

Queensland State Archives
Summary of changes to the
General Retention and Disposal Schedule for Administrative Records
(Version 2.1)
Effective: 6 September 2004
Issued under s25 of the *Public Records Act 2002*

1. New Record Classes

Reference Number	Description	Status	Disposal Action	Rationale
Personnel – Recruitment				
3.4.59.1	Records relating to criminal history checks made in accordance with Office of Public Service Merit and Equity's Directive Number 2/04. <i>Includes consent forms, correspondence with Queensland Police Service and with applicant, and records documenting the reasons for finding the person unsuitable to perform relevant duties as a result of a criminal history.</i>	Temporary	Retain until the suitability of the applicant has been determined and the conclusion of any process of appeals.	To comply with new OPSME ¹ Directive 2/04.
Personnel – Salaries – Payments				
3.4.77.1	Records relating to financial assistance provided to employees eg Study and Research Assistance Scheme (SARAS).	Temporary	Retain for 7 years after last action.	New records class.
Strategic Management – Committees				
5.4.12.1	<i>Working Papers</i>			
5.4.12.2	Working papers for external and internal committees.	Temporary	Retain until administrative use ceases.	New record class.

¹ Office of the Public Service Merit and Equity (OPSME)

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2. Changes to Existing Retention Periods

Reference Number	Description	Status	Previous Disposal Action	New Disposal Action	Rationale
Personnel - Grievances					
3.4.39	Records relating to a grievance within the agency. <i>(Records relating to internal management of grievance cases and associated documentation).</i>	Temporary	Retain for a minimum of 2 years and a maximum of 3 years after resolution within an agency and the expiration of any appeal period in any process.	Retain for 7 years after last action.	Previous PSMC ² Standard has been superseded.
Personnel – Performance Management					
3.4.47	Employee assessment reports, action plans, counselling on work performance, career paths, etc.	Temporary	Retain for a minimum of 1 year and a maximum of 3 years after assessment.	Retain for 7 years after last action.	Previous PSMC Standard has been superseded.
3.4.51	Documentation relating to diminished performance cases resulting in no disciplinary action, no rescission of appointment or non-approval of salary increment.	Temporary	Retain all copies for a minimum of 2 years and a maximum of 3 years after the completion of the performance improvement process.	Retain for 7 years after last action.	Previous PSMC Standard has been superseded.
3.4.52	Records relating to performance improvement.	Temporary	Retain all copies for a minimum of 2 years and a maximum of 3 years after the completion of the performance improvement process.	Retain for 7 years after last action.	Previous PSMC Standard has been superseded.

² Public Sector Management Commission, a forerunner to the Office of Public Sector Merit and Equity