</p> <p><i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services FA318 – Reference 2.4.5 – unsuccessful applications for a licence to conduct a children's service – Retain minimum of 10 years after action completed.</i></p> <p><i>Victoria Education and Early Childhood Development Retention and Disposal Schedule PROS 10/09 – Reference 7.1.3 – Records relating to unsuccessful applications from individuals or organisations to become licensed children's service or family day care service operators – Destroy 10 years after decision made.</i></p> <p>Previous schedule:</p> <p><i>Early Childhood Education and Care Retention and Disposal Schedule QDAN 691 v1 – Reference 1.3.2 – Applications Refused – Retain for 10 years after last action.</i></p>
	<p><i>Licences – early childhood services suspended or cancelled</i></p> <p><i>See Disposal Freeze Affected Records</i></p>	
2299	<p><i>Licences – Use of curriculum resources</i></p> <p>Records relating to curriculum licensing activities performed by the Department of Education and Training for recognised</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>A curriculum licence is a formal contractual agreement between the Department of Education and Training and the program provider (offshore school). The agreement</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>offshore schools to offer Queensland Curriculum in accordance with the <i>Education (General Provisions) Act 2006</i>.</p> <p>Retention period & trigger 7 years after business action completed.</p>	<p>outlines the terms and conditions for a non-exclusive, non-transferable licence to use the Department's education materials solely for delivering the Queensland/Australian Curriculum at the offshore school.</p> <p>Offshore schools licensing the Queensland Curriculum receive:</p> <ul style="list-style-type: none"> • syllabuses – schools receive authorised access to all Key Learning Area's core curriculum for the year levels they have licensed • essential learnings and standards – schools receive a licence to use the Essential Learnings and Standards (ELS) • regular updates – schools receive subscriptions to news for schools – electronic newsletters providing subscribers with regular curriculum updates. <p>Offshore school applicants are required to:</p> <ul style="list-style-type: none"> • meet and maintain established quality benchmarks including holding accreditation or registration as required under the regulation of the local authority or jurisdiction • satisfy the due diligence requirements of the Queensland Department of Education and Training. <p>Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006 – Chapter 2A Part 2</i></p> <p>Business requirements: This record class is a contractual agreement between the Department and offshore providers of Queensland Curriculum. The seven year retention period ensures that these records are available in the event of legal action arising from a breach of contract under s.10 (1) (a) of the <i>Limitations of Actions Act 1974</i>, which allows an action to be brought up to six years from date of the cause of action.</p> <p>Community expectation: That offshore education providers are licensed and suitably accredited to provide Queensland Curriculum and that records are kept about the licensing as per legislation.</p> <p>Comparison with other schedules' retention period: <i>After the Royal Commission into Institutional Responses to Child Sexual Abuse, all jurisdictions will need to update their relevant schedules.</i> <i>Tasmania – Retention and Disposal Schedule for Functional records of the Department of Education DA2281 – Reference 09.10.01 – Records documenting arrangements for, and</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		the management of, joint ventures, including the offshore delivery of the Tasmanian Curriculum – Destroy 7 years after action completed.
	Licences – out of hours care <i>See Disposal Freeze Affected Records</i>	
	Registration – international exchange program providers <i>See Disposal Freeze Affected Records</i>	
2300	<p>Internal reviews of accredited schools Records relating to internal reviews of the accreditation of a school in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i>. Includes reviews relating to:</p> <ul style="list-style-type: none"> • board performance • decision reviews • school accreditation. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: The Board will:</p> <ul style="list-style-type: none"> • examine and advise the Minister about the operation of the accreditation scheme under s.106–107 of the <i>Education (Accreditation of Non-State Schools) Act 2001</i> • comply with directions given by the Minister relevant to the performance of its functions under the <i>Education (Accreditation of Non-State Schools) Act 2001</i> • comply with directions given by the Minister relevant to a decision made by the Board. <p>The Minister may:</p> <ul style="list-style-type: none"> • direct the Board about its performance; if the Minister is satisfied it is required in the public interest (s.108 of the Act). <p>Any person dissatisfied with a decision made by the Board or the Minister may apply to the Minister for a review of the decision (s.101-104 of the Act).</p> <p>Regulatory requirements: <i>Corporations Act 2001 (Cwlth)</i> <i>Education (General Provisions) Act (Qld) 2006</i> <i>Education (Accreditation of Non-State Schools) Act (Qld) 2001</i> Education (Accreditation of Non-State Schools) Regulation (Qld) 2001 <i>Working with Children (Risk Management and Screening) Act (Qld) 2000</i></p> <p>Business requirements: A permanent retention period for non-state school internal accreditation review records:</p> <ul style="list-style-type: none"> • will meet business and statutory requirements • is consistent with the previous retention period.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Permanent retention criteria: These records provide evidence of the monitoring, analysis and review of policy affecting primary government functions including reports of review as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation: That reviews are undertaken where required and that records are retained as per legislation.</p> <p>Comparison with other schedules' retention period: After the <i>Royal Commission into Institutional Responses to Child Sexual Abuse</i>, all jurisdictions will need to update their relevant schedules. Non-State Schools Accreditation Board Disposal Authority QDAN 599 – Reference 5.3 – Ministerial applications to review a decision records – Retain permanently.</p> <p>Previous schedules: Non-State Schools Accreditation Board Disposal Authority QDAN 599:</p> <ul style="list-style-type: none"> • reference 5.1 – Ministerial referral records – Retain permanently • reference 5.2 – Ministerial directions records – Retain permanently.
	<p><i>Internal decision reviews – licencing</i> See <i>Disposal Freeze Affected Records</i></p>	

Function	Scope note
CURRICULUM AND TRAINING PRODUCT MANAGEMENT	<i>The function of enhancing student, apprentice and trainee learning outcomes through quality curriculum and courses. Includes developing, implementing, delivering, researching and reviewing teaching processes and education resources through a range of options. Students, including apprentices and trainees, may be internal, external, child or adult.</i>

Activities
Learning Planning Research Reviewing

Disposal authorisation	Record class and retention period	Justifying the retention period
2301	<p><i>Curriculum and teaching products – approved programs</i></p> <p>Records relating to final approved school curriculum and vocational education and training and higher education accredited courses.</p> <p>Includes subjects and modules developed as Queensland Curriculum and Queensland senior schooling curriculum. Also includes records relating to courses developed by training and vocational institutes.</p> <p><i>For records relating to program approvals, see ACCREDITATION, REGISTRATION AND REGULATION.</i></p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The Australian Curriculum, Assessment and Reporting Authority provides an Australian Curriculum for kindergarten up to year 10 with the continuation of the Queensland Curriculum for years 11 and 12.</p> <p>The Department of Education and Training managed the curriculum for eight key learning areas (e.g. English, mathematics, and science, study of society and the environment, languages, technology, health and physical education, and the arts) for schools before the establishment of the Queensland School Curriculum Council (1995) to manage the school curriculum.</p> <p>The Queensland School Curriculum Council was replaced by Queensland Studies Authority in 2002, then it was replaced with the Queensland Curriculum, Assessment Authority (QCAA) in 2014 that now manages the final curriculum and accreditation of syllabuses for Queensland.</p> <p>The QCAA develops and revises syllabuses and guidelines for the kindergarten year to year 12 and accredits syllabuses and guidelines prepared outside of the QCAA.</p> <p>State Schools Division of Education Queensland is supporting state school teachers to implement the Australian Curriculum through the development of the Curriculum into the Classroom (C2C) resource.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>C2C delivers a comprehensive set of whole-school and classroom planning materials for single level and multi-level classes, students with disability and for students who study through the Schools of Distance Education.</p> <p>In addition, community driven curriculum development such as the Daniel Morcombe child safety curriculum is approved by Education Queensland.</p> <p>Some RTOs develop product (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for five years.</p> <p>The Australian Curriculum covers the main aspects of curriculum including literacy, numeracy, science and history and is retained by the Australian Curriculum Assessment and Reporting Authority.</p> <p>Standard 1 of the AQTF, and SNR 4 and 15 of the NVR Standards require an RTO to provide quality training and assessment across all of its operations including using training and assessment materials consistent with the requirements of the training package or accredited course and the RTO's own training and assessment strategies.</p> <p>Section 47 of the <i>Vocational Education, Training and Employment Act 2000</i> allows a person to apply to the Training and Employment Recognition Council to have a course accredited. Section 47C states that accreditation may be for a term up to five years.</p> <p>Training organisations that develop product or curriculum consider these records to form a significant part of the historical record of the training provided in Queensland. A permanent retention period is recommended for the approval and final curriculum content of the course/unit.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions.</p> <p>Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Continuing Registration – Standard 1</p> <p><i>National Vocational Education and Training Regulator Act 2011</i></p> <p>Standards for NVR Registered Training Organisations 2012</p> <p><i>Vocational Education, Training and Employment Act 2000</i> – s.47</p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Queensland curriculum developed outside of the Australian Curriculum should be retained by the business for historical and business purposes.</p> <p>A permanent retention period for these curriculum materials will meet business and statutory requirements.</p> <p>Permanent retention criteria:</p> <p>These records represent the core function of education and training providers as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation:</p> <p>Public records provide evidence of curriculum taught to students by education and training institutions in line with legislative requirements. It is envisaged that the community expectations for the departmentally produced supporting curriculum materials used across all Queensland state, distance education and non-state schools as well as extending to nation-wide schools and registered schools will be available and support the history of learning and teaching within schools.</p> <p>Additionally, it is expected that the community would expect that quality training and vocational courses are developed to strengthen Queensland's economic base by providing a skilled workforce that meets the current and future needs of industry, government and the community.</p> <p>Comparison with other schedules' retention period:</p> <p>The jurisdictions which have permanent retention periods include records such as the final curriculum and the accreditation of syllabuses are:</p> <p><i>Queensland Studies Authority (Queensland Curriculum and Assessment Authority) Retention and Disposal Schedule QDAN 408 v3 – Reference 3.2.1 – Approved syllabus package – Retain permanently by Queensland Studies Authority¹.</i></p>

¹The appraisal log states the recommended retention period of retain permanently by Queensland Studies Authority is because the material is deposited with State Library Queensland and therefore it is not required for permanent retention by Queensland State Archives. This position of not taking public records that are legally deposited has changed over the years – records that have been published and have a permanent value are now being transferred to Queensland State Archives custody.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Technical and Further Education Institutes</i> QDAN 588 v1 – Reference 4.1.4 – Records relating to subjects and modules developed by TAFE – Permanent – Retain Permanently.</p> <p><i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.2/C281 – Curricula approval – Permanent.</p> <p><i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 10.4.2 – Curriculum Approval – Retain Permanently.</p> <p><i>Territory Records Disposal Schedule – Records Disposal Schedule – School Management Records</i> ACT No1 – Reference 170.365.001 – Final versions of approved school based curricula – Retain as Territory Archives.</p> <p><i>Victoria General & Disposal Authority for the Records for Higher and Further Education Institutions</i> PROS 02/01 – Reference 21.2.0 – Records relating to Curriculum Management. Process for the development and accreditation of courses of study and course or subject content. Curriculum Approval. The accreditation or sanction of a course and its content once developed – Permanent.</p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools</i> GDS22:</p> <ul style="list-style-type: none"> • reference 2.3.2 – School curriculum implementation – Records relating to the registration of class programs – Minimum Retention period & trigger is Permanent • reference 2.4.1 – School curriculum policy – Records relating to school based curriculum policy strategies, including assessment and teaching policy strategies – Minimum Retention period & trigger is Permanent. <p><i>South Australia – General Disposal Schedule for Universities of South Australia</i> GDS24 – Reference 7.7.1 – Records relating to the development of curricula, including master copies of proposals and reports, including proposals not proceeded with – Permanent.</p> <p><i>Tasmania Disposal Schedule for Functional Records of the Department of Education</i> TAS DA2281 – Reference 04.08.03 – Curriculum development (Curriculum Development & Management) – Records documenting the Tasmanian curriculum – Permanent</p> <p>Previous schedules:</p> <p><i>Department of Education and Training</i> QDAN F52/15:</p> <ul style="list-style-type: none"> • 3.5 – Key learning areas – Permanent – Subject to review at sentencing • 3.6 – Distance education – Permanent – Subject to review at sentencing.

Disposal authorisation	Record class and retention period	Justifying the retention period
2302	<p>Curriculum – development – Queensland curriculum</p> <p>Records relating to the development of Queensland Curriculum.</p> <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>See record class above.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 1 Part 4</p> <p>Business requirements:</p> <p>There is significant variance in the interpretation, definition and retention period and trigger for curriculum development records. The retention ranges from 1–10 years in other states and territories.</p> <p>The business unit considers the recommended 10 years supports their ongoing development needs.</p> <p>Community expectation:</p> <p>That supporting materials are created by schools to support the delivery of the Australian Curriculum and to provide consistency in learning at schools.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland Studies Authority Retention and Disposal Schedule</i> QDAN 408 v3 – Reference 3.2.2 – Development of new syllabuses and guidelines – Temporary – Retain for 7 years after last action.</p> <p><i>Tasmania Disposal Schedule for Functional Records of the Department of Education</i> TAS DA2281:</p> <ul style="list-style-type: none"> • reference 04.08.01 – Curriculum development (Curriculum Development & Management) – Records documenting syllabus development – Destroy 7 years after superseded • reference 04.08.02 – Curriculum development (Curriculum Development & Management) – Resources and publications used to support the development of the curriculum – Destroy 10 years after superseded. <p><i>Victoria Retention & Disposal Authority for the Records of the Curriculum and Assessment Functions</i> PROS 08/10 – Reference 1.1.3 – Individual Curriculum Units for Senior Secondary Qualifications – Development – Destroy 5 years after curriculum unit replaced.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Territory Records Disposal Schedule – Records Disposal Schedule – School Management Records ACT No1 – Reference 170.365.003 – Working papers associated with the development of school based curricula – Destroy 1 year after action completed</i>
2303	<p>Master copy – assessment Master set of examination questions used to support assessment of school, training and vocational education.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: RTOs including VET providers and higher education providers develop assessment strategies and tools through effective consultation with the industry per part 2 of the Standards for NVR Registered Training Organisations 2012. SNR 23 of the Standards for NVR Registered Training Organisations 2012 outlines that NVR registered training organisations must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment. This class is evidence of the requirements to determine competency. Per Standard 1 of the Standards for RTOs 2015, and SNR 4 of the Standards for NVR RTO 2012, the business must implement an assessment system that ensures that assessment (including recognition of prior learning):</p> <ul style="list-style-type: none"> • complies with the assessment requirements of the relevant training package or VET accredited course • is conducted in accordance with the Principles of Assessment, which include fairness, flexibility, validity and reliability. <p>Regulatory requirements: Australian Quality Framework (AQF) Standards for NVR Registered Training Organisations 2012 Standards for Registered Training Organisations (RTOs) 2015</p> <p>Business requirements: The master copy is the evidence that supports the standards for RTO assessments. A permanent retention period for these assessment items will meet business and statutory requirements. It is also consistent with other Queensland schedules and other jurisdictions.</p> <p>Permanent retention criteria:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>These records represent the core function of education and training providers as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation: That records of exam questions are created and maintained in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.2.1 – Master set of examination questions used prior to competency-based training – Retain permanently.</i> <i>University Sector Retention and Disposal Schedule QDAN 601 v3 – Reference 601.2/C248 – Master set of exam question papers – Retain permanently.</i> <i>State Record Authority New South Wales, Department of Education and Training DA141 – Reference 4.4.1 – One representative set, for each calendar year, of training materials produced by or on behalf of the Department – Required as State archives.</i> <i>Victoria – General & Disposal Authority for the Records for Higher and Further Education Institutions PROS 02/01 – Reference 22.1.0 – Records relating to Examination Content – includes Master examination question papers – Where Corresponding Syllabus Details Do Not Exist – Permanent. Transfer to the PROV when administrative use is concluded.</i> <i>Victoria – General & Disposal Authority for the Records for Higher and Further Education Institutions PROS 02/01 – Reference 22.2.0 – Records relating to Examination Content – includes Master examination question papers – Where Corresponding Syllabus Details Do Exist – Destroy when administrative use is concluded.</i> <i>South Australia – South Australian Universities GDS24 – Reference 7.1.1 – Master copy of examination question papers – Permanent.</i></p>
2304	Product – development – training and vocational	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to the development of resources, assessment and reporting materials to address learning areas within training and vocational courses in compliance with the Australian Quality Framework (AQF).</p> <p>Retention period & trigger 30 years after course is withdrawn.</p>	<p>Training and assessment programs are developed and/or delivered in partnership with industry and employers and are reviewed under the Australian Qualifications Framework (AQF) for accreditation.</p> <p>Standard 1 of the AQTF and SNR 4 and SNR 15 of the NVR Standards require an RTO to provide quality training and assessment across all of its operations including using training and assessment materials consistent with the requirements of the training package or accredited course and the RTO's own training and assessment strategies.</p> <p>The process for course development, design, approval and/or accreditation incorporates the following activities:</p> <ul style="list-style-type: none"> • course concept • business case and approval • curriculum development • accreditation/re-accreditation • course implementation • quality assurance and continuous improvement. <p>Regulatory requirements: Australian Qualifications Framework (AQF) Australian Quality Training Framework (AQTF) Education (Overseas Students) Regulation (Qld) 2014 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) Standards for NVR Registered Training Organisations 2012 <i>Vocational Education, Training and Employment Act 2000</i></p> <p>Business requirements: This material forms part of the training record of the student and under the AQTF Condition 6 and SNR12 and SNR23 of the NVR Standards. Under these standards, client records of attainment of units of competency and qualifications must be kept for a period of thirty years.</p> <p>To validate qualifications of clients, RTOs must retain information about the courses developed and provided to their clients.</p> <p>The business units consider the recommended retention period of 30 years will meet their ongoing requirements.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Community expectation: That training and vocational courses are developed to provide learning, teaching and assessment that is authentic and relevant and reflects industry standards and is informed by applied learning theory and learn engagement principles. The community would expect that records of the courses taught are retained in line with legislation.</p> <p>Comparison with other schedules' retention period: <i>University Sector Schedule QDAN 601.2 – Reference C157 – Master set of calendar and handbook publications – Retain permanently by the university.</i> <i>Agricultural Education Retention and Disposal Schedule QDAN 704 v1 – Reference 10.4.3 – Curriculum Content – Temporary – Retain for 30 years after course is withdrawn.</i> <i>South Australia – South Australian Universities GDS24 – Reference 7.6.1 – Master copy of University calendars, faculty handbooks and course/topic guides containing descriptions of course/topic content and requirements – Permanent.</i></p>
2305	<p>Product – non-accredited Records relating to non-accredited short courses developed to provide training in highly specialised areas and do not result in a formal qualification.</p> <p>Retention period & trigger 7 years after course is withdrawn.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Non-accredited products are short courses, such as hobby and recreation courses (e.g. ceramics, jewellery making, dancing) that were traditionally developed on request to provide training in highly specialised areas. These courses were designed to be delivered as a unit only, and not to provide a qualification. These records do not fall under the Australian Quality Training Framework (AQTF) or Australian Qualifications Framework (AQF) or other vocational education and training legislative requirements and are of short term value.</p> <p>Regulatory requirements: Standards for NVR Registered Training Organisations 2012 <i>Limitation of Actions Act 1974</i></p> <p>Business requirements: Non-accredited courses are provided on request. The seven year retention period ensures that these records are available in the event of legal action arising from a breach of contract under s.10 (1) (a) of the <i>Limitations of Actions Act 1974</i> which allows an action to be brought up to six years from date of the cause of action.</p> <p>Community expectation:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>That records of current course offerings are retained while the course remains current for consistency in delivery of courses.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Technical and Further Education Institutes QDAN 588 v1</i> – Reference 4.1.5 – Records relating to Category A courses with no enrolments – Temporary – Retain for 1 year after last action.</p> <p><i>Technical and Further Education Institutes QDAN 588 v1</i> – Reference 4.1.6 – Syllabus documents, national training packages or accredited curriculum documentation – Temporary – Retain for 5 years after last action.</p> <p><i>University Sector Retention and Disposal Schedule QDAN 601v2</i> – Reference 601.2/C283 – Records relating to the development of curricula for non-award courses and programs – Temporary – Retain for 5 years after last action.</p> <p><i>Agricultural Education Retention and Disposal Schedule QDAN 704 v1</i> – Reference 10.4.5 – Non award course delivery – Temporary – Retain for 7 years after course is withdrawn.</p>
2306	<p>Curriculum – planning and delivery</p> <p>Records relating to the development of teacher resources supporting the delivery of Qld curriculum and national frameworks into schools and care services. Records may include, but not limited to:</p> <ul style="list-style-type: none"> • distance education • early years learning framework • Queensland kindergarten learning guideline • Queensland Curriculum • the Australian Curriculum • the National Quality Framework (early childhood education and care). <p>Retention period & trigger</p> <p>10 years after curriculum, course or unit has been superseded or cancelled.</p>	<p>Date authorised: 14 November 2018</p> <p>Background / business process:</p> <p><u>Australian and Queensland Curriculum</u></p> <p>In 2015, the Education Council endorsed the Australian Curriculum developed by the Australian Curriculum, Assessment and Reporting Authority (ACARA). There are currently 43 learning areas and subjects developed, published and maintained by ACARA.</p> <p>The implementation of endorsed Australian Curriculum, and the timeline for implementation, is a matter for state and territory school and curriculum authorities, as is which version of the Australian Curriculum is to be used.</p> <p>The Queensland Curriculum & Assessment Authority (QCAA), and Queensland's school sectors — Education Queensland, Queensland Catholic Education Commission, and Independent Schools Queensland — have developed advice, guidelines and resources to support schools to deliver the Australian curriculum.</p> <p>Curriculum materials known as Curriculum into the Classroom (C2C) are resources developed by Education Queensland to support the implementation of kindergarten to year 12 curriculum across all Queensland state, distance education and non-state</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>schools as well as extending the use to nation-wide schools and use in registered schools.</p> <p><u>Early Childhood Education and Care Services</u></p> <p>Section 120 of the <i>Education and Care Services Act 2013</i> outlines that an approved provider and a nominated supervisor of an education and care service must ensure that a program is delivered to all children being educated and cared for by the services that (a) is based on an approved learning framework; and (b) is delivered in a manner that accords with the approved learning framework.</p> <p>The National Quality Framework (NQF) is the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children using education and care services.</p> <p>The NQF introduces a new quality standard to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care.</p> <p>The Australian Government Department of Education and Training advises that it is expected that each early childhood service will develop their own strategy to implement the framework.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions.</p> <p><i>Education and Care Services Act 2013</i> – Section 120</p> <p>Education and Care Services Regulation 2013</p> <p>National Quality Framework for Early Childhood Education and Care</p> <p>Early Years Learning Framework</p> <p>Queensland Kindergarten Learning Guideline</p> <p>Business requirements:</p> <p>The Australian Curriculum provides the main aspects of curriculum including literacy, numeracy, science and history and is maintained by the ACARA. As such, curriculum is available from the ACARA and has short term business value once a subject ceases to be taught.</p> <p>C2C materials provide a starting point for planning with the Australian Curriculum, and teachers and curriculum leaders adapt and modify the materials to meet the needs of their students and local school contexts.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>While the proposed retention is longer than the previous Queensland schedules, it is consistent with other jurisdictions. In addition, the business unit considers the retention of licensing records for 10 years after last action meets their ongoing requirements.</p> <p>Community expectation: That the national body of the Australian Curriculum, Assessment and Reporting Authority (ACARA) maintain the curriculum but each school maintains the teaching resources used to deliver the curriculum as long as required.</p> <p>Comparison with other schedules' retention period: <i>Victoria – Retention and Disposal Authority for Records of Education and Early Childhood Development Functions</i> PROS 10/09 – Reference 1.1.2 – Records documenting the development of strategies and plans for school education and early childhood development – Destroy 10 years after plans are approved. <i>Retention and Disposal Authority for Records of Education and Early Childhood Development Functions (Victoria)</i> PROS 10/09 – Reference 1.2.2 – Records documenting the development of program-specific plans, and resources or materials – Destroy 10 years after program concludes. <i>South Australia General Disposal Schedule for Public Primary and Secondary Schools</i> GDS22 – Reference – 2.0 – School curriculum – Subject evaluation by individual schools – Destroy 7 years after last action. <i>Disposal Schedule for Functional Records of the Department of Education Tasmania</i> TAS DA2281 – Reference 04.08.07 – Curriculum development (Curriculum Development & Management) – Copies of curriculum and syllabi from other jurisdictions used in developing the Tasmanian curriculum – Temporary – Destroy when reference ceases.</p> <p>Previous schedules: Prior to the introduction of the Australian Curriculum, programs were separated in DET's 1996 schedule and no longer exist. Each program was allocated a separate retention. The current justifications in relation to QDAN 364 and F52/151 refer to curriculum programs that no longer exist: <i>Department of Education and Training Retention and Disposal Schedule</i> QDAN 364:</p> <ul style="list-style-type: none"> • reference 1.4 – Active and Informed Citizenship – Temporary – Destroy 2 years • reference 1.5 – Adult Education – Temporary – Destroy 2 years

