

# Appraisal log

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Parks Retention and Disposal schedule QDAN 740 v.2

Department of National Parks, Sport and Racing

Date: 26 October 2017

## ADDITIONAL JUSTIFICATION FOR RETENTION PERIODS

The following information supports some of the permanent record classes contained in the activities, rather than repeat the information throughout the document. The Parks schedule and appraisal log only covers records related to protecting and managing Queensland's parks, areas and wildlife, including protected areas, marine parks, national parks and recreational areas.

National Parks – management of parks and forests to sustain natural and cultural values, build environment resilience to ensure healthy species and ecosystems, and facilitate ecotourism, recreation and heritage experiences. The Department is committed to:

- conservation of Queensland's natural and cultural heritage by protecting areas of land and sea
- environmental stewardship by working and partnering with traditional owners, other landholders, all levels of government, industry and the wider community
- recognition that Aboriginal and Torres Strait Islander people maintain strong links with country, and their custodianship is critical to the conservation of bio-cultural diversity
- clean air and water for parks and water that provide essential life and act as a nursery for important species, and increase the environment's resilience to climate variations and natural disasters
- healthy and well-managed protected areas that provide the foundation of Queensland's ecotourism industry and provide economic benefits for local and regional communities.

Many significant record classes created and captured to meet the Department's commitments are contained within the activities of advice, agreements, inspections, investigations, monitoring and surveillance. These records provide evidence of the Queensland government's significant actions in relation to environmental management and change, including the occupation, management and use of Queensland's natural resources. They will demonstrate how the Department:

- protected the increasing national parks estate against emergent biosecurity and climate risks:
  - Impacts from climate change present a significant threat to Queensland's parks and forests, e.g. the Department monitors and responds to coral bleaching on the Great Barrier Reef, cassowary population decline due to tropical cyclones, and loss of Mon Repos turtle nests.
- balanced preservation of the natural and cultural values within Queensland's terrestrial and marine protected areas with use and access objectives of diverse stakeholder groups:
  - Progress of the Queensland Ecotourism Plan presents significant management initiatives, including ecotourism facilities proposals for protected areas and significant regional infrastructure projects to redevelop the Mon Repos Turtle Centre and improve tourism and recreation use of the Great Barrier Reef.
  - In addition, pest management initiatives target invasive species that pose a threat to parks and forests. Queensland has 31 of Australia's 32 weed species of national significance, as well as animal pests such as feral pigs, cats, foxes and wild dogs.
- maintained effective and collaborative management of parks and forests with traditional owners through capital works, fire and pest strategies, work programs and site rehabilitation:
  - Traditional owners have freehold ownership and statutory joint management responsibility of an estimated 20 per cent of Queensland's protected area with this number set to grow by 15 native title claims being heard in the next two years.

Function	Scope note
<b>COMMON ACTIVITIES</b>	<i>These activities are common across all parks-related functions and can be used to sentence or dispose of records that are classified under any parks-related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are record classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under parks-related functions (later in the schedule).</i>
<b>Activities</b>	
<ul style="list-style-type: none"> <li>1.1 Acquisition</li> <li>1.2 Advice</li> <li>1.3 Agreements</li> <li>1.4 Appointments</li> <li>1.5 Authorisation</li> <li>1.6 Claims Management</li> <li>1.7 Construction</li> <li>1.8 Control</li> <li>1.9 Declarations</li> <li>1.10 Development</li> <li>1.11 Disposal</li> <li>1.12 Enforcement</li> <li>1.13 Incident and Emergency Responses</li> </ul>	<ul style="list-style-type: none"> <li>1.14 Inspections</li> <li>1.15 Investigations</li> <li>1.16 Licensing</li> <li>1.17 Maintenance</li> <li>1.18 Mapping</li> <li>1.19 Monitoring and Surveillance</li> <li>1.20 Partnerships</li> <li>1.21 Planning</li> <li>1.22 Prosecution</li> <li>1.23 Registration</li> <li>1.24 Research</li> <li>1.25 Revocation</li> <li>1.26 Stakeholder Engagement</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.1	<b>Acquisition</b>	
1.1.1	<p><b>Acquisition – parks-related property (e.g. land and buildings)</b></p> <p>Records relating to acquisition of property, associated with planning and managing conservation and value adding works, for State protected parks, areas and wildlife, including recreation areas, protected areas, marine park areas and national parks.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• planning building works for recreational and information centres</li> <li>• making material change of use applications and reconfiguring lots</li> <li>• planning of construction and extension projects</li> <li>• additions, proposals, new acquisitions</li> <li>• land, park and habitat acquisition programs e.g. land surrounding parks, shore land ground reserves, koala habitat acquisition program, public approaches for protected area estates</li> </ul>	<p><b>Background/business process:</b></p> <p>Property acquisition and planning of construction, extension and improvement activities plays a key role in building and improving parks-related property.