

State Library of Queensland Retention and Disposal Schedule

Responsible public authority: State Library of Queensland

Queensland Disposal Authority Number (QDAN)	195	Version	2
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Scope of Retention and Disposal Schedule

This Schedule applies to the core business records of the State Library of Queensland, and covers the functions of public libraries support, collection development and management, preservation and public access.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

The State Library of Queensland is the responsible agency for the *State Library of Queensland Retention and Disposal Schedule* at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

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

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



Authority

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

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

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

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

Revocation of previously issued disposal authorities

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

- QDAN 13 v.1 (96/0013) – issued to the State Library of Queensland, 3 September 1996
- QDAN 195 v.1 (97/0117) – issued to the State Library of Queensland, 27 August 1997.

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

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

Records created before 1950

Records described in QDAN 195 v.2 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Pre-1950s public records* which is available from the Queensland State Archives' website.

The State Library of Queensland holds the legacy records of the John Oxley Library, with some records of the John Oxley Library pre-dating 1950. These records are covered in this schedule under Section 6.

Transfer of public records to Queensland State Archives

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

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

Revision history

QDAN	Date of approval	Extent of revision
QDAN 195 v.1	27/08/1997	Approved schedule.
QDAN 195 v.2	4/03/2014	Functions based comprehensive schedule.

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1. COLLECTION DEVELOPMENT AND MANAGEMENT

The function of acquiring, organising and processing the collection of the State Library of Queensland. It includes the selection, ordering, accessioning, acquisition, cataloguing, indexing, legal deposit, evaluation of collection material, and processing of collection material. This section also covers legal deposit, donations and bequests made to the State Library of Queensland.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *auditing*
- *committees*
- *conferences*
- *equipment and stores*
- *financial management*
- *insurance*
- *liaison*
- *meetings*
- *planning*
- *policies*
- *procedures*
- *reporting*

Reference	Description of records	Status	Disposal action
1.1	<p>ACQUISITION</p> <p><i>The activity of gaining ownership of collection items through purchase, legal deposit, donations, exchange, bequest, repatriation or transfer. Includes cultural gifts.</i></p>		
1.1.1	<p><i>Heritage collections</i></p> <p>Records relating to the acquisition of significant materials which form part of the organisation's heritage collection, including the John Oxley Library.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • legal deposits • donations • legacy accession records • photographs • research papers. <p><i>See reference number 1.1.2 for acquisition of non significant materials.</i></p>	Permanent	Retain permanently by the State Library of Queensland.

Reference	Description of records	Status	Disposal action
1.1.2	<p><i>New publications and other non significant items</i></p> <p>Records relating to the acquisition of new publications, educational material and non significant items by the State Library of Queensland.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • journals and bound serials • licence agreements • purchase orders • subscription details. <p><i>See reference number 1.1.1 for acquisition of significant materials.</i></p>	Temporary	Retain for 10 years after last action.
1.2	<p>AGREEMENTS</p> <p><i>The activities associated with the establishment, maintenance, review and negotiation of agreements.</i></p>		
1.2.1	<p>Records relating to major agreements with other libraries, cultural institutions and individuals including joint ventures and licensing arrangements that have a significant impact on the provision of services associated with the collection and organisation of library materials.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for other non-significant agreements.</i></p>	Permanent	Retain permanently.
1.3	<p>CONTROL</p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, etc. to ensure maximum control over the State Library of Queensland's collection.</i></p>		
1.3.1	<p><i>Catalogues and finding aids</i></p> <p>Records relating to collection catalogues and finding aids, including John Oxley Library collections and State Reference Library (SRL) collection.</p>	Permanent	Retain permanently.
1.3.2	<p><i>Job cover sheets</i></p> <p>Records relating to cover sheets for jobs assigned to staff in cataloguing/indexing (otherwise known as Resource Discovery).</p>	Temporary	Retain until administrative use ceases.