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • reference 1.27 – Curriculum Coordination Time – Temporary – Retain at school as long as required • reference 1.28 – Curriculum Files– Temporary – Destroy 2 years • reference 1.38 – Effective learning and teaching – Temporary – Destroy 2 years • reference 1.76 – Numeracy and Literacy – Temporary – Destroy 5 years • reference 1.131 – Social Justice – Temporary – Retain at school as long as required • reference 1.148 – Supportive school environment – Temporary – Retain at school as long as required <p><i>Department of Education and Training Retention and Disposal Schedule QDAN F52/151 – 3.8 – Effective Learning– Temporary – Destroy 5 years.</i></p>
	<p><i>Delivery arrangements – administrative</i> See <i>Disposal Freeze Affected Records</i></p>	
2307	<p><i>Teaching resources</i> Records relating to detailed lesson descriptions developed by teachers. Retention period & trigger 1 year after superseded.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: These class planning records are developed by teachers when implementing the Australian and/or Queensland curriculum to support their delivery and provision of effective teaching and learning of curriculum to students. Teachers may use current class planning records to develop the ensuing year’s plans.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions.</p> <p>Business requirements: This record class is created and maintained within schools and is a combination of class planning activities listed in the previous schedule QDAN 364 that represents the class planning activities developed and used by teachers. This retention period allows records of class planning activities to remain available for an appropriate period to allow ongoing delivery of curriculum programs in schools. These records are primarily for the use of teachers and are not held within administrative areas. Teachers may use current lessons plans to develop the ensuing year’s plans.</p> <p>Community expectation:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>It is expected that lesson plans be completed to ensure quality education delivery.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364v2 – Reference 2.22 – Class Timetable – Temporary – Destroy 1 year.</i></p> <p><i>Technical and Further Education Institutes Retention and Disposal Schedule QDAN 588 – 4.1.1 – Course Administration – Temporary – Retain until superseded.</i></p> <p><i>South Australia – General Disposal Schedule for Public Primary and Secondary Schools GDS22 – Reference 2.3.1 – Records of class programming – Temporary – Destroy 2 years.</i></p> <p><i>NSW Department of Education and Training – Schools Records 1950+ DA60 – Reference 3.2.2 – Curriculum implementation – Teachers class programs – Retain for minimum of 2 years after superseded.</i></p> <p>Previous schedules:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364v2:</i></p> <ul style="list-style-type: none"> • reference 1.28 – Curriculum files – Temporary – Destroy 2 years • reference 1.27 – Curriculum Coordination Time – Temporary – Retain at school as long as required • reference 2.22 – Class Timetable – Temporary – Destroy 1 year.
2308	<p>Resources and materials</p> <p>Records relating to resources and materials used in course and unit delivery.</p> <p>Excludes curriculum development and content records.</p> <p>Retention period & trigger</p> <p>Until business use ceases.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Resource and material records support the delivery of curriculum and the lesson planning. The Australian Curriculum does not specify how the content must be taught. Resources and materials contribute to the relevant and engaging learning facilitated by schools and teachers to address the individual learning needs of their students.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i></p> <p>Australian Quality Training Framework (AQTF)</p> <p>Standards for NVR Registered Training Organisations 2012</p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>The P-12 curriculum, assessment and reporting framework specifies the requirements for each Queensland state school in delivering the curriculum from prep to Year 12. The framework is a key reference for all state school principals, staff and school communities.</p> <p>Schools have flexibility in the delivery of curriculum plans. The resources and materials support these plans and may be used for one year or multiple years, and may be used as the foundation of new or updated course materials.</p> <p>Community expectation:</p> <p>That appropriate resources and materials be used in course delivery and kept as long as required as teachings aids.</p> <p>Comparison with other schedules' retention period:</p> <p><i>University Sector Retention and Disposal Schedule QDAN 601 v2 – Reference 601/C287 – Resources and materials – Temporary Retain for 2 years after last action.</i></p> <p><i>Queensland Agricultural Education Sector Retention and Disposal Schedule QDAN 704 – Reference 10.4.6 – Resources and materials – Temporary Retain for 2 years after last action.</i></p> <p><i>South Australia – General Disposal Schedule for Public Primary and Secondary Schools GDS22 – Reference 2.3.1 – Records of class programming – Temporary – Destroy 2 years.</i></p> <p><i>South Australia – General Disposal Schedule for Universities of South Australia Universities GDS24 – Reference 7.6.3 – Subject resources and material used in course/topic delivery – Temporary – Destroy 3 years after last action.</i></p>
2309	<p>Registers – approved education research projects</p> <p>Register of approved research projects into education gaps, priorities, change drivers, effectiveness, etc. that are used to inform education policy and curriculum. Includes project evaluation.</p> <p>Research may include studies, assessments, projects, programs, etc.</p> <p>Retention period & trigger</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Major research studies are conducted across the Department to advise the alignment of school curriculum, assessment and reporting frameworks to contribute to student learning outcomes through the history of the department.</p> <p>To maintain consistency with the school curriculum, assessment and reporting frameworks and the recording of extensive expenditure for certain research studies, this register documents the history of approved research studies and is used when assessing and approving future research studies.</p> <p>There is an internal requirement to record and publish all major research activity outcomes.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<p>Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions.</p> <p>Business requirements: This approval register is created and maintained within the department and is a new record class used for recording the extensive management requirements for research studies. The business deems the register an integral record documenting the history of approved research studies and is used when assessing future research studies and maintains consistency with the school curriculum, assessment and reporting frameworks.</p> <p>A permanent retention period for this research studies approval register will meet the department’s business and statutory requirements.</p> <p>Permanent retention criteria: These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation: The register provides a historical record for all research studies conducted across the department for the benefit of learning within schools as well as other areas.</p> <p>Comparison with other schedules’ retention period: <i>State Record Authority New South Wales, Department of Education and Training DA141</i> – Reference 1.6.1 – Major research – Required as State archives. <i>Archives Office of Tasmania, Department of Education DA2281</i> – Reference 1.24 – Records documenting research, formal research findings and summaries of research undertaken – Permanent. <i>Victoria – Retention and Disposal Authority for Records of Education and Early Childhood Development Functions PROS 10/09</i> – Reference 5.1.1 – Education and early childhood research projects – Permanent – Retain as State Archives.</p> <p>Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule QDAN F52/151</i> – Reference 3.12 – Studies Policy and Development – research – Temporary – Destroy</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		when reference ceases (files containing research initiated by or containing substantial input from the Department of Education should be retained permanently).
2310	<p>Studies – major</p> <p>Records relating to major research studies into issues that have a substantial impact upon the delivery of programs or policy.</p> <p>Major studies include those funded by the Australian Research Council (ARC), prestigious for the school, have wide range effects on the community, are funded or partnered by the Department of Education and Training.</p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The Department of Education and Training aims to provide Queenslanders with high quality education and training informed by the best available evidence to inform policy and practice and to support continual service improvements.</p> <p>The department receives a high volume of complex research applications that are reviewed, assessed and either approved or refused.</p> <p>Approval to conduct research is not official departmental support or endorsement of any aspect of the project or its outcomes or recommendations. Participation in research by a school is voluntary and the decision to participate in a research project is at the discretion of the school principal or site manager.</p> <p>At the conclusion of a study, the researcher must provide a copy of an executive summary and a full report of the research results to the approving authority.</p> <p>Major research studies include those that:</p> <ul style="list-style-type: none"> • are conducted across the education and training (normally within schools) • are funded by the Australian Research Council (ARC) • help advise the alignment of school curriculum, assessment and reporting frameworks • contribute to student learning outcomes through the history of the department. <p>Example of major research studies include:</p> <ul style="list-style-type: none"> • exploring barriers to distance education and potential to electronically deliver courses of entire school programs by video and computer • change in schools: practice and vision. <p>There is an internal requirement to record and publish all major research activity outcomes.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions.</p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Research studies frequently relate to effective teaching and learning, learning difficulties, health issues, nutrition, etc.</p> <p>These studies have a direct and substantial impact upon the delivery of programs or departmental policy.</p> <p>A permanent retention period for these major research studies will meet business requirements.</p> <p>Permanent retention criteria:</p> <p>These records provide substantial contribution to community memory as the records provide a representation of the Queensland way of life including education as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation:</p> <p>These studies provide a historical record of the context and perspective on previous and current curriculum and or learning environment within schools and other areas.</p> <p>Comparison with other schedules' retention period:</p> <p><i>University Sector Retention and Disposal Schedule QDAN 601 – Reference 601.2/C123 – Research data – significant – Permanent.</i></p> <p><i>State Record Authority New South Wales, Department of Education and Training NSW DA141 – Reference 1.6.1 – Major research – Required as State archives.</i></p> <p><i>Disposal Schedule for Functional Records of the Department of Education Tasmania TAS DA2281 – Reference 1.24 – Records documenting research, formal research findings and summaries of research undertaken – Permanent.</i></p> <p><i>Victoria – Retention and Disposal Authority for Records of Education and Early Childhood Development Functions PROS 10/09 – Reference 5.1.1 – Education and early childhood research projects – Permanent – Retain as State Archives.</i></p> <p>Previous schedules:</p> <p><i>Department of Education and Training Retention and Disposal Schedule QDAN F52/151 – Reference 3.12 – Studies Policy and Development – research – Temporary – Destroy when reference ceases (files containing research initiated by or containing substantial input from the Department of Education should be retained permanently).</i></p>
2311	Studies – routine	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to minor research studies that do not have a substantial impact upon the delivery of programs or policy.</p> <p>Studies may include, effective teaching and learning, learning difficulties, health issues, nutrition, etc.</p> <p>Retention period & trigger 10 years after completion of research.</p>	<p>Business process is as above.</p> <p>Minor research studies are conducted across education and training (normally within schools). While these studies may include research about effective teaching and learning, learning difficulties, health issues, nutrition, etc. they have no substantial impact on the delivery of programs or policy.</p> <p>Research applications that are deemed unsuccessful are kept to allow further review of researchers and their research activities including any future applications.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act (Qld) 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions.</p> <p>Business requirements: The research approval and finalisation (submission of final report) process is a thorough process.</p> <p>The recommended 10 years is a longer retention than the comparisons with Queensland and other jurisdictions schedules. The business unit considers the longer retention is justified for ongoing business requirements.</p> <p>Community expectation: Schools and institutes will maintain these records of research activities to support information requests from the community.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule Reference QDAN 601v3 – 601.2/C142</i> – Research projects – successful – retain for 7 years after last action. <i>State Records Authority of New South Wales Functional NSW DA141</i> – Reference 1.6.2 – Minor research projects – Temporary – Destroy 5 years. <i>Department of Education Tasmania Disposal Schedule for Functional Records of the TAS DA2281</i> – Reference 1.24.02 – Adult and community education research – Temporary – Destroy 5 years.</p> <p>Previous schedules: <i>Department of Education and Training QDAN F52/151</i> – Reference 3.12 – Policy and development research – Temporary – Destroy when reference ceases.</p>
2312	Reviewing – curriculum, product and program reviews	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records documenting changes to course, subject and program content based on changing requirements, feedback and review.</p> <p>Retention period & trigger</p> <p>5 years after business action completed.</p>	<p>Ongoing reviews of Australian Curriculum, Queensland Curriculum and the supporting materials for the delivery of curriculum are required to ensure up to date, accurate and consistent learning.</p> <p>C2C materials are reviewed and revised in response to feedback from schools and their communities.</p> <p>Some Registered Training Organisations (RTOs) develop product (training and vocational curriculum) and apply for approval of these programs through the Australian Skills Quality Authority (ASQA). ASQA provides accreditation (approval) of the course if it meets the Australian Qualifications Framework (AQF). Accreditation of courses is for five years.</p> <p>Regulatory requirements:</p> <p>N/A</p> <p>Business requirements:</p> <p>School Planning, Reviewing and Reporting Framework 2012–15 outlined a quadrennial review plan for Queensland state schools. This review includes the review of curriculum as part of the four year school plans.</p> <p>The recommended retention period of five years meets the department’s business requirements and is consistent with Queensland and other jurisdictions’ schedules.</p> <p>Community expectation:</p> <p>That regular reviews of curriculum are undertaken to ensure learning material is current.</p> <p>Comparison with other schedules’ retention period:</p> <p><i>University Sector Retention and Disposal Schedule QDAN 601v3 – Reference 601.3/C21 – Curricula development and review – non-award courses/programs – Retain for 5 years after last action.</i></p> <p><i>Records Disposal Schedule ACT No. 1 – Education Strategy – Reference 168.093.002 – Other records documenting a review of agency programs and operations. Includes documents establishing the review – Destroy 5 years after action completed</i></p> <p><i>Disposal Schedule for Functional Records of the Department of Education Tasmania TAS DA2281:</i></p> <ul style="list-style-type: none"> reference 06.33.01 – Reviews of education training and support activities, programs, strategies – Destroy 5 years after action complete

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none">reference 04.21.02 – Records documenting changes to course/subject content based on changing requirements, feedback and review – Destroy 7 years after superseded.

Function	Scope note
FACILITIES MANAGEMENT	<i>The function of controlling and managing land and facilities owned and leased by schools and institutions. Includes buildings and land allotments owned, rented, or leased by the school such as educational facilities, office blocks, fences, repositories, sporting grounds and workshops.</i>

Activities
Native Title Management Property Management Security

Disposal authorisation	Record class and retention period	Justifying the retention period
2313	<p><i>Native title areas – claim assessments</i> Records relating to the agency interest response and native title assessment report developed for the relevant Queensland or federal government department for determination or extinguishment of native title claim within school land.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: This class covers school grounds that have been subject to native title claims. As per the <i>Native Title Act 1993</i>, government-built school grounds are exempt from native title claims and these records support extinguishment.</p> <p>Native title is the recognition in Australian law that some Aboriginal and Torres Strait Islander people continue to hold rights to their lands and waters which come from their traditional laws and customs.</p> <p>Native title can be extinguished in areas where governments have built schools and other valid public works on or before 23 December 1996. Extinguishment is defined in section 237A of the Act as ‘<i>extinguish, in relation to native title, means permanently extinguish the native title. To avoid any doubt, this means that after the extinguishment the native title rights and interests cannot revive, even if the act that caused the extinguishment ceases to have effect.</i>’</p> <p>When a native title claim is made, an assessment is completed with supporting records containing evidence of the valid public works and/or historic (previous) extinguishing tenure(s). These records should be retained as supporting evidence for extinguishment.</p> <p>Regulatory requirements: <i>Native Title Act 1993 (Cwlth)</i></p> <p>Business requirements: Per the <i>Native Title Act 1993</i> – Section 83A.1, the Federal Court may request searches</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>of state registers and records be conducted for current or former interests in land or water.</p> <p>The records are created and maintained in schools and in central offices but are collated when required for the purpose of native title claim assessments.</p> <p>The permanent retention of the assessments and supporting materials is required to meet business and legislative requirements.</p> <p>Invoices in particular related to painting or repairs to fences, clearing sites, acquisitions for fencing etc. are critical to support business requirements because these documents help to determine the areas of land under extinguishment.</p> <p>Permanent retention criteria:</p> <p>These records provide evidence of the legal status of individuals and groups within the community, as well as their fundamental rights to participate in the affairs of the state, and to lay claim to entitlements and protection provided by the state. This includes public records documenting the significant interaction of individuals with government, which are necessary to protect their enduring rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation:</p> <p>Records relating to the school properties are created and maintained by the school or the Department of Education and Training for the purpose of managing the asset and for historical purposes.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN 653v1 – Reference 8.3.1 – Native Title Determinations – Status is Permanent.</i></p> <p><i>Transport and Main Roads Sector Retention and Disposal Schedule QDAN 474v5 – Reference 2.5.8 – Native Title Assessments – Status is Permanent.</i></p> <p><i>South Bank Corporation Retention and Disposal Schedule QDAN 675v1 – Reference 3.9.1 – Native Title Areas – Status is Permanent.</i></p> <p>Previous schedules:</p> <p><i>Department of Education and Training QDAN F52/151:</i></p> <ul style="list-style-type: none"> • reference 1.9 – Facilities – Schools Files – Permanent • reference 1.9 – Facilities – Establishment of new school (Includes land purchase