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• research environment and markets; draft planning documents; consult with stakeholders; approve planning document; map activities</li> <li>• acquire land and property via resumption, purchasing, exchange processes</li> <li>• construction, extension and improvement processes as per basic project management processes</li> <li>• hold land and property as per requirements.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Recreation Areas Management Act 2006 – s.7, 12, 101</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of the decision by the Department to acquire property including land, buildings and habitats</li> <li>• provide long-term reference value for future acquisition proposals</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i></li> <li>• document the history of the Department’s significant work in protecting the State’s major natural environments.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>property with town planning designs and approvals for facilities, amenities, infrastructure, operational and other works developing, rejuvenating and improving the property</li> <li>property plans for significant parks that have not proceeded.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Retention and Disposal Authority for the Records of the Victorian Department of Sustainability &amp; Environment PROS05/09 Reference 7.1.0 Policy, Planning and Strategy</i> Those higher level functions that relate to monitoring, conserving, or improving Land and Water resources. Includes management plans, action plans, port management, alpine safety, land use/status, reservation of land, revocation of reservations, sustainable water strategies, environmental water reserves, catchment management (including boundaries of districts), hardwood log allocation, wood utilisation plans, dredging, authorisations, land disposal, land transfer (Crown Land), and land acquisition. Permanent Retain as State archives.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>14.1.1 – Records relating to specific additions of land to existing NPWS area. Required as State archives</li> <li>14.3.1 – Records relating to successful negotiations of new lands through conversion of land titles. Required as State archives.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Environment Protection Authority QDAN502 Reference F21.1.1</i> Records relating to the acquisition and gazettal of land and for Recreational Areas, National Parks, Nature Refuges, etc. and for inclusion in the Protected Areas estate. Retain permanently.</p>
1.1.2	<p><b><i>Acquisition – parks-related property – plans not proceeded with</i></b> Records relating to acquisition, holding, improving and disposing of property associated with planning construction and improvement works for State protected parks, areas and wildlife, including recreation areas, protected areas, marine park areas and national parks, including facilities, amenities, infrastructure and operations, where:</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> <i>Recreation Areas Management Act 2006 – s.7, 12, 101</i></p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>14.3.2 – Records relating to negotiations on acquisition of new lands through conversion of land titles which do not proceed on NPWS assessment of degradation of the land which renders it of no further interest. minimum of 10 years after last action, then destroy</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>works are not proceeded with</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>property has been disposed of, and any relevant State partnerships or relationships severed</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>property is not, or was never, State owned.</li> </ul> <p>Excludes property plans for significant parks that have not proceeded. See <u>1.1.1</u>.</p> <p><b>Retention period &amp; trigger</b> 25 years after business action completed.</p>	<ul style="list-style-type: none"> <li>14.3.3 – Records relating to negotiations where NPWS determines it has no interests. minimum of 15 years after last action, then destroy.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Environment Protection Authority QDAN502</i> Reference F21.1.1 Records relating to the acquisition and gazettal of land and for Recreational Areas, National Parks, Nature Refuges, etc. and for inclusion in the Protected Areas estate. Retain permanently.</p>
1.2	<b>Advice</b>	
1.2.1	<p><b>Advice – significant*</b></p> <p>Records relating to the provision of <b>significant</b> advice relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Significant advice may relate to sensitive matters affecting marine park areas, protected</p>	<p><b>Background/business process:</b></p> <p>Advice records are created across many processes, and in many roles, and providing customised advice to industry members and members of the public, potentially land and authority owners. Advice is inclusive in a number of record classes, as well as an independent records class in its own right. Advice records class was sourced via file plan analysis with provision of advice crossing all national parks, protected areas and marine park management processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long-term reference value</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>areas, national parks, forests, recreation areas.</p> <p>Advice may relate to, but is not limited to:</p> <ul style="list-style-type: none"> <li>• technical and expert issues</li> <li>• wildlife conservation</li> <li>• environmental impact statements and assessments</li> <li>• managed areas</li> <li>• property interests</li> <li>• local government planning schemes</li> <li>• owner's consents</li> <li>• developments and priority developments</li> <li>• state government plans from other authorities and agencies</li> <li>• disputes.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• document the history of the Department's significant work</li> <li>• are required for future business enhancement and improvement.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>National Archives of Australia NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts Reference 17389</i> Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications. Retain as national archives.</p>