Reference	Description of records	Status	Disposal action
1.4	<p>DISPOSAL</p> <p><i>The activity of disposing of collection items no longer required by State Library of Queensland by sale, transfer, auction or destruction. Includes deaccessioning.</i></p>		
1.4.1	<p>Heritage materials</p> <p>Records relating to the disposal of heritage material, including items in the John Oxley Library.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recommendations and justifications for deaccessioning or disposal. • decisions to proceed. 	Permanent	Retain permanently.
1.4.2	<p>General library items</p> <p>Records relating to the disposal of general library items, including those acquired through legal deposit and disposal of rejected donations that are not in line with Collection Development Policy.</p>	Permanent	Retain permanently by the State Library of Queensland.
1.5	<p>STOCKTAKE</p> <p><i>The activities undertaken to check that collection items and other equipment or stock are present, in the correct place, in acceptable physical condition and adequately recorded or described in collection catalogues. Also includes the identification of missing items and assessment of their need for replacement.</i></p>		
1.5.1	<p>Records relating to stocktaking of library collection items.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • stocktaking schedules • results forms • summary reports. 	Temporary	Retain for 7 years after last action.

2. COMMERCIAL ACTIVITIES

The function of managing fee-for-service activities as additional revenue streams for the State Library of Queensland. Includes venue hire, the library shop and other specialised services such as preservation workshops provided on a commercial basis.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *agreements*
- *committees*
- *conferences*
- *consultancies*
- *equipment and stores*
- *financial management*
- *meetings*
- *planning*
- *policies*
- *procedures*

Reference	Description of records	Status	Disposal action
2.1	<p>ACQUISITION</p> <p><i>The process of gaining ownership or use of resources required for the conduct of business through purchase or requisition.</i></p>		
2.1.1	Records relating to the acquisition of products to support commercial activities undertaken by the organisation, e.g. shop merchandise.	Temporary	Retain for 7 years after last action.
2.2	<p>FRONT OF HOUSE SERVICES</p> <p><i>The activity of providing reception services, library admissions and protective services.</i></p>		
2.2.1	<p>Front of house</p> <p>Records relating to the provision of services for library visitors, including reception and the allocation of staff to manage and direct library visitors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • customer service records • surveys • visitor analyses. 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
2.3	<p>RETAIL SERVICES</p> <p><i>The activity of providing a wholesaling and retailing service and programs through State Library Queensland outlets. Includes services for retail shops, online sales, and holiday programs.</i></p> <p><i>See the General Retention and Disposal Schedule (GRDS) for financial records.</i></p> <p><i>See 2.1.1 for the acquisition of products for commercial services</i></p>		
2.3.1	<p>Retail</p> <p>Records relating to the provision of retail services to visitors throughout State Library Queensland retail outlets, including shops.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • product assessment • sale forecasts • pricing determinations. 	Temporary	Retain for 7 years after last action.
2.4	<p>WORKSHOPS</p> <p><i>The activity of conducting workshops for members of the public, other government agencies or as requested.</i></p>		
2.4.1	<p>Preservation workshops</p> <p>Records relating to workshops and instruction in preservation and conservation services.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • customer service records • marketing materials • planning documents • surveys. 	Temporary	Retain for 7 years after last action.
2.4.2	<p>School Holiday Programs</p> <p>Records relating to the planning, running and evaluation of school holiday programs as part of the Literacy and Young Children's program. These records may include but are not limited to:</p> <ul style="list-style-type: none"> • client registration forms 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• marketing materials• liaison• program plans• attendee lists• reports.		
2.4.3	<p><i>The Edge Programs</i></p> <p>Records relating to the workshops, activities, events and exhibitions held during the year as part of The Edge program. These records may include but are not limited to:</p> <ul style="list-style-type: none">• client registration forms• partnership and collaboration documentation• evaluation• marketing materials• program plans. <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to formal agreements.</i></p>	Temporary	Retain for 7 years after last action.

3. FUNDRAISING

The function of raising funds, including receiving bequests, philanthropic grants, sponsorship and financial donations for the Queensland Library Foundation. Excludes records relating to funding from the State government.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to financial management, committees and conferences.