Disposal authorisation	Record class and retention period	Justifying the retention period
		and any correspondence relating to the site) – Permanent.
2314	<p>School property records</p> <p>Records relating to school property for all schools where construction commenced on or before 23 December 1996 but they have not been subject to a native title claim.</p> <p>These records are required in the event of a future native title claim on all or some of the school property.</p> <p><i>For records relating to school properties where construction commenced on or after 24 December 1996, refer to the General retention and disposal schedule (GRDS).</i></p> <p><i>For schools subject to native title claims, see Native title areas – claim assessments.</i></p> <p>Retention period & trigger</p> <p>12 years after disposal of asset.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Future native title claims can be made on school property where governments have built schools and other public works on or before 23 December 1996 but have not yet been subject to a claim.</p> <p>If a native title claim is made, an assessment is required to be completed with supporting records with evidence of the public works in order to provide a case for extinguishment of that claim over the land.</p> <p>Extinguishment is defined in section 237A of the Act as <i>‘extinguish, in relation to native title, means permanently extinguish the native title. To avoid any doubt, this means that after the extinguishment the native title rights and interests cannot revive, even if the act that caused the extinguishment ceases to have effect.’</i></p> <p>Regulatory requirements:</p> <p><i>Native Title Act 1993</i> – Section 23F defines previous non-exclusive possession act if it takes place on or before 23 December 1996.</p> <p>Business requirements:</p> <p>School property records should be maintained in line with legislation to support a future claim assessment.</p> <p>For the construction of government built schools and other public works or other property dealings after 23 December 1996, a native title assessment form is required to be completed by the Department of Natural Resources and Mines to determine if the land has reference or no reference to native title.</p> <p>For example, if the dealing is in a conclusion boundary, then it is no longer subject to native title claim. If it is subject to reference, then there are ways of working through the proposed land dealings including but not limited to Indigenous land use agreements.</p> <p>The recommended 12 year retention period meets the business requirements of the department.</p> <p>Community expectation:</p> <p>Records relating to the school properties are created and maintained by the school or the Department of Education and Training for historical purposes and for use in future legal issues.</p> <p>Comparison with other schedules’ retention period:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland General retention and disposal schedule:</i></p> <ul style="list-style-type: none"> • reference 1190 – Property Management – Acquisition – Retain for 12 years after disposal of property • reference 1189 – Significant Property Management – Acquisitions – Permanent • reference 10.1.4 – Property Management – Acquisition (Maps, Charts and Plans) – Retain for 5 years after disposal of property or expiration of lease. <p>Other comments/factors for consideration:</p> <p>This class covers school property built on or before 23 December 1996 that have not been subject to native title claims. Per the <i>Native Title Act 1993</i>, government built school grounds are exempt from native title claims and these records support extinguishment. These records are requirements for future claim assessments.</p> <p>Records relating to school property that has been subject to a claim are sentenced under Native title areas – claim assessments.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training QDAN F52/151:</i></p> <ul style="list-style-type: none"> • reference 1.9 – Facilities – Schools Files – Permanent • reference 1.9 – Facilities – Establishment of new school (Includes land purchase and any correspondence relating to the site) – Permanent.
	<p><i>Usage – school facilities and property</i> <i>See Disposal Freeze Affected Records</i></p>	
	<p><i>Directions and orders about conduct of persons</i> <i>See Disposal Freeze Affected Records</i></p>	

Function	Scope note
FOOD SERVICES	<i>The function of providing food for sale through canteens, tuckshops, and campus cafes and restaurants managed by schools and institutes. Includes the provision of food to outside school hours care (OSHC) and the provision of food to boarding house students where the food service is conducted or managed by the school. Also includes acquiring and maintaining operating licences under the Food Act 2006 and Food Regulation 2006 and complying with national food safety standards and liquor licences.</i>

Activities
Authorisation Compliance Incidents Monitoring

Disposal authorisation	Record class and retention period	Justifying the retention period
2315	<p><i>Food premises – schools and institutes registration</i></p> <p>Records relating to the registration of the school's facilities as food premises under the <i>Food Act 2006</i>.</p> <p>Schools requiring food premise authorisation include:</p> <ul style="list-style-type: none"> • all non-government schools • government schools with third party suppliers contracted to run the food premise • some outside school hours care providers. <p><i>For records relating to the Food Safety program, see Compliance – Food safety program.</i></p> <p>Retention period & trigger</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>All food premises that are operated at schools and institutes by entities other than Parents & Citizens (P&C) associations are required to obtain authorisation for the food premises under Section 52 of the <i>Food Act 2006</i>.</p> <p>In Queensland, applications are made to the local government to operate a food premise and must comply with requirements as set out by local law. Licences granted by the local government are required to be renewed annually.</p> <p>Regulatory requirements:</p> <p><i>Food Act 2006</i> <i>Food Regulation 2006</i> Australia New Zealand Food Standards Code</p> <p>Business requirements:</p> <p>The schools and institutes that operate food businesses under the <i>Food Act 2006</i> must participate in a registration process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	3 years after the expiry of the licence or registration.	<p>The recommended three year retention period allows sufficient time for the local government to impose penalties for non-compliance with the <i>Food Act 2006</i> or instigate legal action if necessary.</p> <p>Community expectation: It is expected that food operators comply with the <i>Food Act 2006</i> unless exempt.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v.4 – Reference 24.9.3 – Registers documenting applications for a licence to operate a regulated food business issued in accordance with s.52 of the <i>Food Act (Qld) 2006</i> – Retain for 3 years after the expiry of all licences and/or registrations. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/C26 – Food business operator – records relating to the licensing of the university to operate a food business – Retain for 3 years after last action. <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education</i> DA No 2281 – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires.</p> <p>Other comments/factors for consideration: The suggested retention period is in line with the <i>Local Government Sector Retention and Disposal Schedule</i> for consistency in retention obligations with the local government regulators of food businesses in Queensland and in line with legislation.</p>
2316	<p>Liquor licence Records relating to the licensing of schools or institutes to sell or supply liquor under the <i>Liquor Act 1992</i>.</p> <p>Retention period & trigger 7 years after expiry of licence or registration.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Schools and institutes require a liquor licence to sell or supply liquor under Part 4 and Part 4A of the <i>Liquor Act 1992</i>. Liquor is supplied or sold in schools at special events and in institutes for training and at special events. A subsidiary on premise licence is required when selling liquor for on-premises consumption and is a secondary function of a business. Types of businesses requiring this licence include:</p> <ul style="list-style-type: none"> • restaurants • cafes • theatres • function centres • training institutions.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Amendments to the Act in 2013 determined that some eligible schools and other not for profit groups no longer have to apply for a liquor permit to sell alcohol at fundraising events. Not for profit groups include P&C associations. Conditions for the exemption include:</p> <ul style="list-style-type: none"> • all proceeds must be used for the benefit of the community • the supply of liquor must be secondary to the fundraising event • liquor can only be sold for a period of eight hours or less and between 7.00 am and midnight • liquor must be sold by an adult, in an open container and for consumption at the event • the entity must ensure the sale of liquor does not create an unsafe environment at the event • liquor must not be sold or supplied in a way that encourages rapid or excessive consumption • liquor must not be sold or supplied to minors or patrons who are unduly intoxicated or disorderly. <p>Regulatory requirements: <i>Liquor Act 1992</i></p> <p>Business requirements: The schools and institutes that supply or sell liquor under the <i>Liquor Act 1992</i> must participate in a licensing process then comply with licence requirements under the Act. Licence renewals also require further information be supplied to licence regulators. Under section 217(2)(c) of the <i>Liquor Act 1992</i>, these records must be kept by the licence holder for '6 years after the day on which the record is made'. The retention period has been increased to seven years for consistency with other Queensland schedules. This allows one year as a safety margin to cover any outstanding legal action which may be brought by or against the school or institute.</p> <p>Community expectation: It is expected that supply and sale of alcohol should be in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4 – Reference 26.1.1 – Records relating to the authorisation of the local government to sell or supply</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>liquor in accordance with s.217 of the <i>Liquor Act (Qld) 1992</i> – Retain for 7 years after last action.</p> <p><i>University Sector Schedule</i> QDAN 601 – Reference 601.2/C27 – Records relating to the licensing of the university to sell or supply liquor in accordance with section 27 of the <i>Liquor Act (Qld) 1992</i> – Retain for 7 years after last action.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training Retention and Disposal Schedule for Education Records</i> QDAN 364v2 – Reference 1.7 – Alcohol on School Premise – Temporary – Retain at school as long as required.</p>
2317	<p>Food service operations – Compliance monitoring</p> <p>Records relating to the compliance of the school or institute’s facilities with the <i>Food Act 2006</i> (if applicable) and the National Food Standards Code (2016) for use as food premises.</p> <p>Retention period & trigger</p> <p>4 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Queensland Health published the monitoring and enforcement of the <i>Food Act 2006</i> (the Act) guidelines in November 2015. Under Section 8, Queensland Health and local government authorised persons are required to monitor and enforce the provisions of the Act. This part of the guideline is intended to provide guidance and clarification on monitoring the Act.</p> <p>Monitoring activities are essentially evidence gathering activities and any material gathered through monitoring may become evidence. Monitoring activities may include:</p> <ul style="list-style-type: none"> • spot checks (inspections) • surveillance • comparison of data over time • audits. <p>An inspection is used to assess compliance with legislative requirements where the standard is fairly prescriptive and where no or limited documentation or records are required to be kept by the food business. The National Food Safety Audit Policy defines an inspection as ‘the examination of food or systems for control of food, raw materials, processing and distribution, including in-process and finished product testing, to verify that they conform to regulatory requirements.’</p> <p>Inspections may be performed routinely or as a result of a complaint, they may be scheduled or unannounced. It is considered appropriate that at least one inspection is undertaken at each licensed food business annually.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>While low risk food businesses are not required to have a licence under the Act, they are still required to produce safe and suitable food and comply with the requirements of the Act and code and can be inspected to check compliance.</p> <p>All food premises operated by P&C associations and some out of school hours care providers are exempt from the <i>Food Act 2006</i>. The out of school hours care providers with exemptions are those that provide pre-packaged food only.</p> <p>While exempt from the Act, these food premises must comply with the Australia New Zealand Food Standards Code. Under Standard 3.2.1, exempt businesses that are identified as high-risk are required to have a food safety program.</p> <p>Regulatory requirements: Australia New Zealand Food Standards Code (2016)</p> <p>Business requirements: While there is no legislative requirement for food businesses to keep records for a certain period of time in the Act, Standard 3.2.1 of the Australia New Zealand Food Standards Code requires a food business to retain copies of all written reports for a period of four years. It is recommended by the Department of Health that businesses retain records for that same period to allow any inspections/audits to be verified if necessary.</p> <p>Community expectation: It is expected that records relating to food provided to students are kept in line with safety standards.</p> <p>Comparison with other schedules' retention period: <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education</i> DA No 2281 – Reference 06.06.05 – Permission to operate a school canteen – Temporary – Destroy 2 years after approval expires.</p> <p>Other comments/factors for consideration: The Standards in the Australia New Zealand Food Standards Code are legislative instruments under Section 8 of the <i>Legislation Act 2003</i>. While some school premises are exempt from the <i>Food Act (Qld) 2006</i>, they are required to comply with the Australia New Zealand Food Standards Code.</p> <p>The recommended retention period for these records is based on the average frequency of audits (annual) and the limitation period (three years) for actions arising from personal injury (e.g. food poisoning) under section 11 of the <i>Limitation of Actions Act (Qld) 1974</i>.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
2318	<p><i>Food service operations – Accreditation (Food safety program)</i></p> <p>Final version of Food Safety program required under the <i>Food Act 2006</i> and the National Food Standards Code (2016).</p> <p>Retention period & trigger</p> <p>5 years after program superseded.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The <i>Food Act 2006</i> requires licensable food businesses to have an accredited food safety program if:</p> <ul style="list-style-type: none"> • the food business involves off-site catering • the primary activity of the food business is on-site catering at the premises • the primary activity of the food business is on-site catering at part of the premises stated in the licence • a food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous foods to six or more vulnerable persons (for example, childcare centres, meals on wheels, aged care facilities). <p>Hazardous foods include:</p> <ul style="list-style-type: none"> • raw and cooked meat or foods containing meat, such as casseroles, curries and lasagne • dairy products, for example milk, custard, and dairy based desserts • seafood excluding live seafood • processed fruits and vegetables, for example salads • cooked rice and pasta • foods containing eggs, beans, nuts, or other protein rich foods, such as quiche and soy products • foods that contain these foods such as sandwiches and rolls. <p>All food businesses licensed under local government or law must have an accredited food safety program under the <i>Food Act 2006</i>. The Food Standards Australia New Zealand Standard 3.2.1 outlines that for a food business to meet food safety program requirements, the business must:</p> <ul style="list-style-type: none"> • systematically examine all of its food handling operations to identify hazards • implement a food safety program to control any hazards identified • document the food safety program and retain at the food premise • comply with the food safety program • review the program annually.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>For premises that cater to child care facilities, including long day care, occasional day care and employer sponsored child care, compliance with Standard 3.3.1 Food Safety Programs for Food Supplied to Vulnerable Persons is also required.</p> <p>Regulatory requirements: <i>Food Act 2006</i> Australian Food Safety Standard: Standard 3.2.1 Food Safety Programs</p> <p>Business requirements: The recommended five year retention period is consistent with Queensland and other jurisdictions schedules. It also meets schools' business requirements.</p> <p>Community expectation: That licensed food service premises comply with legislation and retain records accordingly.</p> <p>Comparison with other schedules' retention period: <i>University Sector Schedule QDAN 601 – Reference 601.2/C33 – Final versions of Food Safety Programs – Retain for 5 years after program superseded.</i> <i>Queensland General retention and disposal schedule – Reference 1031 – Operational plans final – Retain for 5 years after plan is superseded.</i> <i>Tasmania Retention and Disposal Schedule for Functional records of the Department of Education DA No 2281 – Reference 06.09.03 – development and final version of the School Canteen Handbook – Temporary – Destroy 5 years after superseded.</i></p> <p>Other comments/factors for consideration: For schools that operate food businesses only for charitable events, the school does not have to prepare a food safety program in accordance with this. That is, events that raise funds solely for community or charitable causes and not for personal financial gain are exempt.</p> <p>Previous schedules: <i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 12.12 – Health and Safety Programs – Destroy 5 years from date of last action.</i></p>
2319	Food service operations – use of produce grown by school	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to food grown on school grounds for use in saleable food items.</p> <p>Retention period & trigger 4 years after business action completed.</p>	<p>The growing, cultivation, picking, harvesting, collection or catching of food is considered primary food production and is subject to the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 – Food Safety Programs. Some schools produce food as part of the learning environment and use the food in saleable food items.</p> <p>Some schools such as Cannon Hill State School engage with students use produce from the kitchen garden to prepare meals to sell and share with the school community.</p> <p>As an example, The Stephanie Alexander Kitchen Garden Program promotes a healthier way of life by teaching primary school children to grow, harvest, prepare and share their own fresh food. It operates within schools using the school's own garden and kitchen, and becomes part of the school's curriculum. Up to 200 primary schools have been provided the opportunity to establish their own kitchen garden program in Queensland.</p> <p>Regulatory requirements: Australia New Zealand Food Standards Code – Section 3.2.1 <i>Limitations of Actions Act 1974</i></p> <p>Business requirements: For compliance with the Australia New Zealand Food Standards Code, specifically Standard 3.2.1 and in line with Queensland Health's recommendation for records retention, schools should retain records around the program and the food service for four years. This is sufficient in consideration of the <i>Limitations of Actions Act 1974</i> as any food incidents can result in action three years after an incident.</p> <p>Community expectation: Records are kept as evidence of programs that schools participate in and with consideration of food services that those records about the food and handling would be kept as per legislation or standards.</p> <p>Other comments/factors for consideration: Programs like the kitchen garden program have increasing participation as a contemporary approach to learning and curriculum. There are neither comparative schedules nor previous schedules that cover these records.</p> <p>The recommended retention period and trigger is in line with retention recommendations from Queensland Health and in line with legislation.</p>
2320	Food service operations – Incidents – adults	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records of internal and external investigations into food-related complaints involving adults.</p> <p><i>For records relating to cases which result in claims for compensation, refer to the General retention and disposal schedule (GRDS).</i></p> <p>Retention period & trigger 3 years after business action completed.</p>	<p>Incidents involving food are reportable to the school or institute. Food contamination or poisoning is classed as either a non-notifiable or a notifiable incident when complaints are made to the school or institute. If the incident is not considered to be of risk to public health, this can be investigated internally as a non-notifiable incident. If there is a serious risk to public health, then it is notifiable and may be investigated by external bodies such as Queensland Health.</p> <p>Non-notifiable: Where there is a non-conformance against the food safety program or food safety standards that is not considered to be a serious or imminent risk to public health. It is the responsibility of the auditor to set an appropriate timeframe for rectification, and to follow-up as to how the non-conformance has been rectified.</p> <p>Notifiable: Where a serious or imminent risk to public health is identified. That is, if the food, practice or situation has compromised consumers' health or, if allowed to continue, will compromise consumers' health. The enforcement agency must be notified immediately or at least within 24 hours of such a non-conformance being identified.</p> <p>Regulatory requirements: <i>Limitation of Actions Act 1974</i></p> <p>Business requirements: If an adult provides a complaint to a school or incident involving supply or sale of food, an incident report is completed. This class covers records of internal and external investigations into food related complaints involving adults.</p> <p>The recommended retention period for this class is based on the limitation period for actions three years arising from personal injury (e.g. food poisoning) under section 11 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Community expectation: Those incidents that are reported to schools or institutions involving food should be investigated and documented and that records are kept as per legislation.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v2 – Reference 601.2/C28 Incidents – adults – Records of internal and external investigations into food related complaints involving adults – Temporary – Retain for 3 years after last action.</i></p>
2321	Food service operations – Incidents – minors	<p>Date authorised: 14 November 2018</p> <p>Background/business process: See above.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records of internal and external investigations into food-related complaints involving minors.</p> <p><i>For records relating to cases which result in claims for compensation, refer to the General retention and disposal schedule (GRDS).</i></p> <p>Retention period & trigger 6 years after minor turns 18.</p>	<p>Regulatory requirements: <i>Limitation of Actions Act 1974</i></p> <p>Business requirements: If a complaint is provided to a school or institute involving supply or sale of food, an incident report is completed. This class covers records of internal and external investigations into food related complaints involving minors.</p> <p>The limitation period for actions arising from personal injury (e.g. food poisoning) is 3 years under section 11 of the <i>Limitation of Actions Act 1974</i>. However, for incidents involving minors, a minor has six years after they turn 18 to pursue any action arising from personal injury – that is, once their legal “disability” has expired under section 29 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Community expectation: Those incidents that are reported to schools or institutions involving food should be investigated and documented and that records are kept as per legislation.</p> <p>Comparison with other schedules’ retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v2 – Reference 601.2/C29 Incidents – minors – Records of internal and external investigations into food related complaints involving minors – Temporary – Retain 6 years after minor attains the age of 18.</i> <i>Early Childhood Education and Care Retention and Disposal Schedule QDAN 691 v1 – Reference 1.2.2 – Incident report non-serious – incidents where a child is injured, becomes ill or suffers a physical or emotional trauma which may require basic first aid – Temporary – Retain for 25 years from date of birth of child.</i></p>
2322	<p>Food service operations – Food safety</p> <p>Records relating to the monitoring of standards in accordance with the Australian Food Safety Standard – 3.2.2 Food Safety Practices and General Requirements.</p> <p>Retention period & trigger 1 year after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Food temperature records are kept in line with legislation.</p> <p>All food businesses must comply with the food safety practices specified within Standard 3.2.2 Food Safety Practices and General Requirements. Requirements include, but are not limited to:</p> <ul style="list-style-type: none"> • food handling controls • health and hygiene requirements • cleaning, sanitising and maintenance

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • temperatures • animals and pests. <p>Regulatory requirements: Australian Food Safety Standard</p> <p>Business requirements: The recommended retention periods are based on requirements for these records to be produced for annual audits conducted by the local government or Queensland Health.</p> <p>Community expectation: That records are kept according to legislation and guidelines around the food safety controls and initiatives.</p> <p>Comparison with other schedules' retention period: <i>University Sector Schedule QDAN 601:</i></p> <ul style="list-style-type: none"> • reference 601.2/C30 – Food temperature logs – Retain for 1 year after last action • reference 601.2/C31 – Freezer/refrigerator temperature logs – Retain for 1 year after last action.