1.2.2	<p><b>Advice – other~</b> Records relating to the provision of <b>other</b> advice relating to the protection of State protected parks, areas and wildlife, including protected areas, marine</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>parks, national parks and recreation areas, where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Office of Racing QDAN620, References:</i></p> <ul style="list-style-type: none"> <li>2.1.2 – correspondence relating to general racing matters – 7 years after last action</li> <li>2.1.3 – correspondence from breeders, owners, bookmakers, jockeys, trainers, regional racing associations regarding policy issues – 7 years after last action.</li> </ul> <p><i>National Archives of Australia Records Authority NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts Reference 17393</i> Records documenting advice provided by the agency to Ministers or other agencies about matters relating to the environment and heritage, with no far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes briefing notes and minutes. Destroy 7 years after business action completed.</p> <p><i>National Archives of Australia Records Authority NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts Reference 17394</i> Records documenting the receipt, or the provision of, non-ministerial advice relating to the environment and heritage. Includes advice to applicants or proponents. Destroy 7 years after business action completed.</p>
1.3	<b>Agreements</b>	
1.3.1	<p><b>Agreements – significant* – proceeded with</b></p> <p>Records relating to establishment, negotiation, maintenance, review and variation of agreements for the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, between</p>	<p><b>Background/business process:</b></p> <p>Agreements are created during national parks management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement.</li> </ul> <p><b>Regulatory requirements:</b></p>



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	<p>the Department and other entities.</p> <p>Includes, but is not limited to, agreements relating to:</p> <ul style="list-style-type: none"> <li>• marine resources</li> <li>• traditional use of marine resources (TUMRA)</li> <li>• commercial activities in marine parks, national parks, recreation areas</li> <li>• land (reserved, leasehold, freehold or licensed)</li> <li>• service facilities</li> <li>• ecotourism facilities</li> <li>• conservation and restoration</li> <li>• management plans</li> <li>• forests, forest reserves and areas</li> <li>• grazing (in parks, forests)</li> <li>• access and easements</li> <li>• roads</li> <li>• construction projects</li> <li>• partnerships and joint activities</li> <li>• protected area interests</li> <li>• consultancy</li> <li>• community, business and Aboriginal and Torres Strait Islander organisations</li> </ul>	<p><i>Marine Parks Act 2004</i> – s.5, 41</p> <p>Marine Parks Regulation 2006 – s.51, 65-78 (commercial activity agreements)</p> <p>Nature Conservation (Administration) Regulation 2006 – s.67-94 (commercial activity agreements)</p> <p><i>Recreation Areas Management Act 2006</i> – s.6-19, 69-98 (recreation area agreements)</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b></p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>• 20.7.1 Records related to agreements with other government agencies such as State Forests or the Rural Lands Protection Board to abide by measures for the protection of threatened species. Required as State archives</li> <li>• 1.2.1 Records relating to formal agreements to provision of information, including ownership agreements, deposit agreements, access agreements, information agreements, memoranda of understanding. Required as State archives</li> <li>• 5.1.1 Records relating to the development, monitoring, review of the Biodiversity Strategy for NSW: including inter-agency agreements, amendments, interpretations and evaluations Required as State archives.</li> </ul> <p><i>National Archives of Australia Records Authority NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts Reference 17424</i> Records documenting the negotiation, establishment, maintenance and review of national agreements. Agreements include bilateral agreements with state or territory governments, agreements with community groups, including Indigenous communities. Retain as National archives.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Significant agreements may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• international agreements protecting threatened or endangered species</li> <li>• Queensland Electricity Supply Industry Management Framework (QESI)</li> <li>• Australia's international responsibilities, and intergovernmental agreements and instruments</li> <li>• those that do not proceed.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Previous schedules:</b> <i>Queensland Environment Protection Authority QDAN502</i> Reference F1.2.2 – master copy of agreements of a major nature between the agency and external bodies. Includes regional forest agreements, conservation agreements, natural heritage trust partnership agreements, etc. – Retain permanently.</p>
