Retention and disposal of school council records

A school council is a public authority under the Public Records Act 2002. Records of school councils are to be maintained as per the Queensland State Archives General Retention and Disposal Schedule for Administrative Records and departmental procedure: Managing the Department’s Records.

Documentation such as nomination forms and ballot papers are to be retained for five years.

Information about storage:

The whole of government standing offer arrangement, QGCPO747-08: Records storage, retrieval and destruction, allows state schools to access three service providers for off site storage and retrievals:

- Iron Mountain
- Grace Records Management
- Recall Australia