

School Councils

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](#)