1.3.2	<p><b><i>Agreements – other~ – proceeded with</i></b> Records relating to <b>other</b> agreements related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, between the Department and other entities that proceed. Excludes agreements that do not proceed. See <a href="#">1.3.3</a>.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for financial reasons. Some records are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is seven years within the <i>General Retention and Disposal Schedule</i></li> <li>• support the decisions of the business including ongoing requirements of the Department under current agreements</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> 7 years after agreement terminated or expired.</p>	<ul style="list-style-type: none"> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Forestry Plantations Queensland QDAN633, References:</i></p> <ul style="list-style-type: none"> <li>1.1.2 – agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations – 7 years after expiry of agreement</li> <li>1.1.3 – land rental agreements between Forestry Plantations Queensland and private landowners for the establishment of State forest plantations on private land – 7 years after expiry of agreement</li> <li>1.1.4 – services agreements between Forestry Plantations Queensland and other parties for the provision of plantation related services – 7 years after expiry of agreement.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>F1.2.1 – master copy of agreements of a minor nature between the agency and external bodies. Includes service agreements for flora and fauna surveys, data acquisition agreements, etc. – 7 years after lapsing of agreement or last action, whichever is the greater</li> <li>F1.2.3 – records supporting the negotiation, maintenance, review and revocation of agreements – 7 years after lapsing of agreement or last action, whichever is the greater.</li> </ul>
1.3.3	<p><b>Agreements – not proceeded with</b> Records relating to agreements related to the protection of State protected parks, areas and wildlife, including protected areas, national parks and recreation areas, between the Department and other entities that <b>do not proceed</b>. Excludes significant agreements that do not proceed. See <a href="#">1.3.1</a>.</p> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b> Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as an increase from two years as they:</p> <ul style="list-style-type: none"> <li>meet the Department's short-term obligations for accountability and information accessibility</li> <li>provide evidence of the decision by the Department or another body not to approve an agreement</li> <li>ensure short-term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance, e.g. changes in government, changes in funding etc.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	7 years after decision not to proceed.	<ul style="list-style-type: none"> <li>additionally, they provide details surrounding the business area's decisions and reasons not to proceed as these may become important for future decisions.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> No comparative schedule references were found with the increased 7-year period as requested by QNPWS (DNPSR). <i>Forestry Plantations Queensland QDAN633</i> Reference 1.1.5 Records relating to the development and negotiation of agreements between Forestry Plantations Queensland and other parties that do not result in a signed agreement – 2 years after last action.</p>
1.4	<b>Appointments</b>	
1.4.1	<p><b>Authorised and accredited officers</b></p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake the protection of State protected parks and areas, including national parks, recreation areas and related activities and roles.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>inspectors and compliance officers</li> <li>investigators</li> <li>monitoring and enforcement of breaches of legislation</li> <li>wildlife conservation duties</li> <li>official representatives on community organisations</li> <li>trustees</li> </ul>	<p><b>Background/business process:</b></p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Marine Parks Act 2004</i> – s.52 (monitoring and enforcement officers) <i>Nature Conservation Act 1992</i> – s.31 (trustees) <i>Recreation Areas Management Act 2006</i> – s.143 (authorised officers)</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> 7 years after appointment ceased.</p>	<p><i>National Archives of Australia Records Authority NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts Reference 17407</i> Records documenting the appointment of persons under various Acts administered by the Department, including the appointment of members of technical reference working groups, committees, inspectors, auditors, examiners, arbitrators or commissioners. Destroy 7 years after appointment ceases.</p>
1.5	<b>Authorisations</b>	
1.5.1	<p><b>Granted rights – significant*</b> Records relating to the granting of authorisations relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Significant granted rights may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• management of authorisations for Aboriginal and Torres Strait Islander people</li> <li>• authorisations that do not proceed.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b> Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under legislation. The period of currency or renewal period varies under different legislation. Authorities can also be agreements, leases, licences, permits or other authorities. Significant granted rights include the management of authorisations for Aboriginal and Torres Strait Islander people and authorisations that do not proceed.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b> <i>Nature Conservation Act 2004</i> – s.42AE, 42AEA, 42AN, 42AO, 42AOA, 42AP</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		No comparative schedule references have been found, however, our research has revealed that South Australia State Records endorses Recommendation 21 of the <i>Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families</i> . Recommendation 21 of the report states: 'That no record relating to Indigenous individuals, families or communities or to any children, Indigenous or otherwise, removed from their families for any reasons, whether held by government or non-government agencies, be destroyed.'