Function	Scope note
SCHOOL ANIMAL AND CROP MANAGEMENT	<i>The function of operating and managing facilities and resources that allow students to engage in animal and agricultural educational and operational environments as part of their schooling/training and/or provide opportunity for commercial exploitation to gain economic benefit for the school or institute. These activities must be operated in accordance with the relevant legislation, standards and guidelines.</i>

Activities
Animal Management and Use Crop and Pasture Management

Disposal authorisation	Record class and retention period	Justifying the retention period
2323	<p>Care of animals</p> <p>Records relating to the management, maintenance, movement, scientific use and care of animals and/or livestock on school grounds.</p> <p>Includes the activities of:</p> <ul style="list-style-type: none"> • acquisition • agistment • animal identification (Health Industry Number (HIN) system, National Livestock Identification System (NLIS)) • breeding • care (including veterinary treatment and medical records) • chemical management • disease and pest control • disposal • food • handling • housing and holding facilities 	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The management, use and care of animals are significant activities within many schools and other training institutes. Schools with the appropriate approvals keep and use animals (e.g. cattle, horses, sheep) to achieve scientific outcomes for students or to allow the use of school land/ facilities by the community. In doing so it acquires, cares for, breeds, sells and disposes of animals and a range of records need to be kept to facilitate the business and statutory requirements related to these activities.</p> <p>Acquisition of animals is through formal agreements.</p> <p>Agreements are required for keeping other parties' livestock on school property and are referred to as agistment agreements.</p> <p>Brands and earmarks provide animal identification that prove ownership of livestock in Queensland and are compulsory, for cattle and pigs when they are being sold.</p> <p>Individual stud animals may be registered with the relevant breed/ers society or association, using the stud prefix or suffix, for showing, selling and breeding purposes. Owners of stud animals are normally required by the rules of the society to keep records and send in returns about these animals.</p> <p>The National Livestock Identification System (NLIS) is Australia's system for identification and traceability of livestock.</p> <p>The <i>Biosecurity Act 2014</i> deals with biosecurity risks associated with pests, diseases and contaminants and allows for biosecurity orders requiring specific action to be taken</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • husbandry • movement or transport of livestock or animals • management planning • property registration and identification for biosecurity (property identification code (PIC), registered biosecurity entity (RBE)) • quarantine • removal of remains and specimens • scientific use of animals. <p><i>For records relating to parental permission for animal care, refer to STUDENT MANAGEMENT – Attendance–parent/guardian permissions.</i></p> <p><i>For records relating to decisions about what to have as school mascots, refer to SCHOOLS MANAGEMENT – Corporate Identity.</i></p> <p><i>For records relating to incidents involving a student and an animal, refer to STUDENT MANAGEMENT – Incidents.</i></p> <p><i>For records relating to complaints about use of animals, refer to the General retention and disposal schedule (GRDS).</i></p> <p>Retention period & trigger 7 years after business action completed.</p>	<p>to minimise risks. This Act requires anyone who keeps a threshold number of designated animals to be registered as a registrable biosecurity entity for traceability purposes in case of a disease outbreak or possible contamination.</p> <p>Property identification codes (PIC) relate to registered parcels of land.</p> <p>The <i>Animal Care and Protection Act 2001</i> (ACPA) and the Australian code for the care and use of animals for scientific purposes have requirements for keeping and providing records and reports relating to the use of animals for scientific purposes. Investigators, teachers, persons-in-charge of animal facilities and animal ethics committees (AECs) and institutions report on animal use activities.</p> <p>The <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> governs the use of chemicals in treating animals.</p> <p>Under the <i>Exotic Diseases in Animals Act 1981</i>, inspectors or the Minister may make orders in minimising the spread of exotic diseases.</p> <p>Areas may be put under quarantine under Section 14 of the <i>Stock Act 1915</i>. Section 15 allows for orders to be made for the destruction of stock.</p> <p>The <i>Land Protection (Pest and Stock Route Management) Act (Qld) 2002</i> allows for notices and directions to be given in the control of pests and diseases in animals.</p> <p>Under the Primary Industries Levies and Charges Collection Regulations 1991, records must be kept of sale and delivery of cattle and other livestock for five years.</p> <p>The <i>Stock Act 1915</i> and Stock Regulation 1988 cover orders and notices related to the certification of healthy and quarantine and disposal of diseased animals.</p> <p>Under Section 25 of the Veterinary Surgeons Regulation 2002, records of treatment of animals must be kept for three years.</p> <p>Regulatory requirements: <i>Agricultural Standards Act 1994</i> <i>Animal Care and Protection Act 2001</i> Animal Care and Protection Regulation 2002 Australian code for the care and use of animals for scientific purposes 8th edition (2013) <i>Biosecurity Act 2014</i> <i>Brands Act 1915</i> <i>Cattle Stealing Prevention Act 1853</i> <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Chemical Usage (Agricultural and Veterinary) Control Regulation 1999</p> <p><i>Education (General Provisions) Act 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at state instructional institutions.</p> <p><i>Exotic Diseases in Animals Act 1981</i></p> <p><i>Land Protection (Pest and Stock Route Management) Act 2002</i></p> <p>Primary Industries Levies and Charges Collection Regulations 1991 (Cwlth)</p> <p><i>Stock Act 1915</i></p> <p>Stock Identification Regulation 2005</p> <p>Stock Regulation 1988</p> <p>Veterinary Surgeons Regulation 2002</p> <p>Business requirements:</p> <p>This record class is created and maintained within schools and allows records for the activities of animal management, use and care to remain available for an appropriate period to allow ongoing delivery of agricultural science and other curriculum programs in schools as well as meeting statutory requirements.</p> <p>Specifically, s.197 of the <i>Biosecurity Act 2014</i> requires a record of movement be kept for:</p> <ul style="list-style-type: none"> • a special designated animal – 5 years after movement started • others – 2 years after movement started. <p>Schools do not engage in scientific research projects and mainly uses its animals for education and training purposes only.</p> <p>The department considers the recommended seven year retention period covers the legislative requirements, is sufficient for schools' requirements and is consistent with other Queensland schedules.</p> <p>Community expectation:</p> <p>That schools and training institutions will take responsible care of the animals as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p>The jurisdictions which have permanent retention periods include records such as the final curriculum and the accreditation of syllabuses are:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland University Sector</i> QDAN 601.2 – Reference C95 – Animal management – Acquisition, management, maintenance and care – Temporary – Retain for 7 years after last action</p> <p><i>Queensland Agricultural Education Sector</i> QDAN 704 – Reference 6.3 – Animal management – Temporary – Retain for 7 years after last action.</p> <p><i>Queensland General retention and disposal schedule</i> – Reference 1099 – Asset and money management – Temporary – Retain for 7 years after the financial year which they relate.</p>
2324	<p>Care of pastures and crops</p> <p>Records relating to the management and maintenance of crops, grains and pastures on school grounds in accordance with the <i>Plant Protection Act 1989</i> including the activities:</p> <ul style="list-style-type: none"> • cropping • treatments • protection • disposal. <p><i>For records regarding food produced by the school or institute for use in canteen, tuck shop or restaurants/cafes, refer to FOOD SERVICES.</i></p> <p>Retention period & trigger 7 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The management of crops and pastures are significant activities within many schools and other training institutes.</p> <p>A school has the option to grow crops, grains and pastures to support the learning of students in agricultural production purposes.</p> <p>When growing crops schools are to prevent, control and eradicate pest infestation of plants or remove plant pests, diseases, infections or conditions and disposing of plant matter requires a range of records to be kept to facilitate the business and statutory requirements related to these activities.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i> – Chapter 2 Part 4 specifies the bases for education provided and testing at State instructional institutions</p> <p><i>Food Safety Act 2006</i></p> <p>Food Safety Regulation 2006</p> <p><i>Plant Protection Act 1989</i></p> <p>Plant Protection Regulation 2002</p> <p><i>Exotic Diseases in Animals Act 1981</i></p> <p>Business requirements:</p> <p>This record class is created and maintained within schools and allows records for the activities of crop and pasture management to remain available for an appropriate period to allow ongoing delivery of the agricultural science programs in schools as well as meeting statutory requirements.</p> <p>Community expectation:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>That schools and training institutions will take responsible care of the crops and pastures as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 – Reference 6.9.1 – Pasture and crop care – Temporary – Retain for 7 years after last action</p> <p><i>Queensland General retention and disposal schedule</i>– Reference 1099 – Asset and money management – Temporary – Retain for 7 years after financial year to which the records relate.</p>

Function	Scope note
SCHOOLS MANAGEMENT	<i>The function of managing all matters that relate to the operational management of schools. Includes the opening and closing of schools, institutes and early education and care centres; alumni and community engagement; complaints against non-state schools and school employees; and arrangements for special needs.</i>

Activities	
Alumni Associations Authorisation Awards, Honours and Prizes Closures Committees	Complaints Management Corporate Identity Employment Conditions Establishment Equity and Diversity

Disposal authorisation	Record class and retention period	Justifying the retention period
2325	<p>Alumni register – Notifications Register of alumni. Includes records relating to notification of member detail changes.</p> <p>Retention period & trigger 6 months after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Schools have strategies in place to encourage community collaboration to leverage their position in the community to work together with other community members, for the benefit of all. Strategies include school alumni groups which encourage former attendees and graduates of the school to volunteer, donate money or in kind gifts, raise funds or advocate for the school.</p> <p>Institutes also manage alumni relationships with an alumni management plan which includes:</p> <ul style="list-style-type: none"> • identifying points in the lifecycle where contact details need to be captured, when a student becomes an alumni and agreed with alumni • seeking alumni feedback • managing alumni referrals and running alumni events • defining and manage alumni communication plan, including generating alumni newsletters/emails.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Business requirements: The alumni management process includes activities associated with capturing and maintaining the alumni contacts. The retention period of six months after last action meets their business requirements and is consistent with other Queensland schedules.</p> <p>Community expectation: That schools and institutes maintain registers of alumni for various engagement purposes.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v2:</i></p> <ul style="list-style-type: none"> • reference 601.2/C11 – Member details – Retain for 6 months after last action • reference 601.2/C12 – Member register – Retain for 6 months after last action. <p><i>Victoria Retention & Disposal Authority for Records of Higher and Further Education Institutions PROS 02/01 – Reference 20.1.0 – Alumni Management – Destroy when administrative use is concluded.</i></p>
2326	<p><i>Parents and citizens' association constitution</i></p> <p>Records relating to establishing and maintaining the association's incorporation. Includes the approval of the association's constitution.</p> <p>Retention period & trigger Until superseded.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Parent and Citizen Associations (PCA) may be formed for a state instructional institution or for an educational institution and comprises of parents of children attending the school or institution, staff members of the school or institution, and adults who are interested in the school or institution's welfare.</p> <p>Constitutions are the rules and regulations for PCAs. These are similar across all PCAs and routine in nature, e.g. you must have a president, secretary and treasurer, keep financial records, audit financial records etc.</p> <p>Constitutions do not include who was president, secretary and treasurer at any given time.</p> <p>An association promotes the interests of, and facilitates the development and further improvement of, the school or institution. PCAs are not eligible for incorporation under the <i>Associations Incorporation Act 1981</i> (Section 5).</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Business requirements:</p> <p>Section 131 of the <i>Education (General Provisions) Act 2006</i> outlines the requirement for an association to have a Constitution that is approved by the chief executive (School Principals).</p> <p>PCAs are responsible for maintaining records of their meetings and financial accounts. PCAs should refer to the <i>General retention and disposal schedule (GRDS)</i> for retention requirements for these records.</p> <p>The retention period of retain until superseded meets business requirements and is consistent with the previous schedule's record classes.</p> <p>Community expectation:</p> <p>Records relating to instances where a PCA may pay for piece of school equipment will be held by the school as part of the school records. This type of information is not included in the constitution.</p> <p>Comparison with other schedules' retention period:</p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22</i> – Reference 1.3.6 – Records relating to the establishment of school committees relating to administrative matters within the school including Constitutions – Destroy 7 years after last action.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training Retention and Disposal Schedule for Education Records QDAN 364v2</i> – Reference 2.60 – Parent and Citizens Association Constitution and List/Notice of Office Bearers – Destroy after superseded.</p> <p><i>Department of Education and Training Retention and Disposal Schedule QDAN F52/151</i> – Reference 11.9 – P & C Associations – Constitutions – Destroy after superseded. Replace and Destroy.</p>
2327	<p>Research approvals</p> <p>Records relating to approvals granted by schools to persons or organisations to undertake research studies at the school.</p> <p>Retention period & trigger</p> <p>7 years after study ceases.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Each year, the Department of Education and Training (DET) receives a substantial number of applications to conduct research in Queensland state schools. Given that participation in research impacts on the daily operations of schools, discretion is used when deciding whether to approve research to be conducted in departmental sites.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>The research approval process helps to ensure that the wellbeing of students and staff is protected and that research conducted on departmental sites is appropriate, worthwhile and provides educational benefits. By coordinating research in school sites, DET can also monitor the level of activity and types of research being undertaken and ensure that departmental staff are able to learn from research findings.</p> <p>DET also supports the conduct of high quality research that may provide sound evidence to inform policy and practice, and to support continual improvement in the services provide.</p> <p>Approval to gain access to Queensland state schools to undertake research is required from central office, the relevant region office or a school principal, depending on the nature and scope of the project.</p> <p>The level of approval required for a range of scenarios is given below:</p> <p>Central office:</p> <ul style="list-style-type: none"> • research is of a sensitive or controversial nature • research is to be conducted in schools in more than one DET region. <p>Regional directors:</p> <ul style="list-style-type: none"> • research is to be conducted in schools in one region only • research is not of a sensitive or controversial nature. <p>School principals:</p> <ul style="list-style-type: none"> • research is to be conducted in one school only • research is not of a sensitive or controversial nature • researchers are seeking to only advertise their research through schools. <p>Business requirements:</p> <p>Participation in research is voluntary, and school principals have the right to decline their school's participation in a research project, even if approval has been granted at central office or region level.</p> <p>School principals also have the right to monitor any research activities conducted in their facilities and may withdraw support at any time.</p> <p>The participation of students or staff in any research is also voluntary. Each participant must consent to his/her involvement via an informed consent form, and are able to withdraw their participation at any time.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>It should be noted that central or regional office approval indicates that the project conforms to departmental guidelines only. It does not imply official departmental endorsement of any aspect of a research project or support for the general and/or commercial use of an intervention or program being evaluated or developed as part of the research.</p> <p>Consent from the school principal for the research to be conducted within the school and the consent of all participants and their parents/guardians must also be obtained prior to commencement of the research.</p> <p>The recommended seven year retention period is an increase from the previous schedule by two years. However, after consultation with schools was considered the seven years is consistent with agreements.</p> <p>Community expectation:</p> <p>That when research is conducted in schools for various projects they are approved, monitored and recorded by the schools. That schools retain the information as required.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Archives Office of Tasmania, Retention and Disposal Schedule for Functional records of the Department of Education DA2281:</i></p> <ul style="list-style-type: none"> • reference 04.20.01 – Curriculum Research applications, submissions, approvals – Destroy 10 years after action completed • reference 06.32.01 – Education and training support research applications, submissions, approvals – Destroy 5 years after action completed. <p>Previous schedules:</p> <p><i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 13.5 and 13.6 – Requests to carry out research in state schools – Destroy 5 years from date of last action.</i></p>
2328	<p>School, early childhood education and care and institute awards – significant</p> <p>Records relating to the conferring of significant awards, honours and prizes on a school, early childhood education and care centre or institute. Includes awards in recognition of achievements or service and</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>There is a distinction between the awards conferred on schools, institutes and early childhood education and care centres as an educational organisation from those that are conferred on individual students. This record class is for organisational awards.</p> <p>Awards that recognise schools, early childhood education and care centres or institutes are awarded at state, national and international levels. Some examples include:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>awards given as part of reward and recognition programs.</p> <p><i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i></p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • The Department of Education and Training hosts annual awards that include, but are not limited to: <ul style="list-style-type: none"> ○ The Showcase Awards for Excellence in Schools – the showcase awards for excellence in schools recognise and reward Queensland state schools that are significantly improving student learning outcomes through excellent teaching practice. The Awards are acknowledged as the Queensland Government's most prestigious educational awards and give Queensland state schools the chance to share in more than \$580,000 in development grants. ○ The Queensland Training Awards – the Queensland training awards are the state's highest recognition of people and organisations who strive for success, best practice and innovation in training. Award categories recognise outstanding achievement with group awards for small, medium and large employers who use training in their workplace; registered training organisations (training providers). <p>National awards include, but are not limited to:</p> <ul style="list-style-type: none"> • The Australian Training Awards – These awards are the peak national awards for vocational education and training (VET) sector, recognising individuals, businesses and registered training organisations for their contribution to skilling Australia. The Australian training awards are the culmination of each of the state and territory awards with winners from each state and territory competing in the national final. <p>Business requirements: Education providers are encouraged to participate in award initiatives that provide marketing power about achievements to students, parents/carers, community and newspapers. The business units consider the recommended permanent retention period meets the expectations of the community and provides historical evidence of the organisation's significant achievements. It is also consistent with Queensland schedules and other jurisdictions' schedules.</p> <p>Permanent retention criteria: Records relating to significant organisational awards provide evidence of organisations that have significantly contributed to Queensland society award recipients as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>That records of significant awards, honours and prizes received by school, early childhood education and care and Institutes are kept permanently.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN 480v4 – Reference 2.2.1 – Major awards initiated or received by a local government – Retain permanently</i></p> <p><i>NSW General Retention and Disposal Schedule GA28 – Reference 2.4.1 Celebrations, ceremonies, functions – Required as State archives</i></p> <p><i>Northern Territory Records Disposal Schedule for Administrative Functions of the Northern Territory Government 2013/5 – reference 1.5.1 Events – Permanent</i></p> <p><i>The State Records Office of Western Australia General Disposal Authority for State Government Information 2013-017 – Reference 15.1 Celebrations/Ceremonies/Competitions/ Events/Honours and Awards – Required as State archives.</i></p>
2329	<p>School, early childhood education and care and institute awards – other</p> <p>Records relating to the conferring of minor awards, honours and prizes on a school, early childhood education and care centre or institute. Includes awards in recognition of achievements or service and awards given as part of reward and recognition programs.</p> <p><i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i></p> <p>Retention period & trigger</p> <p>7 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Awards that recognise schools, early childhood education and care centres or institutes are awarded at state, national and international levels.</p> <p>The Department of Education and Training hosts annual awards that include but are not limited to:</p> <ul style="list-style-type: none"> • Health, Safety and Wellbeing – these awards recognise the outstanding programs and initiatives developed in workplaces and schools that support the health, safety and wellbeing of staff. The awards also provide an opportunity for celebrating successful programs and raising the profile of health, safety and wellbeing throughout the department. <p>Business requirements:</p> <p>Education providers are encouraged to participate in award initiatives that provide marketing power about achievements to students, parents/carers, community and newspapers.</p> <p>The recommended seven year retention period meets the requirements of business to refer back to as necessary. It is also consistent with other Queensland schedules.</p> <p>Community expectation:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>That records of awards, honours and prizes received by school, early childhood education and care and Institutes are kept by the educational institute as evidence of achievement and prestige.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule QDAN 480v4</i> – Reference 2.2.2 – Minor awards initiated or received by a local government – Retain 7 years after last action. <i>South Bank Corporation Retention and Disposal Schedule QDAN 675 v.1</i> – Reference 2.2.2 – Minor awards – Retain for 7 years after last action.</p> <p>Other comments/factors for consideration: There is a distinction between the awards conferred on schools, institutes and early childhood education and care centres as an educational organisation from those that are conferred on individual students. This record class is for organisational awards.</p>
2330	<p>Closure – school Records relating to closing a school or institute permanently. Includes records relating to the amalgamation of schools.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: The Department of Education and Training (DET) conducts an annual review to assess the viability of Queensland state schools, using viability criteria of enrolments, accessibility, curriculum and resourcing equity. Schools assessed as not meeting the criteria, or if two or more schools are identified as candidates for amalgamation, they are referred to the Minister for consideration to close. Under the <i>Education (General Provisions) Act 2006</i> (the Act), the Minister is required to advertise all proposed school closures in the Queensland Government Gazette at least six months before any official closure. Consultation must occur with the community during the intervening period. Transitional plans are provided to assist school principals and staff to manage the transition of the students to another school.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 17</p> <p>Business requirements: Chapter 2, Part 3, Section 17 of the <i>Education (General Provisions) Act (Qld) 2006</i> describes the requirements for amalgamation or closure of state schools including consultation and community notices.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>The closure of a school or an institute is a significant event for a community. The permanent retention ensures the business units keep evidence of their deliberations, decisions and actions that impact the administration of government and the people of Queensland. It also ensures the history of education and training in Queensland is managed and retained through the years.</p> <p>The retention is consistent with other jurisdictions' schedules and the previous Queensland schedule.</p> <p>Permanent retention criteria:</p> <p>A permanent retention period for these records are recommended. These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>The records also meet Characteristic 4 of the Appraisal Statement as they provide substantial evidence of the significant impact of closing a school or institution in a community.</p> <p>Community expectation:</p> <p>Those records of schools that are closed or amalgamated are maintained as part of the State's cultural and educational history.</p> <p>Comparison with other schedules' retention period:</p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA141:</i></p> <ul style="list-style-type: none"> • reference 14.1.1 – Records relating to approvals for the closure of schools/colleges that have been the subject of major public interest or community involvement – Required as State archives • reference 14.1.2 – Records relating to the routine and non-contentious closure of schools/colleges – Required as State Archives. <p>Previous schedules:</p> <p><i>Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 11.15 – School Closures – Permanent.</i></p>
2331	Closure – group training organisation (GTO)	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to the permanent closure of a GTO.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>Section 83 of the <i>Further Education and Training Act 2014</i> states that by agreement between the organisation and an entity the main function of a Group Training Organisation (GTO) is to arrange for the entity to train, under a training plan, an apprentice or trainee employed by the organisation. In Queensland, GTOs are collectively the largest employer of apprentices and trainees.</p> <p>A GTO must inform the Department of Education and Training immediately of any matters that may materially affect its ongoing operations and/or financial viability. The department will liaise with the chair of the GTO's board of directors on any matters that may have the potential to impact on the financial viability and/or capability of the organisation.</p> <p>Regulatory requirements: <i>Further Education and Training Act 2014</i> Sections 88 and 89 – the cancellation of the organisation's certificate of recognition as a GTO National Standards for Group Training Organisations</p> <p>Business requirements: In the event of the closure or pending closure of a GTO, the department's primary concerns will be to ensure the continuity of the employment and training arrangements of the apprentices and trainees that the GTO employs; and that all employee-related entitlements and payments can be met.</p> <p>In the event of the closure of a GTO, all efforts will be made to negotiate and facilitate the transfer of the employment of apprentices and trainees to other GTOs, existing host employers, or new employers.</p> <p>The recommended 10 year retention period after last action will ensure that records relating to apprentices and trainees are transferred to other GTOs, existing host employers, or new employers. It is also consistent with the national body responsible for the standards for GTOs.</p> <p>Community expectation: That an authority monitors organisations that employ apprentices and trainees to ensure compliance with national standards. That records are kept about GTO closures for a suitable length of time.</p> <p>Comparison with other schedules' retention period: <i>Australian Government – The Department of Education, Employment and Workplace Relations – Education RA 2009/00593947 – Reference 20652 – Records documenting all vocational training authorities and group training organisations providing apprentice</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		and apprenticeship management services – Destroy 10 years after last action, after delegation is superseded or after termination of agreement.
2332	<p>School council Records relating to school councils. <i>Refer to STUDENT MANAGEMENT – Student Office Bearer–Management for registers or summary records of school officers.</i></p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: School councils can be established in state schools and enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. Chapter 6 of the <i>Education (General Provisions) Act 2006</i> states the chief executive may, by notice in the gazette, establish a school council for a state school. A school council has particular functions for guiding the broad strategic direction of the state school for which it is established. The role of a school council is to:</p> <ul style="list-style-type: none"> • monitor the school's strategic direction • approve plans and policies of the school of a strategic nature, including the annual estimate of revenue and expenditure for the school • monitor the implementation of the plans, policies and other relevant documents • advise the school's principal about strategic matters. <p>The school council plays a role in monitoring and informing the school's strategic direction in a way that achieves the best learning outcomes for the school's students. Subject to its constitution, a school council may conduct its business, including its meetings, in the way it considers appropriate but records must be retained as per legislation.</p> <p>As soon as practicable after the dissolution of a school council for a state school, the school's principal must ensure the council's records are given to the chief executive.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i></p> <p>Business requirements: The closure of a school council is a significant event for a community. The permanent retention ensures the department keeps evidence of the council's deliberations, decisions and actions that impact the relationship between the community and the school. It also ensures the history of education and training in Queensland is managed and retained through the years.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>The recommended permanent retention is consistent with other jurisdictions schedules.</p> <p>Permanent retention criteria:</p> <p>These records are evidence of a substantial contribution to community memory and offer a representation of the Queensland way of life including work, education and culture as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records.</p> <p>Community expectation:</p> <p>That records of school councils are retained as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Victoria – Retention & Disposal Authority for School Records PROS 01/01:</i></p> <ul style="list-style-type: none"> • reference 1.1.1 – Council and Committee Meetings – Permanent • reference 1.2.0 – School Planning and Reporting – Activities of Council – Permanent. <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22 – Reference 1.3.1 – Records of School Councils – Permanent.</i></p> <p>Other comments/factors for consideration:</p> <p>School councils are different from P&C associations (PCAs). PCAs are responsible for maintaining their own records, while the school council records are the responsibility of the schools.</p> <p>A school council is a public authority under the <i>Public Records Act 2002</i> and outlined in the <i>Education (General Provisions) Act 2006</i>, section 105.</p>
2333	<p><i>Complaints against non-state schools or governing bodies of non-state schools – significant</i></p> <p>Records relating to complaints against a non-state school or governing body of a non-state school that have a major impact on policy or procedure.</p> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The Non-State School Accreditation Board's (the Board) jurisdiction under the <i>Education (Accreditation of Non-State Schools) Act 2001</i> (the Act) is confined to a limited number of matters. In addition to suitability of a governing body, these matters may relate to:</p> <ul style="list-style-type: none"> • financial viability • statement of philosophy and aims • educational program • students with disability • schools delivering distance education • flexible arrangement approvals