Reference	Description of records	Status	Disposal action
3.1	FOUNDATION FUNDRAISING <i>The activity of raising funds and attracting sponsorship and support from the corporate sector. Includes partnerships and in-kind arrangements.</i>		
3.1.1	Membership register Records relating to contact and mailing lists used for fundraising activities. Includes the membership register maintained by the Queensland Library Foundation. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications. 	Temporary	Retain entries until superseded.
3.1.2	Partner and Donor memberships Records relating to financial benefits for partner and donors, including members of the public who can be partners or donors. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • project plans, timelines, reports. 	Temporary	Retain 7 years after last action.
3.1.3	Sponsorships and partnerships - successful Records relating to successful sponsorships and partnerships for fundraising activities. Includes specific projects and kits tailored to sponsors. Excludes agreement documentation. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • events • planning • project plans, timelines, reports. 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<p><i>See reference 1.2.1 for significant agreements.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other non-significant agreements.</i></p>		
3.1.4	<p><i>Sponsorships – unsuccessful</i></p> <p>Records relating to unsuccessful applications for corporate sponsorships and partnerships. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • notifications • research. 	Temporary	Retain for 5 years after last action.
3.2	<p>EVENTS AND PROJECTS</p> <p><i>The activity or organising fundraising events and managing projects for the Queensland Library Foundation. Includes planning, marketing and reporting on events and projects.</i></p>		
3.2.1	<p><i>Event and project organisation</i></p> <p>Records relating to organising events and managing projects. Includes programs, guest lists and photographs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • marketing • project plans • reports • timelines. 	Temporary	Retain for 7 years after last action.
3.2.2	<p><i>Event and project reporting</i></p> <p>Records relating to reviewing and reporting on events and projects. Includes event and project registers, contracts and evaluations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • evaluation and reviews • project plans, timelines, reports 	Temporary	Retain for 7 years after last action.

4. PRESERVATION

The function of preserving the collection of the State Library of Queensland. Includes managing the physical aspects and processes of preservation and providing advice on preservation issues to organisations and the public.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *committees*
- *conferences*
- *equipment and stores*
- *financial management*
- *liaison*
- *meetings*
- *planning*
- *policies/procedures*
- *training*
- *reporting*

Reference	Description of records	Status	Disposal action
4.1	<p>ADVICE</p> <p><i>The activities associated with providing advice to organisations and the public on preservation matters.</i></p>		
4.1.1	<p>Records relating to advice given to clients on preservation issues, including disaster planning and conservation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information guides and leaflets • newspapers • file notes and reports. 	Temporary	Retain for 5 years after last action.
4.2	<p>CONSERVATION</p> <p><i>The activities associated with the preservation, protection, maintenance, conservation and duplication of collection items.</i></p>		
4.2.1	<p>Project management</p> <p>Records relating to special conservation projects, such as the Margaret Lawrie Trust, Lindsay Collection etc.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently by the State Library of Queensland.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • project plans • condition reports • treatment documentation • preservation surveys. 		
4.2.2	<p><i>Heritage material</i> Records relating to conservation treatments undertaken for heritage material. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • condition reports • treatment documentation • preservation surveys • digitised processes. 	Permanent	Retain permanently by the State Library of Queensland.
4.2.3	<p><i>General library items</i> Records relating to conservation treatments undertaken for general library items including books, photographs, maps and plans.</p>	Temporary	Retain until administrative use ceases.
4.2.4	<p><i>Treatment services</i> Records relating to the provision of conservation treatment services by the State Library of Queensland to external parties where the fee quotation is accepted. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • object assessments • quotes • client's notification of quotation acceptance • treatment reports • before and after photographs. 	Temporary	Retain for 7 years after last action.
4.2.5	<p><i>Imaging</i> Records relating to the provision of imaging (photography) services to the public.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
4.3	<p>DISASTER PLANNING</p> <p><i>The activities involved in identifying, preventing or preparing for disasters, to protect and/or recover the collection and ensure service continuity.</i></p> <p><i>For records relating to the development, testing and implementation of the agency's disaster recovery plans please refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i></p>		
4.3.1	High priority objects list maintained by Collections Preservation section in collaboration with Heritage Collections and Reference Services.	Temporary	Retain for 20 years after last action.
4.4	<p>ENVIRONMENTAL CONTROL</p> <p><i>The activities associated with monitoring and maintaining appropriate environmental conditions for the State Library of Queensland's collection. Includes pest control and management.</i></p>		
4.4.1	<p>Records relating to ongoing environmental control for the protection of library items.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • ongoing environmental reports covering temperature, relative humidity, and pest control monitoring • periodic environmental reports covering monitoring of light and pollutant levels • register of items in cold storage. 	Temporary	Retain for 5 years after last action.