1.5.2	<p><b>Granted rights – other~</b> Records relating to the granting of other authorisations relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes granted rights related to, but not limited to:</p> <ul style="list-style-type: none"> <li>• park or area authorities <i>e.g. protected area authorities</i></li> <li>• environmental authorities</li> <li>• activities in parks and areas <i>e.g. sand stockpiling, horse and camel riding, rainforest canopy walkways, animal assistance.</i></li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• management of authorisations for Aboriginal and Torres Strait Islander people. See <a href="#">1.5.1</a>.</li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> <i>Nature Conservation Act 2004 – s. 36-37</i></p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623 Reference 2.4.1 – external authorisations, including licences and permits, covering activities which have the potential to cause environmental harm – 7 years after last action.</i> <i>Forestry Plantations Queensland QDAN633 Reference 2.3.1 – records relating to external authorisation for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the Environmental Protection Act 1994 – 7 years after approval cancelled or superseded.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• authorisations that do not proceed.</li> <li>• water and mining related authorisations applied for and issued to the Department as compliance requirements to managing parks, protected areas, etc. See <a href="#">1.8</a>.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after authorisation ceased or expired.</p>	
1.5.3	<p><b><i>Unsuccessful and withdrawn applications</i></b> Records relating to unsuccessful and withdrawn applications for authorisations relating to the protection of State protected parks, areas and wildlife. Excludes significant authorisations that do not proceed. See <a href="#">1.5.1</a>.</p> <p><b>Retention period &amp; trigger</b> 7 years after authority refused or withdrawn.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as an increase from two years, as they:</p> <ul style="list-style-type: none"> <li>• meet the Department’s short-term obligations for accountability and information accessibility</li> <li>• support the decisions of the business as evidence of the reasons for an application refusal</li> <li>• additionally, they are required to be kept as some refused or withdrawn applications come back for resubmission or are referred to, e.g. precedents for other applications.</li> </ul>
1.6	<b><i>Claims Management</i></b>	
1.6.1	<p><b><i>Compensation claims – significant*</i></b> Records relating to significant claims for compensation received for costs, damage or</p>	<p><b>Background/business process:</b> Compensation claim records are created when assessing the Department’s liability for compensation payable to applicants for a range of loss, damage and costs associated with the Department’s excise of legislative and inspectorate duties.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>loss incurred with the Department's excise of legislative and inspectorate duties under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Significant compensation claims may include, but are not limited to, damage to:</p> <ul style="list-style-type: none"> <li>• land and property</li> <li>• stock and crops</li> <li>• forests</li> <li>• wildlife.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after settlement of claim.</p>	<ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b> <i>Marine Parks Act 2004</i> – s.88 <i>Recreation Areas Management Act 2006</i> – s.191 <i>Nature Conservation Act 1992</i> – s.67</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work</li> <li>• represent critical improvement areas for long-term mining ventures, with significant issues requiring long-term work and often significant dollar investments to fix.</li> </ul> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Water Retention and Disposal Schedule QDAN738 v1</i> Reference 1.6.1 Significant compensation claims – Permanent. <i>Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.6.1 Significant compensation claims – Permanent. <i>Mining Retention and Disposal Schedule QDAN737 v1</i> Reference 1.5.1 Significant compensation claims – Permanent. <i>Territory Records (Records Disposal Schedule – Compensation Records) Approval 2012 (No 1) NI2012-183</i> Reference 002.019.001 Records documenting claims by members of the public which result in major changes to agency policy or procedure; are high profile, controversial or subject to social or political interest; or are precedent setting – Retain as Territory archives. <i>The State Records Office of WA General Disposal Authority for State Government Information 2013-017</i> Reference 18.1 Records of significant claims – Required as State archives.</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186 Reference 03.04.01</i> Records relating to decisions on the award of a financial compensation package to owners of land and buildings affected by landslip hazards – Permanent.</p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1 Reference 6.9.1</i> Land resumption claims – Retain permanently.</p>
