

Asbestos management and WAAP records and retention schedule

Record disposal must be authorised by the Executive Director or above in consultation with the Director Information Management.

Record	Class number (as per the Queensland State Archives, GRDS ² for administrative records)	Storage location	Retention timeframe (as per the GRDS ²)	Information security classification	Procedure/doc reference
Asbestos registers	1218	BEMIR	Permanent retention. Retain in agency	OFFICIAL - for public release	Asbestos incident management procedure WAAP procedure Asbestos management procedure
Health monitoring	1221	MyHR (WHS)	40 years after business action completed	SENSITIVE	N/A
Asbestos-related incident records	1214 (notifiable) 1215 (non-notifiable)	BEMIR, MyHR (WHS)	80 years after business action completed	SENSITIVE	Asbestos incident management procedure
Asbestos-related workers compensation claims	1264	MyHR (WHS)	100 years after business action completed	SENSITIVE	Asbestos incident management procedure
Departmental asbestos-related training records - Refer to asbestos training needs analysis	1262, 2079	BEMIR	7 years after business action completed.	OFFICIAL	WAAP procedure Asbestos management and WAAP delegations process

Work Area Access Permit Hard copy	1203	Facility records management system.	100 years after business action completed	OFFICIAL	WAAP procedure Asbestos management and WAAP delegations process Asbestos incident management procedure
Work Area Access Permit electronic copy	1203	BEMIR – Organised by site	100 years after business action completed	OFFICIAL	WAAP procedure Asbestos management and WAAP delegations process Asbestos incident management procedure
Start work meeting record – Hard copy	1203	Facility records management system.	100 years after business action completed	OFFICIAL	WAAP procedure
Start work meeting record – Electronic copy	1203	BEMIR – Organised by site	100 years after business action completed	OFFICIAL	WAAP procedure
Asbestos sample analysis certificates	1203	BEMIR	100 years after business action completed	SENSITIVE	WAAP procedure Asbestos incident management procedure
Parent/caregiver letter	1214 (notifiable) 1215 (non-notifiable)	BEMIR	Notifiable incidents: 80 years after business action completed Non-notifiable incidents: 7 years after business action completed	OFFICIAL	Asbestos incident management procedure

Asbestos incident investigations	1214 (notifiable) 1215 (non-notifiable)	BEMIR, SQL Server Access database (Infrastructure Safety Operations)	Notifiable incidents: 80 years after business action completed Non-notifiable incidents: 7 years after business action completed	SENSITIVE	Asbestos incident management procedure
Records of Regulator incident notifications (Asbestos dangerous incident/ Class 5 incident)	1214	BEMIR- Incident file	80 years after business action completed	SENSITIVE	Asbestos incident management procedure
Asbestos removal control plan	1203	Local project management record management system.	100 years after business action completed	OFFICIAL	N/A
Clearance certificates	1203	BEMIR, Local project management record management system.	100 years after business action completed	OFFICIAL	Asbestos incident management procedure Asbestos management procedure WAAP procedure
Asbestos disposal records	1203	BEMIR	100 years after business action completed	OFFICIAL	Asbestos incident management procedure
Record of OIC delegates - non-ACM sites e.g., WAAP delegations and BEMIR training register.	1011	Delegations section of the site-specific asbestos management plan.	7 years after authorisation ceases	OFFICIAL	Asbestos management and WAAP delegations process WAAP procedure Asbestos management procedure

Facility asbestos management poster	1011	Facility records management system.	7 years after business action completed	OFFICIAL	Asbestos management and WAAP delegations process
Regulator notices asbestos-compliance - significant	1017	Content Manager	7 years after business action completed	OFFICIAL	Asbestos Management procedure Asbestos incident Management procedure
Regulator notices asbestos-compliance - not significant	1017	Content Manager	7 years after business action completed	OFFICIAL	Asbestos management procedure Asbestos incident management procedure
Site-specific AMPs	1203	BEMIR	100 years after business action completed	OFFICIAL	Asbestos management procedure Asbestos management and WAAP delegations process
Temporary make-safe register	1203	SharePoint (ISD)	Permanent retention. Retain in agency	OFFICIAL	Asbestos management procedure WAAP procedure
Monthly temporary make-safe disturbance reports	1203	BEMIR	100 years after business action completed	OFFICIAL	Asbestos management procedure
Asbestos in Soil Site Management Plans	1030	BEMIR, Facility records management system.	7 years after business action completed	OFFICIAL	Asbestos management procedure
Asbestos in soils assessments	1203	BEMIR	100 years after business action completed	OFFICIAL	Asbestos management procedure

Facilities Change documents	1203	BEMIR (associated with WAAP), Content Manager, Facility records management system, Local project management record management system.	100 years after business action completed	OFFICIAL	Asbestos management procedure WAAP procedure
Clean soil import certificates	1203	BEMIR, Local project management record management system.	100 years after business action completed	OFFICIAL	Asbestos management procedure WAAP procedure
Line drawings	1203	Local project management record management system, Content manager, BEMIR.	100 years after business action completed	OFFICIAL	Asbestos management procedure WAAP procedure
Completed Works Temporary Make-safe Forms	1203	Local project management record management system.	100 years after business action completed	OFFICIAL	Asbestos management procedure WAAP procedure
Departmental Annual Asbestos Assurance Plans	1030, 1203	Content Manager	100 years after business action completed	OFFICIAL	Asbestos management procedure
Departmental Annual Asbestos Assurance Plan reports	1044	Content Manager	7 years after business action completed	OFFICIAL	Asbestos management procedure
Facility specific asbestos management annual reviews	1024	Facility records management system, Shared G drive (G:\6100_E&TA_PB\6555 - Regional Health and SCR)	100 years after business action completed	OFFICIAL	Asbestos management procedure

^a GRDS – General Retention and Disposal Schedule

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/asbestos-management-procedure> to ensure you have the most current version of this document.