5. PUBLIC ACCESS

The function of making collection items and information services available to clients and the community. Includes onsite access, access to remote clients via written, email and phone enquiries as well as electronic access to collection items such as digitised items.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- awards
- committees
- conferences
- equipment and stores
- financial management
- liaison
- meetings
- planning
- policies
- procedures
- reporting
- seminars

Reference	Descriptions of Records	Status	Disposal action
5.1	ACCESS AND COPYING REQUESTS <i>The activities relating to assessing and granting access to, or copying of, collection material and other corporate information resources.</i>		
5.1.1	Enquiries Records relating to the handling of enquiries about the nature, organisation and use of general library items and associated information resources which are not controversial, or which do not lead to policy, procedures, or process changes within the library. See <i>General Retention and Disposal Schedule for Administrative Records</i> , reference 15.8.1 and 15.9 for records that relate to significant changes to policies and procedures.	Temporary	Retain for 2 years after last action.
5.1.2	Access requests to Heritage Collections Records relating to the granting or refusal of requests for access to and use of heritage material, including items in the John Oxley Library. Includes requests and responses.	Permanent	Retain permanently by the State Library of Queensland.

Reference	Descriptions of Records	Status	Disposal action
5.1.3	<p>Access requests to General Library Collection</p> <p>Records relating to the granting or refusal of requests for access and the copying of request and services for the general library collection. Excludes copyright declarations.</p>	Temporary	Retain for 5 years after last action.
5.1.4	<p>Access to restricted collections</p> <p>Records relating to applications for access to restricted collections.</p>	Permanent	Retain permanently by the State Library of Queensland.
5.2	<p>EXHIBITIONS</p> <p><i>The activities associated with preparing and presenting exhibitions and displays, including online and travelling exhibitions.</i></p>		
5.2.1	<p>Significant exhibitions</p> <p>Records relating to exhibitions of significant cultural or heritage interest produced or curated by the State Library of Queensland. Includes touring exhibitions; exhibitions indemnified by the State Government and exhibitions that involved detailed negotiations both nationally and internationally.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • final design specifications, briefs and artworks • curator's proposal • development plans • final content • final text (for captions) • launch information e.g. speeches • photographs documenting the exhibition • project plans • visitors' books. 	Permanent	Retain permanently.
5.2.2	<p>Routine exhibitions</p> <p>Records relating to the management of routine or minor exhibitions including touring exhibitions that do not have significant cultural or heritage interest.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 5 years after last action.

Reference	Descriptions of Records	Status	Disposal action
	<ul style="list-style-type: none"> • final design specifications, briefs and artworks • curator's proposal • development plans • final content • final text (for captions) • launch information e.g. speeches • photographs documenting the exhibition • project plans • visitors' books. 		
5.3	<p>LOANS MANAGEMENT</p> <p><i>The activities involved in the loan of items from the organisation's collection to other libraries, museums or organisations. Includes documenting the loan, transport arrangements, ensuring the insurance arrangements have been made and documenting the return of the loan.</i></p>		
5.3.1	<p><i>Loan of heritage items</i></p> <p>Records relating to the loan of heritage or significant collection items to external organisations including other libraries, museums or collecting institutions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • loan requests • agreements • applications and notifications • completed loan forms • facilities questionnaires • venue inspection reports • loan renewals • notifications of lost, damaged or overdue collection items. 	Permanent	Retain permanently by the State Library of Queensland.
5.3.2	<p><i>Routine Inter-Library loans</i></p> <p>Records relating to routine inter library loans to Queensland public libraries.</p>	Temporary	Retain for 2 years after last action.

Reference	Descriptions of Records	Status	Disposal action
5.4	<p>REFORMATTING</p> <p><i>The activities associated with converting information into an alternative format through digitisation, microfilming or other means for access purposes. Includes projects to convert manual catalogues, exhibition items and finding aids into electronic formats.</i></p>		
5.4.1	<p>Major projects</p> <p>Records relating to major collection preservation reformatting projects, such as the digitisation of heritage material and the national newspaper digitisation project.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • project briefs • plans • specifications and project acquittals • digitisation projects. 	Permanent	Retain permanently by the State Library of Queensland.
5.4.2	<p>Other projects</p> <p>Records relating to other collection preservation reformatting projects, that are not of major significance as described under reference 5.4.1 in this schedule.</p>	Temporary	Retain for 7 years after last action.
5.4.3	<p>Open Data</p> <p>Records relating to the development of and presentation of project data in accordance with Queensland Government initiatives, eg Open Data Strategy.</p>	Temporary	Retain for 7 years after last action.

6. PUBLIC LIBRARIES SUPPORT

The function of providing support for the network of public libraries throughout Queensland, including Indigenous Knowledge Centres (IKC). Monitoring developments in the Public Library Network including arrangements and services with online networks such as OPAL (Online Public Access in Libraries).

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- committees
- conferences
- equipment and stores
- financial management
- meetings
- planning
- policies and procedures
- reporting
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Reference	Descriptions of Records	Status	Disposal action
6.1	<p>CLIENT RELATIONS</p> <p><i>The activity of maintaining relationships with other organisations including local government bodies and public libraries by establishing formal arrangements, sharing information, and providing advice, advocacy and recommendations on particular issues.</i></p>		
6.1.1	Records relating to agreements, partnership and arrangements to support public library services such as support for the Multicultural Bridge provided by OPAL (Online Public Access in Libraries).	Permanent	Retain permanently by the State Library of Queensland.
6.2	<p>LIAISON</p> <p><i>The activities associated with maintaining regular general contact between the organisation and other organisations, individuals and groups. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.</i></p>		
6.2.1	<p>Records relating to maintaining regular general contact and liaison between the organisation and other interested parties, individuals and groups for the establishment and management of Queensland Public Library Standards and ongoing library network support. Includes liaison with the Indigenous library services through organisations such as the Indigenous Knowledge Centre.</p> <p>Records may include but not limited to:</p> <ul style="list-style-type: none"> • secretariat support • library network support arrangements • requests to circulate information through the public library network. 	Temporary	Retain for 3 years after last action.

7. LEGACY RECORDS

This section covers the functions of legacy records of the John Oxley Library and the records of the use of indigenous history resources.

Reference	Descriptions of Records	Status	Disposal action
7.1	<p>FAMILY HISTORY</p> <p><i>The activities relating to the use of the indigenous family history resources including the Norman Tindale collection and the Margaret Lawrie collection which forms part of the National Collections and Resources for Indigenous Family History.</i></p>		
7.1.1	<p>Records relating to the use of indigenous family history resources including but not limited to:</p> <ul style="list-style-type: none"> • enquiries • reports • registers • donations • bequests. 	Permanent	Retain permanently by the State Library of Queensland.
7.2	<p>JOHN OXLEY LIBRARY</p> <p><i>The activities relating to the establishment and management of the collection of the John Oxley Library heritage records.</i></p>		
7.2.1	<p><i>Establishment and management</i></p> <p>Records relating to the establishment and management of the John Oxley Library Collection.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • registers and indexes • records of acquisitions • donations/holdings • bequests. 	Permanent	Retain permanently by the State Library of Queensland.

Reference	Descriptions of Records	Status	Disposal action
7.2.2	<i>Subsidy approvals/applications</i> Records relating to the approval of subsidy applications for library accommodation.	Permanent	Retain permanently by the State Library of Queensland.