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • health, safety and conduct of staff and students • staffing • land and buildings • educational facilities and materials • improvement processes. <p>The Board also receives and deals with complaints relating to its own performance and its statutory functions.</p> <p>Complaints are submitted by completing a complaints form or by a letter to the Board. When a complaint is referred to the Board, it must assess the complaint and decide on an appropriate course of action. Appropriate actions may include resolution, investigation, referral to another agency or a decision not to progress the complaint. When a course of action is decided, the complainant should be notified.</p> <p>An application for a review of the Board's decision must be made within 28 days after receiving the decision. Alternatively, a person dissatisfied with the Board's response, may refer the matter to the Queensland Ombudsman.</p> <p>Regulatory requirements: <i>Education (Accreditation of Non-State Schools) Act 2001</i></p> <p>Business requirements: These records document the types of complaints assessed, resolved, investigated and, where required, reviewed into non-state schools or their governing body.</p> <p>These records provide evidence of the Board's role in ensuring Queensland non-state school and their governing body act lawfully and fairly in their dealings with the community and are accountable for their actions.</p> <p>The permanent retention provides evidence of the decisions and results of the investigations and reviews to help Board and successors to follow during future investigations.</p> <p>The retention period is consistent with other Queensland schedules and the record classes from the previous schedule.</p> <p>Permanent retention criteria: These records document the background, basis, and outcomes of decisions and actions that relate to primary functions, programs and significant issues as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Records include evidence of government deliberations,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>decisions and actions which influence the administration of government and the people of Queensland.</p> <p>These records also provide evidence of enduring rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives Appraisal Statement.</p> <p>These records also have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives Appraisal Statement.</p> <p>Community expectation:</p> <p>That a complaints management process is in place and that records are created and retained as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland General retention and disposal schedule</i> – Reference 1072 – Records relating to the management of enquiries, complaints or suggestions which have a major impact on the policy and procedures of the public authority – Retain permanently.</p> <p>Previous schedules:</p> <p><i>Non-State Schools Accreditation Board Disposal Authority</i> QDAN 599:</p> <ul style="list-style-type: none"> • reference 5.1 – Records relating to a Ministerial referral of an accreditation matter to Board for examination and the Board's response in a report to the Minister (section 107 of the Act) – Retain Permanently • reference 5.2 – Records relating to a direction from the Minister on matters relating to the Board's performance, e.g. compliance with a policy or standard (section 108 of the Act) – Retain Permanently. <p><i>Non-State Schools Accreditation Board Disposal Authority</i> QDAN 599 – Reference 5.3 – Records relating to an application to the Minister to review a decision of the Board or the Minister, and the Minister's review of the decision (sections 101–104 of the Act) – Retain Permanently.</p>
	<p><i>Complaints against non-state schools or governing bodies of non-state schools – routine</i></p> <p>See <i>Disposal Freeze Affected Records</i></p>	
2334	<p><i>Complaints against state education institutions – significant</i></p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to complaints, lodged either informally or formally, against a school employee by a student or parent/guardian on behalf of a student that have a major impact on policy or procedure. Includes complaints handled internally and complaints referred to an external body or referred for external review. May also be referred to as grievances.</p> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>The <i>Education (General Provisions) Act 2006</i> (the Act) – Section 46 outlines the requirement for investigation of a complaint about the administration, management or operation of a school.</p> <p>Part 3, Section 5(2b) of the Act also provides for the establishment of State educational institutions, and facilitating their operation as safe and supportive learning environments. All students have a right to be free from harm and the department is dedicated to preventing incidents of harm to students and to acting quickly when an employee reasonably suspects harm or the risk of harm to a student has or may occur.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Limitation of Actions Act 1974</i></p> <p>Business requirements: Legislative frameworks may differ depending on the circumstances surrounding the incident of alleged harm, particularly with respect to departmental employees reporting sexual abuse of a person under the age of 18 years at a state educational facility.</p> <p>All employees have the responsibility to:</p> <ul style="list-style-type: none"> • report to a principal/manager/supervisor and keep appropriate records of any allegation or information about an employee suspected of causing harm to a student • report to a relevant director of a region/institute/statutory authority any allegation or suspicion of misconduct by principal/manager/supervisor • monitor and support a student subjected to harm. <p>These records document the types of complaints assessed, resolved and investigated. These records provide evidence of the Department’s role in ensuring that the rights and entitlements of students have been met.</p> <p>The permanent retention provides evidence of the decisions and results of the investigations and reviews and ensures that these records are available for any future action that may be required.</p> <p>Permanent retention criteria: These records document the background, basis, and outcomes of decisions and actions that relate to primary functions, programs and significant issues as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement and should be retained as archival records. Records include evidence of government deliberations,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>decisions and actions which influence the administration of government and the people of Queensland.</p> <p>These records also provide evidence of enduring rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives Appraisal Statement.</p> <p>These records also have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives Appraisal Statement.</p> <p>Community expectation:</p> <p>That records relating to complaints against school employees are created and retained as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland General retention and disposal schedule</i> – Reference 1072 – Records relating to the management of enquiries, complaints or suggestions which have a major impact on the policy and procedures of the public authority – Retain permanently.</p>
	<p><i>Complaints against state education institutions – routine</i></p> <p><i>See Disposal Freeze Affected Records</i></p>	
2335	<p><i>Corporate identity objects</i></p> <p>Final corporate identity objects including, but not limited to:</p> <ul style="list-style-type: none"> • coat of arms • common seal • letterhead • logo • testamurs. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Restrictions apply to the use of the Queensland Government and the Department of Education and Training departmental logo under copyright.</p> <p>Schools may engage persons to create new school logos. Written agreements are established giving the state of Queensland (the State) ownership of the copyright to the logo. The agreements are covered under Section 179 of the <i>Copyright Act 1968</i>.</p> <p>These are unique objects that market and represent schools, institutes, organisations and the corporate identity of business. They establish ownership of intellectual property that assists with the protection of identity and may protect the state against any legal action or disputes regarding ownership or copyright.</p> <p>The <i>Copyright Act 1968</i> allows for copyright owners to licence the following rights (and as set out in the Common Creative (CC) BY licence):</p> <ul style="list-style-type: none"> • reproduce the work • incorporate the work into one or more collections

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • reproduce the work as incorporated in any collection • create and reproduce one or more derivative works • distribute/publicly perform work, to make a derivative or incorporate in any collection. <p>Regulatory requirements: <i>Copyright Act 1968</i> – Section 179</p> <p>Business requirements: In addition to establishing legal ownership, corporate visual identity plays a significant role in the way an organisation presents itself to both internal and external stakeholders. In general terms, a corporate identity expresses the values and ambitions of an organisation, its business and its characteristics.</p> <p>Queensland Education corporate identity and emblems demonstrate Queensland’s rich and diverse heritage and identity, as well as the vision for the future. Additionally, they provide enduring evidence of the source of authority of Queensland schools and educational institutions. For example – provision of educational qualifications on appropriate letterhead or testamurs.</p> <p>The recommended permanent retention is consistent with other Queensland schedules.</p> <p>Permanent retention criteria: The Queensland State Archives Appraisal Statement support the permanent retention of these records by:</p> <ul style="list-style-type: none"> • providing evidence of the source of authority of Queensland schools and educational institutions as outlined in Characteristic 1 • supporting evidence to the rights and entitlements of individuals and groups as outlined in Characteristic 3 • providing evidence of a substantial contribution to community memory as outlined in Characteristic 5. <p>Community expectation: That corporate identity is retained permanently for historical purposes.</p> <p>Comparison with other schedules’ retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v4 – Reference 2.5.1 – Corporate Image Design – Permanent – Retain permanently. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/A99 – Corporate Identity Development – Permanent – Retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 2.3.1 – Corporate Identity Development and protection – Permanent – Retain permanently.
2336	<p><i>Development and protection</i> Records relating to development and protection of the school’s corporate identity objects including but not limited to:</p> <ul style="list-style-type: none"> • design and format of objects, e.g. letterhead, testamurs, common seal, logo, coat of arms • registration and custody of seal, logo, trademarks, business names, applications, etc. <p>Retention period & trigger 70 years after final approval of object.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: In April 2005, the Australian Attorney-General’s Copyright Law Review Committee completed a review of the Crown copyright. The Committee determined that the Crown be treated like any other employer and that for certain materials, copyright be removed or a generalised licence be granted for re-use. In response to this, Queensland Government adapted the use of the Creative Commons model.</p> <p>Corporate identity is considered an artistic work under the Part VII of the <i>Copyright Act 1968</i>. Artistic works owned by the Crown are subject to copyright for 50 years from the end of the year that the work was made.</p> <p>The Australian Copyright Council’s information sheet G028 v10 Logos: Legal Protection identifies infringement occurs when a ‘substantial part’ of a logo is used without the permission of the copyright owner. Copyright infringement can vary on a case by case basis.</p> <p>Regulatory requirements: <i>Copyright Act 1968 (Cwlth)</i></p> <p>Business requirements: Copyright development records are widely classed as permanent (see comparisons with other Queensland schedules), however it is recommended that the value of these records are downgraded to temporary and that only the final objects are held permanently.</p> <p>Development records of corporate identity can hold evidence either proving or disproving copyright infringement. As copyright is 50 years for Crown and 70 years after the death of an individual, these records hold long term value in the event of an infringement case.</p> <p>Digital development records and all accompanying correspondence about the development have potential to consist of high volumes of records. The value of retaining the development records is expected to primarily be required for copyright infringement cases. 70 years’ retention is sufficient to meet requirements of copyright infringement cases.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Community expectation: That Crown identity is original in concept and development records are retained for historical and legal purposes.</p> <p>Comparison with other schedules' retention period: <i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480 v4 – Reference 2.5.1 – Corporate Image Design – Permanent – Retain Permanently. <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v2 – Reference 601.2/A99 – Corporate Identity Development – Permanent – Retain Permanently. <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 2.3.1 – Corporate Identity Development and protection – Permanent – Retain Permanently.</p>
	<p>Work diaries See <i>Disposal Freeze Affected Records</i></p>	
2337	<p>Community engagement – schools Records relating to community engagement involved in the decision making processes for the establishment of new schools. Community engagement includes, but is not limited to:</p> <ul style="list-style-type: none"> • logo design • safe access or travel for students • school motto • school naming • tuckshop/canteen set up • uniform design. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Part 2 of the <i>Education (General Provisions) Act 2006</i> outlines that the Minister may establish schools at which the state provides primary, secondary or special education. The Minister may also name, and change the name of, a state educational institution. Queensland is a large state with some of the most remote schools in Australia. The most effective and successful decisions made in schools are those supported by the school community. Records relating to the budget, financial and tendering processes in starting a new school are covered by the <i>General retention and disposal schedule (GRDS)</i>. The principal is named in the school year prior to the opening in order to commence community engagement. Once the need for a new school is established, the principal is engaged and provided with activities required to establish the new school and its identity in consultation with the community. Public meetings are held to introduce the principal to the community and to explain progress of the building schedule and processes to be used. At the first public meeting the community is invited to identify their area/s of interest in assisting the new school principal to develop proposals for the uniform, logo and motto, tuckshop or canteen.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i></p> <p>Business requirements: The process involves the community forming a group which works closely with the principal to develop options to be considered and adopted by the Interim P&C association.</p> <p>These records provide evidence of the Department’s consultation process. The records demonstrate the state government’s commitment to building stronger school communities and demonstrates state education is valued through partnerships that are built between the principal, the school staff and the school community.</p> <p>The permanent retention is consistent with other jurisdictions schedules and the previous Queensland schedule.</p> <p>Permanent retention criteria: These records provide evidence of the primary functions and programs of government as outlined in Characteristic 2 of the Queensland State Archives Appraisal Statement. Records in this class relate to the development of, reaction to, and impact of reports on major social issues such as education and town planning.</p> <p>These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records that provide a representation of the Queensland way of life including work, education and culture.</p> <p>Community expectation: That records relating to the establishment of a new school are created and maintained permanently for historical and cultural purposes.</p> <p>Comparison with other schedules’ retention period: <i>Queensland General retention and disposal schedule</i> – Reference 1014 – High-level committees – Retain permanently. <i>Victoria General Disposal Schedule for School Records</i> PROS 01/01 – Reference 7.1.0 – The formal recording and preservation of a school’s history – Permanent.</p> <p>Previous schedules: <i>Department of Education and Training Retention and Disposal Schedule for Corporate Records Held in Central and District Offices</i> QDAN F52/151 – Reference 1.9 – Establishment of New School – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
2338	<p><i>Ceremonies – opening and naming</i> Records relating to opening and naming ceremonies in honour of the establishment of new schools, institutes and early childhood education centres.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Schools, TAFEs and Early Childhood Education Centres (ECECs) may be required to hold an official opening or ‘recognition ceremony’ for major capital works projects. Australian Government funding of capital works projects usually requires an official opening or ‘recognition ceremony’ within a specified time of the project’s completion. This will be specified in the funding agreement.</p> <p>The Minister for Education and Training must be consulted regarding openings for significant capital works projects in schools (including BER projects), trade training centres in schools, ECECs (i.e. kindergartens, child and family centres) and TAFEs. Different requirements are outlined in policy depending on the source of the funding: <u>Principal, TAFE Director, ECEC Centre Director responsibilities</u></p> <p>For state government funded capital works projects:</p> <ul style="list-style-type: none"> • make all arrangements associated with an opening <p>For state government funded capital works projects with minor funding (less than 50% of project cost) from Australian Government:</p> <ul style="list-style-type: none"> • make all arrangements associated with an opening • ensure nominated dates for consideration by the relevant state government minister do not conflict with state or federal parliamentary sitting dates • ensure date confirmed by the relevant state government minister as suitable is also suitable for the relevant Australian Government Minister before the principal distributes invitations. <p>For Australian government funded projects:</p> <ul style="list-style-type: none"> • ensure the relevant opening protocols are adhered to • ensure the relevant state government minister is invited. <p>Capital works delivery:</p> <ul style="list-style-type: none"> • informs the State Minister for Education, Training and Employment of all projects eligible for official openings, indicating the extent of Australian Government funding • requests the school principals to nominate suitable dates for required official opening

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • liaises with the office of the state minister on projects to which the Australian Government contributed less than 50% (which are to be opened officially by the minister or his/her representative) regarding proposed dates. <p>For BER, TTCIS and children and family centre projects:</p> <ul style="list-style-type: none"> • responsibilities are as per protocols. <p>For other capital works projects:</p> <ul style="list-style-type: none"> • advises the Office of the State Minister with suitable dates for an official opening of state funded projects and projects minority funded by the Australian Government • organises the arrangements for openings, compiles guest list and distributes invitations • contacts their regional facilities manager at least one month in advance to organise the production of a commemorative plaque <ul style="list-style-type: none"> ○ organises the installation of the plaque. <p><u>Regional facilities manager</u></p> <ul style="list-style-type: none"> • liaises with, and supports, principals regarding arrangements for official openings • arranges for the production of a commemorative plaque for unveiling on the day of the official opening. <p><u>Regional director</u></p> <ul style="list-style-type: none"> • provides advice and support the principal on request as appropriate (e.g. assists with preparing guest list) <p><u>Office of the Minister for Education, Training and Employment</u></p> <ul style="list-style-type: none"> • confirms availability for proposed dates for openings • if the Minister is not available to attend, the Minister's office makes necessary arrangements for an appropriate representative to attend on the Minister's behalf • prepares the function profile for the Minister or his/her representative. <p>Business requirements:</p> <p>The records document the unique nature of the ceremony and it is likely that the agency's copy of the document may be the only copy retained. Given the community interest in education, there will be substantial and ongoing community interest in these records.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>The recommended permanent retention is consistent with other jurisdictions' schedules and the record class from the previous schedule.</p> <p>Permanent retention criteria:</p> <p>These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records that provide a representation of the Queensland way of life including work, education and culture.</p> <p>Community expectation:</p> <p>That records of opening ceremonies for new schools are created and maintained permanently for historical and cultural purposes.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland General retention and disposal schedule</i> – Reference 1085 – Records relating to celebrations and ceremonies of significant historical interest to the State, including official openings of major buildings – Retain permanently.</p> <p><i>Local Government Sector Retention and Disposal Schedule</i> QDAN 480v4 – Reference 2.3.1 – Historically significant events – Retain permanently.</p> <p><i>NSW Functional Retention and Disposal Authority</i> DA141 – <i>Department of Education and Training</i> – Reference 7.1.1 – Records relating celebrations, ceremonies and functions of State significance to mark major anniversaries of significant structures or events – Required as State archives.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training Retention and Disposal Schedule for Corporate Records Held in Central and District Offices</i> QDAN F52/151 – Reference 11.18 – School Openings – Permanent.</p>
2339	<p>Special needs arrangements</p> <p>Records relating to the provision of specialist services or assistance to eligible recipients (such as a person with a disability).</p> <p>Retention period & trigger</p> <p>7 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Schools and institutes must provide all students with access to high-quality education that is free from discrimination based on gender, language, sexual orientation, pregnancy, culture, ethnicity, religion, health or disability, socioeconomic background or geographic location.</p> <p>Schools are exempt from the <i>Anti-Discrimination Act 1991</i> in some capacities as outlined in s.41–44, however a number of programs are available for schools to obtain</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>assistance or funding to provide special services or facilities that would otherwise require them to discriminate on the basis of impairment.</p> <p>The Non-School Organisations Program provides financial assistance to help improve educational opportunities and enhance the learning outcomes of students with disability. The Non-State Special Needs Organisation (NSSNO) Program provides funding to organisations to deliver educational services and resources that enhance the participation, inclusion and outcomes of primary and secondary students with special needs in their educational setting.</p> <p>Each organisation funded through the NSSNO Program must provide educational and financial accountability annually to the Department of Education and Training. The accountability documentation is reviewed by the Department to ensure that the NSSNO funding has been expended appropriately and that each organisation is delivering the services outlined in their service agreement.</p> <p>Some funded organisations include but are not limited to Autism Queensland, BUSHkids, CHI.L.D Association, and Down Syndrome Association of Queensland.</p> <p>Other special needs programs include eLearning for special needs students' initiative delivered the state government's election commitment to provide electronic tablets to students with special needs. The tablets were provided directly to state special schools, state schools and non-government schools with identified special education programs.</p> <p>Regulatory requirements: <i>Anti-Discrimination Act 1991</i> Australian Quality Training Framework (AQTF) – Essential Conditions and Standards for Continuing Registration Standards for NVR Registered Training Organisations 2012 <i>Education (General Provisions) Act 2006</i></p> <p>Business requirements: Standard 2 of AQTF and SNR5 and SNR 16 of the NVR Standards require that learners receive training, assessment and support services that meet their individual needs. In some cases, this may result in the provision of specialised equipment and media to students.</p> <p>The implementation special needs program needs to be retained for a sufficient period of time to support the education providers' accountability. A seven year retention period</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>enables the providers to assess and report on how the programs have been delivered and implemented, as well as meeting any financial management requirements.</p> <p>The retention period is consistent with other Queensland schedules.</p> <p>Community expectation: That records about special needs arrangements are maintained by the schools in accordance with legislation.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601v3 – Reference 601.3/C137 – Funding Applications – successful – Retain for 7 years after funding ceases. <i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704v1 – Reference 9.4.1 – Program delivery – Retain for 7 years after program ceases.</p>