1.6.2	<p><b>Compensation claims – other~</b> Records relating to other claims for compensation received for costs, damage or loss incurred with the Department's excise of legislative and inspectorate duties under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.6.1</a>. Includes, but not limited to, damage to:</p> <ul style="list-style-type: none"> <li>• land and property</li> <li>• stock and crops</li> <li>• forests</li> <li>• wildlife.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after settlement of claim.</p>	<p><b>Background/business process:</b> Compensation claim records are created when assessing the Department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the Department's excise of legislative and inspectorate duties. Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b> <i>Marine Parks Act 2004</i> – s.88 <i>Recreation Areas Management Act 2006</i> – s.191 <i>Nature Conservation Act 1992</i> – s.67</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Department of Environment and Resource Management QDAN653, References:</i></p> <ul style="list-style-type: none"> <li>• 9.7.1 – claims made for compensation under the <i>Vegetation Management Act 1999</i> – 7 years after last action</li> <li>• 10.8.1 – claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> – 7 years after last action.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Records Authority of New South Wales FA258, Department of Primary Industries Reference 13.1.3</i> Records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – retain minimum of 7 years after date of audit.</p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502 Reference F5.4.1</i> Records relating to the preparation and payment of money for any compensation activity. 7 years after last action.</p>
1.6.3	<p><b><i>Recovery of monies incurred by state</i></b></p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) under relevant legislation for the protection of State protected parks, areas and wildlife, including marine areas, national parks and recreation areas.</p> <p>Includes, but not limited to, recovering costs of dealing with:</p> <ul style="list-style-type: none"> <li>• instances of regulatory non-compliance</li> <li>• incidents and situations involving: <ul style="list-style-type: none"> <li>○ rehabilitation of damaged areas</li> <li>○ removal and disposal of property</li> </ul> </li> <li>• applying costs to security monies held</li> </ul>	<p><b>Background/business process:</b></p> <p>Recovery claim records are created when the State loses or outlays monies for actions it has taken in the best interest of the community, or has outstanding revenue from default of fees and interest payable by responsible parties, including rectifying a range of loss and damage expenses incurred. Actions could be taken to rectify costs associated with compliance actions to prevent or limit environmental damage or community exposure to hazardous substances, and rehabilitation of land from negligence/neglect.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify and assess recovery claim (identified by mining registrars, inspectors or chief executive officer); request further information; investigate claim; submit claim to party in default; submit follow up notices as required; receipt and account for monies received; submit outstanding claims to court.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Nature Conservation Act 1992 – s.31(10), 96</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653, References:</i></p> <ul style="list-style-type: none"> <li>• 9.7.1 – claims made for compensation under the <i>Vegetation Management Act 1999</i> – 7 years after last action</li> <li>• 10.8.1 – claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> – 7 years after last action.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• filing recovery orders in relevant courts <i>e.g. Magistrates Court</i></li> <li>• unpaid fees and court orders</li> <li>• court awarded costs.</li> </ul> <p><b>Retention period &amp; trigger</b> 10 years after claim determined.</p>	<p><i>State Records Authority of New South Wales FA258, Department of Primary Industries Reference 13.1.3</i> Records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – retain minimum of 7 years after date of audit.</p>
1.7	<b>Construction</b>	
1.7.1	<p><b>Construction – significant*</b></p> <p>Records relating to planning construction of <b>significant</b> facilities, amenities, infrastructure and operations to establish and develop parks, including recreation areas in national parks, State forests, forest reserves and other areas, for community use, park management and environmental conservation purposes.</p> <p>Significant construction may include, but not limited to establishing or developing:</p> <ul style="list-style-type: none"> <li>• visitor information/ orientation centres</li> <li>• commercial and educational buildings</li> <li>• camp cabins, dorms, camping sites</li> </ul>	<p><b>Background/business process:</b></p> <p>Construction of infrastructure, including planning, construction, extension and improvement plays a key role in building and improving park related outcomes.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• research environment and markets; draft planning documents; consult with stakeholders; approve planning document; map activities <i>(post-identification and acquisition processes for land and property (via resumption, purchasing, exchange processes)).</i></li> <li>• construction, extension and improvement processes as per basic project management processes.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• park management residences</li> <li>• landscapes, fencing</li> <li>• roads, trails, footpaths, boardwalks</li> <li>• safety rails, bridges, crossings</li> <li>• car parks, toilets and other amenities</li> <li>• entry displays and signage</li> <li>• works to decommission parks</li> <li>• rationalise accesses</li> <li>• upgrade fire lines</li> <li>• upgrade campgrounds and visitor day use sites</li> <li>• upgrade mountain bike trails, nature trails, lookouts</li> <li>• restore historical buildings <i>e.g. lighthouses, homesteads.</i></li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Department of Housing and Public Works Retention and Disposal Schedule QDAN679 v1, Reference 6.2.1 Park structures – significant – Permanent.</i></p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v4, Reference 21.2.1 Parks, park structure and botanical gardens – historically significant – Permanent.</i></p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 15.2.4 Records of memorandum of understanding and other formal agreements with other agencies to establish codes of practice for their construction and maintenance activities associated with permitted alien uses on NPWS estate. Required as State archives.</i></p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>• F17.6.2 Records relating to final drawings, including stamped and approved plans, project management records, progress reports, work instructions, etc. – 7 years after disposal or transfer of building</li> <li>• F17.6.3 Records relating to the construction site including site layout, access and parking, accommodation (site sheds), communication systems, security and safety arrangements, signage, etc. – 7 years after disposal or transfer of building.</li> </ul>
1.7.2	<p><b>Construction – other~</b> Records relating to planning construction of <b>other</b> facilities, amenities,</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>infrastructure and operations to establish and develop parks, including recreation areas in national parks, State forests, forest reserves and other areas, for community use, park management and environmental conservation purposes, not covered by <a href="#">1.7.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after ownership or lease of facilities/amenities/infrastructure ends.</p>	<p>See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Department of Housing and Public Works Retention and Disposal Schedule QDAN679 v1</i>, Reference 6.2.2 Park structures – other – 7 years after structure removed, demolished or otherwise disposed of. <i>Local Government Sector Retention and Disposal Schedule QDAN480 v4</i>, Reference 21.2.1 Parks, park structure and botanical gardens – other – 7 years after the disposal, demolition or removal of the structure or facility.</p> <p><b>Previous schedule references:</b> <i>Queensland Environment Protection Authority QDAN502</i>, References:</p> <ul style="list-style-type: none"> <li>• F17.6.1 Records relating to preliminary drawings and submissions including estimates, etc. – 5 years after last action</li> <li>• F17.6.2 Records relating to final drawings, including stamped and approved plans, project management records, progress reports, work instructions, etc. – 7 years after disposal or transfer of building</li> <li>• F17.6.3 Records relating to the construction site including site layout, access and parking, accommodation (site sheds), communication systems, security and safety arrangements, signage, etc. – 7 years after disposal or transfer of building.</li> </ul>
1.8	<b>Control</b>	
1.8.1	<p><b>Regulatory requisites</b> Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (entitlements, allocations, licences, accreditations,</p>	<p><b>Background/business process:</b> Compliance control records are created in maintaining regulatory compliance to external statutory processes, including holding correct authorities in conducting business functions.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify need for regulatory compliance instrument; identify application requirements; commission special requirements, e.g. environmental studies; collate application requirements and supporting documents; obtain approvals to submit; submit application and supporting documents; provide</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>authorisations, permits, permissions, etc.) for the Department to conduct its environmental management functions and associated business processes.</p> <p>Typically includes processes administered under legislation not administered by the Department.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• laboratory accreditations</li> <li>• scientific and technical certifications</li> <li>• water entitlements and allocations</li> <li>• development approvals</li> <li>• other environmental authorities (not administered by Department)</li> <li>• mining authorisations <i>e.g. sand quarrying</i></li> <li>• water authorisations <i>e.g. water extraction related to managing parks, protected areas, etc. issued to the Department.</i></li> </ul> <p><b>Retention period &amp; trigger</b> Retain 7 years after requisite statutory instrument expires/ ceases.</p>	<p>information as requested; amend application as required; receive approvals/rejections; revise and resubmit application as required; notify business areas needing approvals to commence other work.</p> <p><b>Regulatory requirements:</b> As per legislation administered by other agencies, with regulatory requirement to hold particular licences as part of the Department functions.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes. <i>Limitation of Actions Act</i> sets out general limitation periods for various kinds of civil actions from section 10 onwards.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>• F1.5.1 – Records documenting agency compliance with mandatory, fiscal and statutory requirements including proof of compliance – 7 years after last action</li> <li>• F1.5.2 – Records documenting failure of or breaches by the agency to meet compliance requirements – 7 years after last action.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.8.2	<p><b>Control programs – significant*</b></p> <p>Records relating to establishing, maintaining, reviewing and decommissioning significant programs for the management of foreign and/or ecologically damaging substances, flora and fauna under environmental management functions and associated business processes. These control programs manage the ongoing, problematic and changing requirements for pest or disease management and provide historical information about the progression of long-term initiatives.</p> <p>Significant pest, flora and disease management control programs may relate to, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notable or notorious pests and diseases <i>e.g. cane toads, rabbits, prickly pear</i></li> <li>• biological, chemical, mechanical, physical barriers, spraying, quarantine, vaccines</li> </ul>	<p><b>Background/business process:</b></p> <p>Control program records are created in maintaining landscapes, flora and fauna, and ecosystems as part of managing parks, protected parks, areas, marine areas, national parks, recreation areas and other areas within the functionality responsibility of the Department.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identifying target; need for control mechanism; research target; establish program scope and parameters; identify and scope work; identify and scope workers; schedule program; run program; assess success of program</li> <li>• maintain program as required; review program; reinvigorate program; decommission program.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 2.2.1 Natural environments, includes care, control and management of places – Permanent.</p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v4</i> Reference 11.9.3 Declared pests management – Permanent.</p> <p><i>State Records Authority of NSW FA 258, Department of Primary Industries</i> Reference 1.8.2 Records relating to the development, establishment, evaluation and review strategic plans for controlling outbreaks or spread of disease or major infestations of pests etc. – Required as State archives.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i> Reference 9.3.0 Biosecurity – Activities that assist the Department in avoiding or reducing the impact of disease, infestation or pathogen attack. This includes but is not limited to pests, weeds and fungal infestations – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>control and treatment mechanisms <i>e.g. mixomatosis, cactoblastis cactorum moth</i></p> <ul style="list-style-type: none"> <li>landscape treatments <i>e.g. excavation for erosion and sediment control.</i></li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	
1.8.3	<p><b>Control programs – other~</b> Records relating to managing other programs for the control of foreign and/or ecologically damaging substances, flora and fauna under environmental management functions and associated business processes.</p> <p><b>Retention period &amp; trigger</b> 25 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>are required for long-term business need based on industry cycles of renewal and regeneration</li> <li>represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>Previous schedule references:</b> <i>Queensland Environment Protection Authority QDAN502</i> Reference 17.12.0 Records relating to the routine upkeep and repair including cleaning, painting, modification and preservation of internal/external condition of grounds and premises, pest control, etc. – