[TITLE OF SCHEDULE] RETENTION AND DISPOSAL SCHEDULE

Authorised [Date]

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of [Scope of schedule] created by [Name of agency].

Where printed, this reproduction is only accurate at the time of printing.

Please refer to the [Queensland Government (For Government) website](https://www.forgov.qld.gov.au/recordkeeping)
for the current, authorised version.

#### Using this schedule

The [Name of schedule] retention and disposal schedule (schedule) authorises the disposal of public records which can include data and information, created or received by [Insert name of public authority]. The Schedule applies to public records created in any format, unless otherwise specified in the disposal authorisation description.

The Schedule can be used in conjunction with the [General retention and disposal schedule](https://www.forgov.qld.gov.au/schedules/general-retention-and-disposal-schedule-grds) (GRDS) and the [General retention and disposal schedule – Lite](https://www.forgov.qld.gov.au/schedules/general-retention-and-disposal-schedule-grds) (GRDS Lite). Disposal authorisations in the Common Activities section of the GRDS and the GRDS Lite may be applied to any function undertaken by a public authority, provided the minimum retention period meets all of the public authority’s specific regulatory requirements.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The [Insert name of public authority] is responsiblefor the schedule*.* In the event of an administrative change, or the transfer of a function from one public authority to another, this schedule will continue to apply to the public records described by the schedule. For further advice on authorised retention and disposal schedules following administrative change, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government (For Government) website](https://www.forgov.qld.gov.au/recordkeeping).

Repealed Retention and Disposal schedules must not be used to dispose of public records. Repealed schedule/s include:

* [Insert list of revoked schedules]

#### Records relating to vulnerable persons

While using this schedule, [Insert name of agency] needs to carefully consider public records relevant to the proactive protection of vulnerable persons. Public records relevant to the proactive protection of the rights and entitlements of vulnerable persons are covered by disposal authorisations under COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the [GRDS](https://www.forgov.qld.gov.au/schedules/general-retention-and-disposal-schedule-grds). The [Guideline on creating and keeping records for the proactive protection of vulnerable persons](https://www.forgov.qld.gov.au/records-relating-vulnerable-persons) provides assistance on identifying and managing public records related to vulnerable persons.

If there is an inconsistency in disposal authorisation between the public records related to vulnerable persons detailed in the GRDS and this schedule, the disposal authorisation with the longest minimum retention period is applied.

#### When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) if *‘a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence’.* A duty of care exists for public authorities to ensure public records are not disposed of which may be needed in evidence for a judicial proceeding, including any legal action or a Commission of Inquiry. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area.

#### Schedule layout

Each disposal authorisation has been allocated a unique number to aid with the disposal of public records. Further implementation information is available on the [Queensland Government (For Government) website](https://www.forgov.qld.gov.au/recordkeeping).

#### Disposal

This schedule provides authorisation by the State Archivist for the disposal of public records as required under the *Public Records Act 2002.* No further notification of the disposal of public records by your public authority to Queensland State Archives is required. Approval from the Executive Officer or authorised delegate of your public authority is required prior to the disposal of public records. Disposal must also be appropriately documented in accordance withthe[*Records Governance Policy*](https://www.qgcio.qld.gov.au/documents/records-governance-policy).

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002 (s.13).*

#### Further information

More information on implementing schedules is available on the [Queensland Government (For Government) website](https://www.forgov.qld.gov.au/recordkeeping). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government (For Government) website](https://www.forgov.qld.gov.au/recordkeeping).

**Approved by State Archivist: Date:**

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# **[FUNCTION]**

[Scope note]

This retention and disposal schedule should be used in conjunction with the General retention and disposal schedule (GRDS)- Proactive Protection of vulnerable persons – relevant records. For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.

| **Disposal Authorisation** | **Description of records** | **Retention period & trigger** | **Date authorised** |
| --- | --- | --- | --- |
| [ACTIVITY TITLE][Scope note]  |
| [Allocated by QSA] | [Record class title][Record class scope note]Records may include, but are not limited to: | Permanent. Transfer to QSA after business action completed.OR[Number of years] years after business action completed. | [Date record class authorised] |
| [ACTIVITY TITLE][Scope note]  |
| [Allocated by QSA] | [Record class title][Record class scope note]Records may include, but are not limited to: | Permanent. Transfer to QSA after business action completed.OR[Number of years] years after business action completed. | [Date record class authorised] |

# **[FUNCTION]**

[Scope note]

This retention and disposal schedule should be used in conjunction with the General retention and disposal schedule (GRDS)- Proactive Protection of vulnerable persons – relevant records. For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.

| Disposal Authorisation | Description of records | **Retention period & trigger** | **Date authorised** |
| --- | --- | --- | --- |
| [ACTIVITY TITLE][Scope note]  |
| [Allocated by QSA] | [Record class title][Record class scope note]Records may include, but are not limited to: | Permanent. Transfer to QSA after business action completed.OR[Number of years] years after business action completed. | [Date record class authorised] |
| [ACTIVITY TITLE][Scope note]  |
| [Allocated by QSA] | [Record class title][Record class scope note]Records may include, but are not limited to: | Permanent. Transfer to QSA after business action completed.OR[Number of years] years after business action completed. | [Date record class authorised] |

# **LEGACY RECORDS**

This section covers legacy records of the [Name of agency].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disposal Authorisation** | **Description of records** | **Date range** | **Retention period & trigger** | **Date authorised** |

|  |
| --- |
| [ACTIVITY TITLE][Scope note]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Allocated by QSA] | *[Record class title]*[Record class scope note]Records may include, but are not limited to: | [Date range of records to be covered - optional] | Permanent. Transfer to QSA after business action completed.OR[Number of years] years after business action completed. | [Date record class authorised] |