Function	Scope note
STUDENT MANAGEMENT	<i>The function of managing services, programs, and activities in support of diverse student populations. Includes admission and enrolment, attendance, apprenticeships and traineeships, behaviour and conduct management, incidents, student fees and graduation. Also includes addressing the particular needs of student groups to allow equitable participation and outcomes. Students may be internal, external, child or adult.</i>

Activities	
Admissions and Enrolments Assessment Equity and Diversity Graduation Incidents	Scholarships, Prizes, Awards and Bursaries Student Conduct Student Office Bearer – Management User Charging

Disposal authorisation	Record class and retention period	Justifying the retention period
2340	<p>Admissions – register Records relating to the registration of student enrolment details into a program, activity or school.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Section 176 of the <i>Education (General Provisions) Act 2006</i> outlines that – Each parent of a child who is of compulsory school age must – (a) ensure the child is enrolled at a state school or non-state school; and (b) ensure the child attends the state school or non-state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.</p> <p>The registered student enrolment details include demographic, address, family, origin, country of birth and religion and is maintained within the approved school and student management database. This information provides evidence the prospective student is eligible to apply for enrolment at a school. The student admission register provides evidence a student is enrolled or registered into an education program.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Education (General Provisions) Regulation 2006</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Education and Care Services Act 2013</i></p> <p>Education and Care Services Regulation 2013</p> <p>Business requirements:</p> <p>Queensland state schools offer enrolment to children of compulsory school age and to young people in the compulsory participation phase. There are specific legal obligations about enrolment and attendance that apply to parents of children of compulsory school age and young people in the compulsory participation phase. Specific provisions apply to those students who are over 18 years of age at time of enrolment.</p> <p>The permanent retention is consistent with other jurisdictions' schedules and the previous Queensland schedule.</p> <p>Permanent retention criteria:</p> <p>Admission register records provide evidence of several characteristics of the Queensland State Archives Appraisal Statement, these include:</p> <ul style="list-style-type: none"> • evidence of the DET's primary function as outlined in Characteristic 2 • evidence of enduring rights and entitlements as outlined in Characteristic 3 • a significant impact on individuals as outlined in Characteristic 4 • offer evidence of the Queensland way of life as outlined in Characteristic 5. <p>Community expectation:</p> <p>There is an implicit agreement within society that these records are created and maintained as an element of responsibility by schools of the rights and entitlements of students.</p> <p>Comparison with other schedules' retention period:</p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22:</i></p> <ul style="list-style-type: none"> • reference 4.2.1 – Student admission records created before the commencement of the central student database, which register details of individual student admission including personal and enrolment details – Permanent • reference 4.2.2 – Student admission records, including history of changes, either managed separately or contained in the central student database, which register details of individual student admission, including personal and enrolment details – Permanent.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Victoria Retention & Disposal Authority for Schools Records</i> PROS 01/01 – Reference 3.3.1 – Summary enrolment records – Permanent.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records</i> QDAN 364v2 – Reference 2.7 – Admission Register – Keep only current register, transfer non-current registers to State Archives.</p>
2341	<p>Admissions – student file – Aboriginal and Torres Strait Islanders</p> <p>Records relating to all aspects of compulsory primary and secondary education student management from enrolment to leaving school for students that identify as Aboriginal and Torres Strait Islander.</p> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> <p><i>For records relating to primary and secondary students that do not identify as Aboriginal and Torres Strait Islander, refer to Admissions – student file – primary and secondary school students.</i></p> <p><i>For records relating to parental permissions, refer to Attendance – parent/guardian permissions.</i></p> <p><i>For records relating to assessments and assignments, refer to Assessment.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p> <p>Retention period & trigger</p> <p>Permanent. Retain in agency.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Each parent of a child who is of compulsory school age must – (a) ensure the child is enrolled at a state school or non-state school; and (b) ensure the child attends the state school or non-state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i> – Chapter 9 Part 1 Section 176</p> <p><i>Education (General Provisions) Regulation 2006</i></p> <p>Business requirements:</p> <p>Student files are kept electronically and in hard copy depending on the record and format. All information about students are kept on a single file. There are no distinguishing different activities associated with students and their education. Data is captured to distinguish students who identify as Aboriginal and Torres Strait Islanders.</p> <p><u>The agency originally requested a retention period & trigger of ‘retain permanently’</u></p> <p>Education argued:</p> <p>Student files for students that identify as Aboriginal and Torres Strait Islander provide evidence of the legal status of individuals and groups within the community and lay claim to entitlements and protection provided by the state as outlined in Characteristic 3 of the Queensland State Archives (QSA) Appraisal Statement.</p> <p>Additionally, these records provide evidence of the Queensland way of life including education and culture as outlined in Characteristic 5 of the QSA Appraisal Statement. Refer to ‘other comments’ for further supporting information.</p> <p><u>Queensland State Archives appraisal panel disagreed with the recommended retention period & trigger</u></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Education and QSA met on 11 August 2016 to discuss the review of the Education and Training Sector Retention and Disposal Schedule and appraisal log. While the meeting covered all queries that arose through the review process, this record class was discussed in some depth.</p> <p>QSA indicated there were a number of concerns in retaining Aboriginal and Torres Strait Islander student files permanently with QSA. These concerns include:</p> <ul style="list-style-type: none"> • the Bringing Them Home report stated that records relating to children (whether Indigenous or not) removed from their families should be maintained. To use this argument for Indigenous student files, you would also need to use it as a justification to keep all student files permanently. • Aboriginal and Torres Strait Islander people are over represented in many parts of government, e.g. courts, prisons and schools. Retaining records of crime, discipline and punishment for these people will create a skewed view of this group of citizens, creating further inequity across the community. • many of the documents on these student files are highly likely to contain information about truancy, misbehaviour and punishment. Such information about non-Indigenous students is not kept, creating further inequity. <p><u>Resolve</u></p> <p>Education stakeholders advised the Aboriginal and Torres Strait Islander unit had indicated they required the records be retained permanently. So it was proposed records be permanently kept in the agency. Everyone at the meeting agreed to this retention period and trigger.</p> <p>The proposed 'retain permanently in agency' is not consistent with the South Australian State Records schedule.</p> <p>With the introduction of the <i>Limitation of Actions (Child Sexual Abuse) and Other Legislation Amendment Act 2016</i>, there is now no limitation period for legal actions relating to claims of child sexual abuse. Historically, claims relating to child sexual abuse are often brought after the victim has reached adulthood. The recommended retention period allows time for the victim to request access to these records if they may assist as evidence for their claim.</p> <p>Community expectation:</p> <p>That records are created and maintained to record a students' education history. That records of students who identify as Aboriginal and Torres Strait Islanders are handled differently from other students due to enduring rights and entitlements.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules' retention period:</p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22:</i></p> <ul style="list-style-type: none"> • reference 4.3.1 – Records of assessment and achievement at school for individual Indigenous students where an education program or school is specifically directed and provided to Aboriginal and Torres Strait Islander children. Includes records created before the commencement of the central student database, records not contained in the database and/or records contained in the central database – Permanent • reference 4.4.1 – Records relating to attendance for individual Indigenous students where an education program or school is specifically directed and provided to Aboriginal and Torres Strait Islander children. Includes records created before the commencement of the central student database, records not contained in the database and/or records contained in the central database – Permanent • reference 4.9.1 – Case files of individual Indigenous students where an education program or school is specifically directed and provided to Aboriginal and Torres Strait Islander children – Permanent. <p>Other comments/factors for consideration:</p> <p>Recommendation 21 of the <i>Bringing Them Home...</i> report states "that no records relating to Indigenous individuals, families or communities or to any children, Indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be destroyed".</p> <p>South Australia recognises the challenges of separating Aboriginal and Torres Strait Islanders currently held to distinguish children who were separated from families from those that were not and considers that permanent retention for all such files is best for practical application.</p>
	<p>Acceptance advice – international exchange See <i>Disposal Freeze Affected Records</i></p>	
	<p>Admissions – student file – primary and secondary school students See <i>Disposal Freeze Affected Records</i></p>	

Disposal authorisation	Record class and retention period	Justifying the retention period
2342	<p>Admissions – student file – accredited training and higher education – adults</p> <p>Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion.</p> <p>Excludes files for students who commenced as minors and completed or left the training as adults.</p> <p><i>For records relating to school-based apprentices and trainees, refer to Admissions – student file – primary and secondary school students.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p> <p>Retention period & trigger</p> <p>7 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Under Chapter 2 of the <i>Further Education and Training Act 2014</i> an apprenticeship or traineeship may be declared and outlined in a contract based on variable circumstances of the apprentice, trainee or employer. Students who undertake apprenticeships or traineeships through a registered training organisation are expected to comply with the organisations requirements. The organisation maintains the records of the individual students.</p> <p>School based apprenticeships and traineeships are managed in accordance with Chapter 2 Part 4, Chapter 9 Part 4, and Chapter 10, of the <i>Education (General Provisions) Act 2006</i> to provide an opportunity for young people (usually in Years 11 and 12) to participate in training and work as paid employees while completing senior schooling. These records are created and maintained within regions or centrally within the student management system.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i> – Section 238</p> <p><i>Further Education and Training Act 2014</i></p> <p><i>Limitation of Actions Act 1974</i></p> <p>User Choice 2010 – 2016 Policy</p> <p>Business requirements:</p> <p>Student files are kept electronically and in hard copy depending on the record and format.</p> <p>To comply with the AQF Issuance Policy requirements around verifying and issuing qualifications and statements of attainment, QATC must retain records of assessment (e.g. assignments & examination scripts) and other documentation necessary to prove completion of requirements by students (e.g. attendance and placement performance records). These records meet that requirement.</p> <p>This record class excludes student records of statements of attainment that must be kept for 30 years to comply with condition 6 of the AQTF and SNR12 & 23 of the new NVR Standards require a provider to retain client records of attainment of units of competency and qualifications for a period of thirty years.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Limitation of Actions Act 1974</i> Part 2 Section 10, states that claims relating to actions of contract and tort and certain other areas can be actioned up to 6 years after the event or action first arose.</p> <p>The recommended seven year retention is consistent with other jurisdictions schedules and the previous schedule.</p> <p>Community expectation:</p> <p>That records of trainees and apprentices are created and maintained as per legislation and that a record of qualifications and achievements is available to trainees and apprentices for a period of time after completion.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Records of Higher and Further Education Institutions Victoria</i> PROV 02/01 – Student enrolment – Destroy 7 years following date of enrolment.</p> <p><i>Vocational Education and Training Records of the Institute of TAFE Tasmania</i> DA 2183 – Records supporting enrolment – Destroy 7 years after action completed.</p> <p><i>Technical and Further Education Retention and Disposal Schedule</i> QDAN 588:</p> <ul style="list-style-type: none"> • reference 2.1.3 – Apprenticeships and Traineeships – Correspondence – Retain for 2 years after last action • reference 2.1.4 – Apprenticeships and Traineeships – Records relating to apprentice/traineeship students including training plans, allocations agreements, etc. – Retain for 7 years after last action • reference 2.5.1 – Enrolment – Enrolment records including subject selection and change-of-advice forms, withdrawals from course of study and transfers between institutes – Retain for 7 years after data entry in CAP database has been verified • reference 2.5.2 – Enrolment – Student admission and class allocation records recorded in CAP database administered by TAFE Queensland – TAFE Queensland to retain for 7 years after last action • reference 2.5.4 – Recognition of Current Competencies – Credit transfer documentation, exemptions (academic) – applications and approval records – Retain for 7 years after last action • reference 2.5.5 – Recognition of Prior Learning (RPL) documents – Retain for 7 years after last action. • reference 2.5.7 – Student files – Retain for 7 years after last action.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Admissions – student file – accredited training and higher education – minors</p> <p>See Disposal Freeze Affected Records</p>	
2343	<p>Admissions – unsuccessful applications</p> <p>Records relating to applications for enrolment into a program, activity or school that is unsuccessful or where an applicant did not commence at the school.</p> <p>Retention period & trigger</p> <p>2 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p><u>Primary and secondary schools</u></p> <p>All eligible children and young people are entitled to 26 semesters of state education (including Prep) and are able to enrol in any state primary and secondary schools unless there is an enrolment management plan in place. This means students may not be entitled to enrol unless they live within the local catchment area, or, for students from outside the local catchment area, have met eligibility criteria contained in the plan. Other conditions may also affect a prospective student’s entitlement to enrolment.</p> <p><u>State special schools</u></p> <p>Under sections 166 and 167 of the <i>Education (General Provisions) Act 2006</i> the Chief Executive of the Department of Education and Training is responsible for determining whether a prospective student does or does not satisfy the requirements for referral for enrolment in a special school.</p> <p>The Minister's policy for the criteria to decide whether a person is a person with a disability, for the purpose of enrolment in state special schools, is that the person must meet the following criteria:</p> <ul style="list-style-type: none"> • the person has a disability as defined by the <i>Disability Discrimination Act 1992</i> (DDA) • the person has a severe disability which includes an intellectual disability • the person is unlikely to attain the levels of development of which the person is capable unless the person receives special education • the person's educational program is best delivered in a special school taking into account the appropriateness of this placement for the individual concerned. <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i> – Chapter 8, Part 1, Division 2, Sections 157-163; 166 and 167</p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>This record class for unsuccessful enrolment applications is created and maintained within schools and allows for the disposal of these short term records instead of maintaining them until the applicant is 27 years of age.</p> <p>The retention period for these unsuccessful enrolment applications will meet the departments business, community and statutory requirements.</p> <p>Community expectation:</p> <p>That records regarding unsuccessful applications are created and maintained by the authority who makes the decision. These should be held for a time required for an appeal process or other legal matters.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.1.2 – Application/Selection unsuccessful – Destroy 2 years.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA141 – Reference 6.2.1 – Admission unsuccessful – Destroy 2 years.</i></p>
	<p>Attendance – parent/guardian permissions</p> <p><i>See Disposal Freeze Affected Records</i></p>	
	<p>Attendance – rolls</p> <p><i>See Disposal Freeze Affected Records</i></p>	
2344	<p>Academic record</p> <p>Official academic records of student, trainee and apprentice achievement once all results have been accepted by all parties.</p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Assessment is the purposeful, systematic and ongoing collection of information that is used as evidence in making reliable and consistent judgments about student learning and in reporting to parents.</p> <p>Reported assessment results are issued as written reports on the learning area or subjects studied in the reporting period. Student effort and behaviour is also reported.</p> <p>Schools maintain the reported assessment results for prep to Year 12 students.</p> <p>Assessment results for students in vocational education and training are reported to the student and are evidence used to confirm results are achieved for the purpose of obtaining certificates of completion and attainment.</p> <p>Regulatory requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Education (General Provisions) Act 2006</i> – Section 425 requires a written report of a student’s educational performance be provided twice a year.</p> <p><i>Further Education and Training Act 2014</i> – Section 45</p> <p>Business requirements:</p> <p>This record class is created within schools and vocational education and training and higher education providers and is maintained within schools and institutes.</p> <p>The recommended permanent retention is consistent with Victoria schedule and other Queensland schedules. While it is inconsistent with the previous schedule, the permanent retention will meet community expectations and business requirements.</p> <p>Permanent retention criteria:</p> <p>Academic records provide evidence of the primary function of the Department of Education and Training as outlined in Characteristic 2 of the Queensland State Archives (QSA) Appraisal Statement.</p> <p>These records also provide evidence of enduring rights and entitlements as outlined in Characteristic 3 of the QSA Appraisal Statement.</p> <p>These records also have a significant impact on individuals as outlined in Characteristic 4 of the QSA Appraisal Statement.</p> <p>Additionally, these offer evidence of the Queensland way of life including education and culture as outlined in Characteristic 5 of the QSA Appraisal Statement.</p> <p>Community expectation:</p> <p>Reported assessment results have a historical value as students requiring information in relation to their achievement have a reliance that this remains available for a period of time. Individuals may require this information to further increase their chances to enter the workforce.</p> <p>Comparison with other schedules’ retention period:</p> <p><i>Technical and Further Education Retention and Disposal Schedule QDAN 588</i> – Reference 2.2.7 – Assessment results – summary form of final results to be awarded to students – TAFE Queensland to retain permanently in accessible, readable and inalterable form.</p> <p><i>University Sector Retention and Disposal Schedule QDAN 601 v3</i> – Reference 601.2/C245 – Academic Records – Permanent.</p> <p><i>Queensland Agricultural Education Sector Retention and Disposal Schedule QDAN 704</i> – Reference 8.6.1 – Summary student data – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Victoria Retention & Disposal Authority for Schools Records</i> PROS 01/01 – Reference 3.5.1(a) – Final report issued – Permanent.</p> <p>Previous schedules:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records</i> QDAN 364 v2 – Reference 2.83 – Student Assessment Results for Individual Students – Destroy as per student record cards.</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Training Services Records</i> QDAN 427 – Reference 1.1.8 – Completion certificate records – Retain for 70 years.</p>
2345	<p>Assessment – completed</p> <p>Records relating to completed assessments for all students.</p> <p>Assessment instruments may include, but are not limited to:</p> <ul style="list-style-type: none"> • criteria • marking guide • observation checklists • tests. <p>Retention period & trigger</p> <p>5 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The <i>National Vocational Education and Training Regulator Act 2011</i> states that Vocational Education and Training providers have a scope of registration which outlines the qualifications and courses that each provider is able to deliver. Part of the scope of registration includes that it will allow a National Vocational Regulator (NVR) registered training organisation to:</p> <ul style="list-style-type: none"> • provide training and assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation • provide assessments resulting in the issue of VET qualifications or VET statements of attainment by the organisation. <p>Assessment is a process to determine a student’s achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration and is required as proof that a student, apprentice or trainee possesses the appropriate skills and knowledge for the attainment of the qualification.</p> <p>Regulatory requirements:</p> <p><i>National Vocational Education and Training Regulator Act 2011</i> <i>Education (General Provisions) Act 2006</i> Standards for NVR Registered Training Organisations 2012 AQF Qualifications Issuance Policy</p> <p>Business requirements:</p> <p>Under the Australian Qualifications Framework, a senior secondary certificate of education qualification may only be issued by an organisation that is authorised for that</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>purpose by the relevant government and meets any government standards for the sector.</p> <p>Assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification. Issuing organisations must issue qualifications consistent with the AQF Qualifications Issuance Policy.</p> <p>The recommended retention period supports the curriculum and training product activity of reviewing which has a review cycle and retention of five years.</p> <p>Community expectation:</p> <p>That assessment strategies meet the requirements of relevant standards and are retained for a period of time as evidence of appropriate training and assessment.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.2.3 – Master copy of assessor's marking guide, criteria and/or observation checklists, tests and assignments – Retain for 7 years from date assessment was last issued.</i></p> <p><i>Queensland Agricultural Education Sector Retention and Disposal Schedule QDAN 704 – Reference 10.2.1 – Assessment instruments – Retain for 30 years after cessation of delivery of course or unit.</i></p>
2346	<p>Assessment – results</p> <p>Records relating to the results of internal, individual examinations or assignments.</p> <p>Retention period & trigger</p> <p>1 year after the assessment is validated.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Under the Standards for Registered Training Organisations (RTOs) 2015, assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.</p> <p>Under the AQF, assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Retention of assessment results supports the appeals process as outlined by the Standards for NVR Registered Training Organisations 2012 and covered under Student management – assessment – results appeals.</p> <p>In schools, assessment of student learning takes place at different levels and for different purposes, including:</p> <ul style="list-style-type: none"> • ongoing formative assessment within classrooms for the purposes of monitoring learning and providing feedback, for teachers to inform their teaching, and for students to inform their learning • summative assessment for the purposes of twice-yearly reporting by schools to parents and carers on the progress and achievement of students • annual testing of Years 3, 5, 7 and 9 students' levels of achievement in aspects of literacy and numeracy, conducted as a part of the National Assessment Program – Literacy and Numeracy (NAPLAN) • periodic sample testing of specific learning areas within the Australian Curriculum as a part of the National Assessment Program (NAP). <p>The Australian Curriculum states that teachers also use the achievement standards at the end of a period of teaching, to make on-balance judgments about the quality of learning demonstrated by students – that is, whether the students have achieved below, at or above the standard. To make judgments, teachers draw on assessment data they have collected as evidence during the course of the teaching period.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> Standards for NVR Registered Training Organisations 2012 Standards for Registered Training Organisations (RTOs) 2015 Australian Qualifications Framework</p> <p>Business requirements: This record class pertains to assessment results of individual assessments and is required for a short period of time to allow for any appeals processes to occur. Overall course results are retained as per the Student management – academic record class. Assessment results form a judgement that a student is competent and meets the criteria for an award or qualification. These records only form part of a final mark and hold transitory value.</p> <p>The recommended one year retention is consistent with the previous schedule</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Community expectation: That assessment results are maintained for individual assessments for the purpose of providing evidence for marking and for appeals processes. That these results are maintained per standards and legislation.</p> <p>Comparison with other schedules' retention period: <i>Queensland Agricultural Education Sector Retention and Disposal Schedule QDAN 704 – Reference 10.2.1 – Assessment items – completed – Retain for 3 years from date of completion.</i></p> <p>Previous schedules: <i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364 v2 – Reference 2.7 – Assessment Material and Data – Mark Books, Class Lists, SSAS or SAIS – Retain for 1 year.</i></p>
2347	<p>Assessment – results appeals Records relating to student appeals against assessment results.</p> <p>Retention period & trigger 2 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Under the Standards for NVR Registered Training Organisations 2012 (the Standards), SNR 5 outlines that the RTO must have strategies in place to adhere to the principles of access and equity and to maximise outcomes for its clients. This includes a defined complaints and appeals process that will ensure learners' complaints and appeals are addressed effectively and efficiently.</p> <p>Additionally, under the Standards, SNR 16 outlines that the RTO must provide appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.</p> <p>Every RTO may have a different process in place as the standard does not outline a consistent appeal process.</p> <p>As an example, TAFE Queensland allows for appeals to the chief executive within 10 days of receipt of initial appeal result.</p> <p>Students have a right to appeal outcomes of academic decisions based on the various grounds including, but not limited to:</p> <ul style="list-style-type: none"> • that the decision is grossly unreasonable • that procedural requirements were not followed • that relevant evidence was not considered in reaching the decision or that irrelevant evidence was relied upon in reaching the decision

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • that fresh evidence has become available • that a penalty imposed was excessive or inappropriate. <p>For instances of major or exceptional cases of unresolved appeals, further appeals can be made in writing to the executive and must fully set out the grounds for appeal.</p> <p>If a student is unhappy with a result, they can lodge their complaint with an external agency, such as the:</p> <ul style="list-style-type: none"> • Queensland Ombudsman • Australian Skills Quality Authority • Queensland Government Department of Education and Training (for apprentices/trainees). <p>Regulatory requirements: Standards for NVR Registered Training Organisations 2012 Australian Qualifications Framework</p> <p>Business requirements: The recommended two year retention period is consistent with the University Sector schedule and is sufficient to cover appeals processes that may extend for a period of time.</p> <p>Community expectation: That students have opportunity to appeal academic results and that records of these appeals will be created and maintained as per legislation.</p> <p>Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.2.5 – Records of appeals, grievances and complaints relating to examination / assessment results – Retain for 1 year after action completed.</i> <i>University Sector Retention and Disposal Schedule QDAN 601v2 – Reference 601.2/C249 – Records relating to appeals about examination/assessment results – Retain for 2 years after last action.</i> <i>Queensland Agricultural Education Sector Retention and Disposal Schedule QDAN 704 – Reference 10.2.3 – Results – Appeals – Retain for 7 years after course completion or cessation.</i></p>
	Supervision – examination arrangements	

Disposal authorisation	Record class and retention period	Justifying the retention period
	See <i>Disposal Freeze Affected Records</i>	
2348	<p>Programs – education and support</p> <p>Records relating to educational and support programs aimed at providing equal access to education.</p> <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> • disadvantaged youth programs • education adjustment programs (EAP) • Every Child Counts program • Indigenous education programs • skills participation and pathways (SPP) • student allowance programs • student holiday programs. <p><i>Refer to STUDENT SERVICES for records relating to student programs for health and wellbeing, religious instruction, guidance, etc.</i></p> <p>Retention period & trigger</p> <p>7 years after program ceases.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>All education sectors must provide students with access to high-quality schooling that is free from discrimination based on gender, language, sexual orientation, pregnancy, culture, ethnicity, religion, health or disability, socioeconomic background or geographic location.</p> <p>Schools develop, implement, manage and promote specific programs and activities allowing the enhancement of student health and wellbeing and providing safe and supportive learning environments.</p> <p>An example of a student program includes The Department of Education and Training’s education adjustment program (EAP) which is a process for identifying and responding to the educational needs of students with disability who require significant education adjustments related to the specific impairment areas of:</p> <ul style="list-style-type: none"> • autism spectrum disorder • hearing impairment • intellectual disability • physical impairment • speech-language impairment • vision impairment. <p>The EAP supports schools to:</p> <ul style="list-style-type: none"> • understand and meet their obligations to make reasonable adjustments for students with disability • identify students (from prep–year 12) who meet criteria for the EAP categories • report the significant education adjustments that are currently in place to address the educational needs of these students. <p>Regulatory requirements:</p> <p><i>Anti-Discrimination Act 1977</i></p> <p><i>Education (General Provisions) Act 2006 – Section 12</i></p> <p><i>Education and Care Services National Law (Queensland) Act 2011</i></p> <p><i>Education and Care Services National Law (Queensland) Regulation 2011</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>National Quality Standard for Early Childhood Education and Care</p> <p>Business requirements:</p> <p>The recommended seven year retention differs to the University Sector schedule, however is consistent with the Agricultural Education schedule and New South Wales Education schedule. This record class combines a number of similar specific programs and activities with the records being created and maintained within the department and schools. The retention period provides consistency across these programs and meets current business and statutory requirements.</p> <p>Community expectation:</p> <p>That programs are available to enhance the learning of all students and that records of the programs are retained.</p> <p>Comparison with other schedules' retention period:</p> <p><i>New South Wales Department of Education and Training Disposal Authority DA 141 – Reference 1.5.1 – Records relating to the implementation and routine administration of specific programs with organisations and institutions – Retain a minimum of 7 years after action completed, then destroy.</i></p> <p><i>University Sector Retention and Disposal Schedule QDAN 601v3 – Reference 601.2/C224 – Program delivery – Retain for 5 years after program ceases to be offered.</i></p> <p><i>Agricultural Education Retention and Disposal Schedule QDAN 704 – Reference 9.4.1 – Program delivery – Retain for 7 years after program ceases.</i></p> <p>Previous schedules:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364v2 – Reference 2.7 – Commonwealth Special Education Programs – Retain at school as long as required.</i></p>
2349	<p>Completion register</p> <p>Registers of students who graduate or obtain awards, certificates and qualifications.</p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Qualifications and statements of attainment are issued in accordance legislation and standards.</p> <p>Under the Standards for NVR Registered Training Organisations 2012 section 23.1, awards and qualifications must be issued to persons were assessed as competent in accordance with the requirements of the training package or VET accredited course, a VET qualification or VET statement of attainment. Qualification means formal certification, issued by a relevant approved body, in recognition that a person has</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.</p> <p>Under AQF Qualification Issuance Policy 2.5 RTOs must issue a Statement of Attainment to students who have chosen to complete only a unit or units of competence or study from an accredited qualification of an accredited short course.</p> <p>Regulatory requirements:</p> <p><i>Education (General Provisions) Act 2006</i></p> <p><i>National Vocational Education and Training Regulator Act 2011</i></p> <p>Standards for NVR Registered Training Organisations 2012</p> <p>Australian Qualification Framework</p> <p>Business requirements:</p> <p>RTOs issue awards and qualifications to when students successfully complete studies.</p> <p>The Queensland Curriculum Assessment Authority (QCAA) issues the Queensland Certificate of Education (QCE) to eligible school students (usually end of year 12).</p> <p>The recommended permanent retention for the registers is consistent with Queensland and other jurisdictions schedules. It also meets business requirements and community expectations.</p> <p>Permanent retention criteria:</p> <p>Records relating to the completion of education provide evidence of significant life events and rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives (QSA) Appraisal Statement.</p> <p>Additionally, these records provide evidence of significant impact on individuals as outlined in Characteristic 4 of the QSA Appraisal Statement.</p> <p>They are also evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the QSA Appraisal Statement and should be retained as archival records for future research.</p> <p>Community expectation:</p> <p>That registers of individuals who successfully complete schooling, vocational education and training and higher education are created and maintained as per legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Records of Higher and Further Education Institutions, Victoria PROV 02/01:</i></p> <ul style="list-style-type: none"> reference: 12.1.0 – Graduation Register – Permanent

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> reference 11.3.0 – Final assessment compilation – Permanent. <p><i>New South Wales Department of Education and Training Disposal Authority DA 141 – Reference 18.23.1 – Report listing state-wide winners of various prizes and awards – Required as State archives.</i></p> <p><i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 2.6.3 – Register of awards – Retain permanently.</i></p> <p><i>University Sector Retention and Disposal Schedule QDAN 601v3 – Reference 601.2/C170 – University graduands – Retain permanently.</i></p> <p><i>Agricultural Education Retention and Disposal Schedule QDAN 704 – Reference 8.6.1 – Summary Student Data (including register of awards) – Retain permanently.</i></p>
2350	<p><i>Incident report – significant</i></p> <p>Records relating to significant incidents at any educational premise or at a child care provider premise.</p> <p>Significant incidents may include, but are not limited to:</p> <ul style="list-style-type: none"> death of a child an incident involving serious injury or trauma includes sexual assaults on school grounds any incident where the attendance of emergency services was sought where a child appears to be missing, taken, removed, or mistakenly locked in or out of premises. <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor which occurs outside of the educational boundary.</i></p> <p>Retention period & trigger</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>Legislation requires that health and safety incidents are recorded, notified and managed appropriately and within specified timeframes. Dependent on specific criteria, certain incidents must be notified to Workplace Health and Safety Queensland, Department of Justice and Attorney-General.</p> <p>A serious incident is outlined in Section 22 of the Education and Care Services Regulation 2013 as:</p> <ul style="list-style-type: none"> the death of a child an incident involving serious injury or trauma an incident attended by emergency services was sought any circumstance where a child appears missing, taken, or locked in or out of premises. <p>Section 87 of the <i>Education and Care Services National Regulations 2011</i> requires incident reports be recorded and retained with:</p> <ul style="list-style-type: none"> details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected details of any illness which becomes apparent while the child is being educated and cared for by the education and care service details of the action taken

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<ul style="list-style-type: none"> • details of any person who witnessed the incident, injury or trauma; the name of any person whom the education and care service notified or attempted to notify, of any incident, injury, trauma or illness which a child has suffered • the name and signature of the person making an entry in the record, and the time and date that the entry was made. <p>Regulatory requirements: <i>Education and Care Services Act 2013</i> – Section 127 and 128 <i>Education and Care Services Regulation 2013</i> – Section 22 and 23 <i>Limitations of Actions Act 1974</i></p> <p>Business requirements: A serious incident would have a significant impact on the community and create high level of public interest in the school or institution. The permanent retention period reflects the seriousness of these matters and provides evidence of how the State responded to serious incidents. The recommended retention period is consistent with Queensland, other jurisdictions and previous schedules and also meets all risk and business requirements.</p> <p>Permanent retention criteria: Incident reports for serious incidents provide evidence of significant life events and rights and entitlements as outlined in Characteristic 3 of the Queensland State Archives (QSA) Appraisal Statement. Additionally, these records provide evidence of significant impact on individuals as outlined in Characteristic 4 of the QSA Appraisal Statement.</p> <p>Community expectation: That education institutions will retain records of serious incidents permanently for legal purposes.</p> <p>Comparison with other schedules' retention period: <i>Department of Child Safety Retention and Disposal Schedule</i> – Child Case Files – Significant QDAN 637 v2 – Reference 3.1.1 – Retain permanently <i>Early Childhood Education and Care Retention and Disposal Schedule</i> QDAN 691 v1 – Reference 1.2.1 – Incident report – serious – Retain permanently <i>NSW Functional Retention and Disposal Authority – Department of Family and Community Services</i> – Records relating to monitoring compliance with requirements and</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>routine liaison with centres over terms and conditions FA318 – Reference 2.4.2 – Required as State Archives</p> <p><i>Retention and Disposal Authority for Records of Education and Early Childhood Development, Victoria</i> – Records documenting investigations of a serious incident at a licensed children’s service where it is proven that the service has committed an offence under <i>Children’s Services Act 1996</i> resulting in sanctions and/or prosecutions PROS 10/09 – Reference 7.3.1 – Retain as State Archives.</p>
	<p>Incident report – routine See Disposal Freeze Affected Records</p>	
2351	<p>Establishment Records relating to the establishment, rules and conditions of scholarships, grants and bursaries. Includes liaison with private sponsors.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: This record class relates to the establishment, rules and conditions of scholarships, grants and bursaries A range of scholarships and awards are available to school leavers, postgraduate students and employees to provide opportunity or support for those wishing to continue an educational program. Each scholarship and award has rules and conditions set for the issue. Examples of awards for school students include the:</p> <ul style="list-style-type: none"> • Premier’s Anzac Prize • Creative Generation Excellence Awards in the Arts • Peter Doherty Awards for Excellence in Science and Science Education. <p>Examples of awards for Year 12 graduates include:</p> <ul style="list-style-type: none"> • TJ Ryan Memorial Medals and Scholarships • Aspiring Teacher Grants. <p>Examples of awards for Aboriginal and Torres Strait Islander peoples include:</p> <ul style="list-style-type: none"> • Lamber McBride Perpetual Bursary • Pearl Duncan Teaching Scholarship. <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 368 refers to the conditions a scholarship may be granted.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Business requirements:</p> <p>This record class is created and maintained within the educational institutions and is required for the establishment and management of awarding scholarships. The records relating to the establishment, rules and conditions of those awarded form an important historical record of the origin of the awards.</p> <p>The permanent retention period for these scholarship establishment records will meet the department's business and statutory requirements.</p> <p>The retention period is consistent with the Queensland, Victorian, New South Wales and Tasmanian schedules.</p> <p>Permanent retention criteria:</p> <p>These records are evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research.</p> <p>Community expectation:</p> <p>The department will maintain these scholarship establishment records as historical information due to the longevity of these scholarships.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Records of Higher and Further Education Institutions, Victoria</i> PROS 02/01 – Reference 7.1.0 – Establishment/Management of scholarships/prizes – Permanent.</p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA141 – Reference 18.11.1 – Records showing policy determinations for the grading of qualifications and academic awards – Required as State archives.</p> <p><i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 8.3.4 – Establishment of awards, prizes and medals – Retain permanently.</p> <p><i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.3/C77 – Establishment of awards, prizes and medals – Retain permanently.</p> <p><i>Functional records of the Department of Education, Tasmania</i> DA 2281 – Reference 01.20.01 – Records illustrating the development of policy and document policy decisions and establishment of precedents – Permanent.</p>
2352	<p>Recipient register</p> <p>Register of recipients of scholarships, grants and bursaries whether awarded by the department or an external organisation.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Award recipients are published as part of the award processes and presentations. Historical lists of award, scholarship and bursary recipient registers are made available to the community.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Section 368 refers to the conditions a scholarship may be granted.</p> <p>Business requirements: This record class is created and maintained within the department and is required for the management of awarding recipients' scholarships. The retention period for these scholarship recipient registers will meet the department's business and statutory requirements. The retention period is consistent with the Queensland, Victorian, New South Wales, South Australia and Tasmanian schedules.</p> <p>Permanent retention criteria: These records have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives (QSA) Appraisal Statement. These records also provide evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research.</p> <p>Community expectation: The department will maintain these scholarship recipient registers as historical information due to the longevity of these scholarships.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.3/C80 – Award Recipients – Permanent. <i>Records of Higher and Further Education Institutions, Victoria</i> PRO 02/01 – Reference 7.1.0 – Establishment/Management of scholarships/prizes, includes recipient register – Permanent. <i>Functional records of the Department of Education, Tasmania</i> DA 2281 – Reference 01.06.03 – Records of recipients of awards – Permanent. <i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA 141 – Reference 18.23.1 – Records relating to the process and activities for</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>awarding prizes including donations from individuals, companies, industry associations and professional associations – Required as State archives.</p> <p><i>General Disposal Schedule for Public Primary and Secondary Schools, South Australia</i> GDA 23 – Reference 4.5.4 – Lists and summaries of recipients of various academic awards – Permanent.</p>
2353	<p>Scholarships, prizes, awards and bursaries – applications</p> <p>Records relating to the administration of applications for scholarships, grants and bursaries awarded by the department. Includes unsuccessful applications.</p> <p>Retention period & trigger</p> <p>7 years after announcement date.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>The awarding of scholarships, prizes, awards and bursaries to students or potential students encourages excellence and assistance to students. Scholarships, prizes, awards and bursaries require applications from individuals with evidence of merit. Application processes are outlined on entries.</p> <p>Business requirements:</p> <p>Applications and supporting documentation are submitted for a judging panel to determine recipients based on the terms of the awards and the merit displayed by the recipient. As some awards come with financial assistance, the recommended retention period & trigger supports financial record retention requirements and any appeal process timeframes.</p> <p>The recommended seven year retention period is consistent with the Victorian and South Australian schedules, but is inconsistent with Tasmania, New South Wales and Queensland schedules.</p> <p>The department considers the seven years adequately meets their financial requirements. Information about the awards may be found in the recipient register, student files and other award management records.</p> <p>Community expectation:</p> <p>That applications for scholarships, prizes, awards and bursaries are created as part of the process and retained for a period of time to meet any appeals or legal dealings.</p> <p>Comparison with other schedules' retention period:</p> <p><i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.3/C75 – Applications for scholarships, prizes, awards, bursaries and fellowships – Retain until end of the appeal period.</p> <p><i>Records of Higher and Further Education Institutions, Victoria</i> PRO 02/01:</p> <ul style="list-style-type: none"> reference 7.2.0 – Application/selection process – successful applicants – Destroy 7 years following completion of delivery of scholarship/prize to applicant

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> reference 7.3.0 – Application/selection process – unsuccessful applicants – Destroy 1 year following date of decision. <p><i>Functional records of the Department of Education, Tasmania DA 2281 – Reference 06.38.06 – Records relating to the nomination and selection of recipients of awards – Destroy 5 years after action completed.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA 141 – Reference 18.23.2 – Records relating to the establishment and administration of donations made to recognise students who achieve outstanding merit in their qualifications. Includes the election of students for prizes – Retain a minimum of 10 years after action completed, then destroy.</i></p> <p><i>South Australia – South Australian Universities GDS24:</i></p> <ul style="list-style-type: none"> reference 10.3.5 – Successful applications and administrative arrangements for the delivery of specific awards and prizes to students – Destroy 7 years after action completed reference 10.12.4 – Successful applications and administrative arrangements for the delivery of specific scholarships to students – Destroy 7 years after action completed.
2354	<p><i>Behaviour management</i> Records relating to behaviour management strategies and delegations. Includes codes of conduct or behaviour for students. Excludes punishments imposed on individuals – see student file.</p> <p>Retention period & trigger 7 years after superseded.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Behaviour management within schools is managed supportively to achieve a positive learning environment for the benefit of students, staff and parents. Corporal punishment is not allowed in Queensland state schools.</p> <p>All state schools are required to have an approved Responsible Behaviour Plan for Students that articulates a range of responses including whole school, targeted and intensive behaviour support as a means of facilitating positive learning and responsible behaviour in students.</p> <p>A Code of School Behaviour was developed for state schools to deliver the best possible outcomes for students and promote the development of responsible behaviour. School communities use the code as a basis for providing:</p> <ul style="list-style-type: none"> positive support to promote high standards of achievement and behaviour clearly articulated responses and consequences for inappropriate behaviour. <p>Schools provide a safe, supportive and disciplined learning environment in many ways, including:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • inclusive and engaging curriculum and teaching • positive interpersonal relationships between staff, students and parents • fair, safe practices • non-discriminatory language and behaviours • reducing possible barriers to learning, especially for those most at risk • consideration and use of suspension, exclusion and cancellation of enrolment, only when all other approaches have been exhausted. <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Education (General Provisions) Regulation 2006</i></p> <p>Business requirements: The recommended retention period is consistent with Tasmania and the GRDS. However, it does differ to other jurisdictions. From the department's perspective, plans are generally reviewed regularly. However, given the contents in plans may carry over to subsequent years, a seven year retention period ensures that plans will remain available for reference for a sufficient length of time (e.g. for reference in subsequent planning cycles and to analyse school trends). The recommended seven year retention period meets the business needs of education providers.</p> <p>Community expectation: That records relating to student behaviour are created and maintained as per legislation.</p> <p>Comparison with other schedules' retention period: <i>Queensland General retention and disposal schedule:</i></p> <ul style="list-style-type: none"> • reference 1011 – Records of delegations of authority issued to public authority staff, excludes financial delegations – Retain for 7 years after authorisation ceases. • reference 1030 – Specific purpose plans – final – Retain for 7 years after plan is superseded. <p><i>General Retention and Disposal Schedule for School Records, Victoria PROS01/01 – Reference 3.1.0 – Records relating to student policy, procedures, strategies, code of conduct and behaviour – Permanent.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Functional records of the Department of Education, Tasmania DA 2281 – Reference 06.36.01 – Records documenting the implementation of standards, regulations and codes of practice to education and student support – Destroy 7 years after action completed.</i></p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training DA 141 – Reference 18.27.4 – Records relating to the establishment of standards for student behaviour – Retain a minimum of 10 years after superseded, then destroy.</i></p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GDS22 – Reference 4.6.4 – Records relating to the provision of information concerning behaviour and discipline within the school – Retain until 2020, retention subject to a review at that date.</i></p> <p>Previous schedules:</p> <p><i>Department of Education and Training – Retention and Disposal Schedule for Education Records QDAN 364 v2 – Reference 1.149 – Supportive School Environment – Behaviour Management Procedures – Destroy 10 years from date of last action.</i></p>
	<p><i>Student Misconduct – proven – adult</i> See <i>Disposal Freeze Affected Records</i></p>	
	<p><i>Student Misconduct – proven – minors</i> See <i>Disposal Freeze Affected Records</i></p>	
	<p><i>Student Misconduct – not proven</i> See <i>Disposal Freeze Affected Records</i></p>	
2355	<p><i>Register of student office bearers</i> Register or summary record of student office bearers. <i>Refer to SCHOOLS MANAGEMENT – Committees – School council for records relating to election nominations, results and outcomes.</i></p> <p>Retention period & trigger Permanent. Retain in agency.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: The naming of house captains, prefects and representatives and the election of student office bearers and student council representatives is a tradition that recognises the leadership and merits of students.</p> <p>Business requirements: Registers of house captains, prefects and representatives and the election of student office bearers and student council representatives are captured as part of the school and student achievement history.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Permanent retention criteria: These records have a significant impact on individuals as outlined in Characteristic 4 of the Queensland State Archives Appraisal Statement. These records also provide evidence of a substantial contribution to community memory as outlined in Characteristic 5 of the Queensland State Archives Appraisal Statement and should be retained as archival records for future research.</p> <p>Community expectation: That records of prestigious student positions are created and maintained for historical purposes.</p> <p>Comparison with other schedules' retention period: <i>South Australia – General Disposal Schedule for Public Primary and Secondary Schools GDS22 – Reference 4.5.2 – Records relating to appointment of school captains and prefects – Permanent.</i></p>
2356	<p>Fees – exemptions Records relating to fee exemptions from courses and programs. Includes fee waivers.</p> <p>Retention period & trigger 7 years from end of last financial year to which exemption applies.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: A principal of a state school is able to charge a fee for:</p> <ul style="list-style-type: none"> • an education program for a student already enrolled in a non-state school who also enrolls in a state school • an education program at the school for a person not enrolled at the school • a component of a distance education program at the state school for a person who is not a state school student and is not enrolled in the program at the school • goods or services not deemed to be instruction, administration and facilities for the education of the student at the school • an educational service purchased by the school from a provider other than the school where the school has been charged by the provider for the provision of the educational service • a specialised educational program prescribed under the Education (General Provisions) Regulation 2006 where the fee is prescribed under a regulation for a program of distance education for a student at a state school • recouping costs of enrolment processing by a state school with an approved enrolment management plan of a prospective student who lives outside the school's catchment area.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Fee waivers and exemptions may be made under various circumstances such as waiver of international student fees for dependant students of temporary visa holders or distant education fees for students living in remote areas.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> <i>Financial Accountability Act 2009</i> Financial and Performance Management Standard 2009</p> <p>Business requirements: The business must meet legislated requirements for fee exemptions. The recommended seven year retention period is in line with financial management retention periods and meets audit requirements.</p> <p>Community expectation: That financial exemptions are provided in certain circumstances and that records are maintained as per legislation.</p> <p>Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule QDAN 588 – Reference 1.2.2 – Records relating to fee exemptions – Retain for 5 years from end of last financial year to which exemption applies.</i> <i>Records of Higher and Further Education Institutions, Victoria PROS 02/01 – Reference 19.2.0 – Financial assistance (includes fee reduction) – Destroy 7 years from completion of transaction.</i></p>
2357	<p>Fees – refunds Records relating to refunds of student fees.</p> <p>Retention period & trigger 7 years after the financial year to which the records relate.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: All refunds for government funded and Adult and Community Education (ACE) courses must be in accordance with the <i>Vocational Education, Training and Employment Act 2000</i>. Refunds for non-government funded courses have slight variations in refund requirements but must be in accordance with Australian consumer legislation. Refunds are provided under circumstances including, but not limited to:</p> <ul style="list-style-type: none"> • refund if program or course cancelled by Institute Director • refund if enrolment cancelled before programs or course start (non-government courses may not refund if cancellation is within 5 days of course start date)

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> refund after government funded course starts due to reasons such as – the student accepts a place offered through the Queensland Tertiary Admissions Centre; the student suffers an illness or injury preventing the student from completing the course; or exceptional circumstances prevent the students from completing the course. <p>Regulatory requirements: <i>Financial Accountability Act 2009</i> Financial and Performance Management Standard 2009 <i>Vocational Education, Training and Employment Act 2000</i> Vocational Education, Training and Employment Regulation 2000</p> <p>Business requirements: The business must meet legislated requirements for fee refunds if a student applies for a refund. The recommended seven year retention period is in line with financial management retention periods and meets audit requirements.</p> <p>Community expectation: That financial refunds are provided in certain circumstances and that records are maintained as per legislation.</p> <p>Comparison with other schedules' retention period: <i>Technical and Further Education Retention and Disposal Schedule QDAN 588</i> – Reference 1.2.4 – Records relating to student refunds – Retain for 5 years from end of last financial year. <i>Records of Higher and Further Education Institutions, Victoria PROS 02/01</i> – Reference 19.2.0 – Financial assistance (includes fee reduction) – Destroy 7 years from completion of transaction.</p>

Function	Scope note
STUDENT SERVICES	<i>The function of providing services to students not directly related to their studies. Includes services for accommodation, counselling, welfare assistance, health and wellbeing. Some services may also be available to staff.</i>

Activities
Accommodation Services Out of Hours Care Specialist Services Student Protection Student Safety and Health Care Transportation

Disposal authorisation	Record class and retention period	Justifying the retention period
	<i>Applications (residential/boarding accommodation) – successful</i> See <i>Disposal Freeze Affected Records</i>	
2358	<i>Applications – unsuccessful</i> Records relating to the unsuccessful applications for residential/boarding accommodation for students. Retention period & trigger 1 year after business action completed.	Date authorised: 14 November 2018 Background/business process: Process as above. Applications for accommodation that are unsuccessful may relate to: <ul style="list-style-type: none"> • availability of space at schools • student does not have the appropriate student visa • availability of approved homestay families. Accommodation provided directly through schools may be limited and where applications are greater in number than availability, applications may be held in the event that a placement becomes available. Regulatory requirements: <i>Education (General Provisions) Act 2006 – Section 15</i>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Residential Tenancies and Rooming Accommodation Act 2008</i> <i>Residential Services (Accreditation) Act 2002</i></p> <p>Business requirements: Applications are submitted each semester. The retention of unsuccessful applications for one year allows for reconsideration when a position becomes available during the semester.</p> <p>The Residential Tenancies and Rooming Accommodation Regulation 2009 details requirements under the Act. The longest retention period required for records under the Act and Regulations applies to exit condition reports (Act s.66, Reg s.40) which must be kept at least one year after the agreement ends.</p> <p>The recommended one year retention period meets the residential tenancy legislative requirements and is consistent with Queensland and other jurisdictions' schedules.</p> <p>Community expectations: That student information is retained for waiting list purposes in line with legislation to accommodate student requirements as vacancies arise.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v3 – Reference 601.2/C201 – Accommodation applications – unsuccessful – Retain for 6 months after semester commenced.</i></p>
2359	<p>Code of conduct Code of conduct for students in residential/boarding accommodation. Includes codes outlining the required behaviours and actions of international students enrolled in state schools and approved homestay providers. <i>For records related to individual agreements and contracts with students, see Applications (residential/boarding accommodation) – successful.</i></p> <p>Retention period & trigger Until superseded.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Educational institutions are committed to providing a safe and secure working environment for all students and staff and to ensure all employees demonstrate a high standard of ethical conduct in both their work and private lives and that schools recognise the reciprocal relationship between academic success and social behaviour. This record class consolidates the requirements under the National Code 2007. Education Queensland International (EQI) is obliged to ensure the safety and well-being of an international student enrolled in an EQI program. EQI summarise the National Code requirements into key responsibilities for students, schools and EQI in the Code of Conduct and their International Student Program Terms and Conditions of Enrolment into courses.</p> <p>Codes of conduct are written to outline expectations of student behaviour in accommodation and to encourage and support responsible behaviour of school</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>students. These codes are included in the terms and conditions for the provision of accommodation.</p> <p>This record class excludes the individual students' contracts and written agreement (contained in the applications – successful record class) with accommodation providers about their accommodation requirements and their behaviour during their residency.</p> <p>Regulatory requirements: <i>Education (General Provisions) Act 2006</i> – Chapter 12</p> <p>Business requirements: Students code of conduct support good order and management of state educational institutions and non-state schools as outlined in Chapter 12 of the <i>Education (General Provisions) Act 2006</i>.</p> <p>The code:</p> <ul style="list-style-type: none"> • forms part of the broader requirements by the department to ensure a safe and secure environment for students • is based on the National Code. This State's adaptation will be maintained and updated according to ongoing national requirements • is written into the agreements and the terms and conditions of enrolment made with students. <p>The recommended retention of 'until superseded' meets business requirements. Evidence of the code at a given time will be accessible from the terms and conditions of enrolment contained in individual agreements.</p> <p>Community expectations: That students are made aware of behavioural expectations and that codes of conduct are available to support good management of student residential accommodation and in line with legislation.</p> <p>Comparison with other schedules' retention period: <i>University Sector Retention and Disposal Schedule QDAN 601 v3</i> – Reference 601.3/C152 – Accommodation code of conduct – Retain for 5 years after last action. <i>Department of Education and Training, New South Wales DA 141</i> – Reference 18.2.2 – Accommodation – Records relating to routine arrangements for the operation of residential accommodation for students. Includes setting of fees, accommodation reports and complaints – Retain for a minimum of 2 years after action completed, then destroy.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Sign-in registers See <i>Disposal Freeze Affected Records</i></p>	
	<p>Out of hours care – individual children See <i>Disposal Freeze Affected Records</i></p>	
	<p>Out of hours care – registers See <i>Disposal Freeze Affected Records</i></p>	
	<p>Chaplaincy/student welfare services See <i>Disposal Freeze Affected Records</i></p>	
2360	<p>Guidance – career Records relating to career guidance and counselling provided to students including course/subject changes, career guidance and general matters. Retention period & trigger 5 years after enrolment ceases.</p>	<p>Date authorised: 14 November 2018 Background/business process: Guidance officers help all students and their families get the most out of their school years. They help with career planning, but can also provide advice about support programs and access to helpful resources. Guidance officers:</p> <ul style="list-style-type: none"> • provide guidance and counselling services to students and their families to help guide students' personal and social development • identify individual's barriers to learning and help plan support programs • provide advice about education and career pathways, and can help define and coordinate a career pathway. <p>Students have a range of options to find out about careers. These include programs like:</p> <ul style="list-style-type: none"> • Myfuture – a joint initiative of the Australian, state and territory governments. It includes an extensive resource centre and career planner • My Career Match – allows students to build a profile of themselves and create a career path report • career counselling assists students with the above and other career counselling initiatives. <p>Regulatory requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Education (General Provisions) Act 2006</i></p> <p>Business requirements:</p> <p>In today's world of work the term 'career' is seen as a continuous process of learning and development, which can involve a range of jobs and different types of employment. The role of a career guidance officer identifies the needs and requirements of individuals and provides guidance to students on the opportunities for the future.</p> <p>The recommended five year retention period is not consistent with Queensland and other jurisdictions schedules, however, it does meet education providers' needs, i.e. five years is adequate to keep updated on the guidance and pre-requisite qualifications advice that continual change in the career market.</p> <p>Community expectations:</p> <p>That specialist counselling is available to students to assist with their career decision options and that records are maintained by the counsellors and schools in line with legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Agricultural Education Retention and Disposal Schedule QDAN 704 v1 – Reference 9.3.1 – Counselling – academic and career – Retain for 1 year after last action.</i></p> <p><i>South Australia General Disposal Schedule for Public Primary and Secondary Schools GSD 22 – Reference 4.8.2 – Records relating to careers counselling and advice – Destroy 1 years after student leaves school.</i></p> <p><i>Retention and Disposal Schedule for Records of Higher and Further Education Institutions – PROV 02/01 – Reference 13.1.0 – Career counselling – Destroy 2 years from date of last contact.</i></p>
	<p><i>Guidance – personal</i> <i>See Disposal Freeze Affected Records</i></p>	
	<p><i>Reports of abuse</i> <i>See Disposal Freeze Affected Records</i></p>	
	<p><i>Selection and screening of host families</i> <i>See Disposal Freeze Affected Records</i></p>	

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>School health nurse and clinics – Clinical records – minors</p> <p>See <i>Disposal Freeze Affected Records</i></p>	
2361	<p>School health nurse and clinics – Clinical records – adults</p> <p>Records displaying evidence of clinical care to an individual student who is an adult.</p> <p>Retention period & trigger</p> <p>10 years after last patient service provision or medico-legal action.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process:</p> <p>As above.</p> <p>Regulatory requirements:</p> <p>As above.</p> <p>Business requirements:</p> <p>The recommended retention is not consistent with other jurisdictions' schedules. However, from a Queensland perspective, these records must be made available in the event of legal action arising from a breach of contract under s.10 (1)(a) of the <i>Limitation of Actions Act 1974</i> which allows an action to be brought up to six years from the date of the cause of action.</p> <p>The proposed retention period exceeds the six years (allowed for under existing claim periods) and an additional three years (in line with Queensland's approach to being a model litigant). This is to make the retention consistent with clinical records covered in Queensland's Health Sector and Universities Sector schedules.</p> <p>Comparison with other schedules retention periods:</p> <p><i>Health Sector (Clinical Records) Retention and Disposal Schedule</i> QDAN 683 v1 – Reference 1.1 – Clinical Records – Adults - Retain for 10 years after last patient/client service provision or medico-legal action.</p> <p><i>University Sector Retention and Disposal Schedule</i> QDAN 601 v3 – Reference 601.2/C235 – Clinical records adults – Retain for 10 years after last patient service provision or medico-legal action.</p> <p><i>Retention and Disposal Authority for Records of Higher and Further Education Institutions</i> PROS 02/01 – Reference 18.1.0 – Patient Management – Destroy 7 years following last attendance, or access on behalf of the patient, provided the patient has reached 25 years of age.</p> <p><i>General Disposal Schedule for Universities, South Australia</i> GDS 24 – Reference 11.7.2 – Client records relating to health services. Includes client files of both adults and minors – Destroy 30 years after action completed.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
2362	<p>Program – student health programs Records relating to the operation of student health programs. Includes the delivery of plans, procedures and instructions in relation to student health. Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> • drug education and intervention • immunisation programs • oral health programs • road safety • sun smart program • swimming and water safety programs • treatment of head lice. <p><i>Refer to the General retention and disposal schedule (GRDS) for records relating to joint venture agreements for the provision of programs.</i></p> <p>Retention period & trigger 7 years after business action completed.</p>	<p>Date authorised: 14 November 2018</p> <p>Background/business process: Responsibility for the social and emotional wellbeing of students is shared amongst the school, the student, the student's family, the health system and the wider community. It is the primary responsibility of the principal to ensure systems are in place to promote and support the health and wellbeing of students when at school or involved in school activities. Learning and wellbeing are inextricably linked – students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. To support this, schools develop, implement, manage and promote specific programs and activities allowing the enhancement of student health and wellbeing and providing safe and supportive learning environments. Schools build the foundations for wellbeing and lifelong learning through curriculum embedding personal and social capabilities such as self-awareness, self-management, social awareness and social management in the implementation of the P-12 curriculum, assessment and reporting framework. As part of the whole school's curriculum, schools provide age-appropriate drug and alcohol education that reinforce public health and safety messages; HIV, Hepatitis C and sexuality transmissible infections education as part of a broader sexuality and relationships education program; and ensure CPR for Life in schools skills training is provided to all year 10 and 12 students. Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. Schools enact a pedagogical framework that reflects the pedagogical framework expectations and principles. This record class relates to statistics of clinical and health services provided to students. Records of clinical care are covered under STUDENT SAFETY AND HEALTH CARE – School nurse and clinics – minors/adults.</p> <p>Regulatory requirements: Health (Drugs and Poisons) Regulation 1996 Sections 18(3) and 30(2) <i>Work Health and Safety Act 2011</i> <i>Food Act (Qld) 2006</i> Food Regulation 2006</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Public Health Act 2005</i> Chapter 5 Part 2</p> <p>Business requirements:</p> <p>The recommended seven year retention period allows sufficient time for the monitoring of the effectiveness of such programs and ensures the records are available during the development of future programs. It ensures that records are retained in case of any disputes that may arise with service providers as well as information that may be required to advise and assist with further programs.</p> <p>The retention period is consistent with Queensland schedules and is similar to other jurisdictions schedules.</p> <p>Community expectations:</p> <p>That schools maintain records of these student health and wellbeing programs and activities to support any information requests and in line with legislation.</p> <p>Comparison with other schedules' retention period:</p> <p><i>Queensland General retention and disposal schedule</i> – Reference 1244 – Health and wellbeing programs – Retain for 7 years after last action.</p> <p><i>Agricultural Education Retention and Disposal Schedule</i> QDAN 704 v1 – Reference 9.4.1 – Equity and Diversity program delivery – Retain for 7 years after program ceases.</p> <p><i>Retention and Disposal Authority for Records of Education and Early Childhood Development</i> PROV 10/09 – Reference 1.2.2 Records documenting the development of program-specific plans, and resources or materials for improving children's health and wellbeing – Destroy 10 years after program concludes.</p> <p><i>General Authority for Government Schools and Colleges</i> DA 2280 – Reference 04.07.02 – Records of student health and hygiene matters, including preventative measures – Destroy 7 years after action completed.</p> <p><i>NSW Functional Retention and Disposal Authority – Department of Education and Training</i> DA141:</p> <ul style="list-style-type: none"> • reference 1.5.1 – Access & equity – Programs – Destroy 7 years • reference 18.24.2 – Student services – Programs – Destroy 7 years. <p>Previous schedules:</p> <p><i>Department of Education Retention and Disposal Schedule for Records Held in Schools</i> QDAN 364:</p> <ul style="list-style-type: none"> • reference 1.54 – Health services – Temporary – Destroy 5 years

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • reference 1.55 – Infectious diseases – Temporary – Retain at school as long as required • reference 1.138 – Student health – Temporary – Retain as long as required • reference 1.139 – Student welfare – Temporary – Retain as long as required • reference 1.146 – Sun smart correspondence – Temporary – Retain as long as required • reference 1.147 – Sun smart remittance – Temporary – Destroy 5 years • reference 1.149 – Supportive school environment – behaviour management – Temporary – Destroy 10 years from date of last action. <p><i>Department of Education Retention and Disposal Schedule for Corporate Records Held in Central and District Offices QDAN F52/151 – Reference 12.12 – Health and Safety – Temporary – Destroy 5 years.</i></p>
	<p><i>Transport arrangements</i> <i>See Disposal Freeze Affected Records</i></p>	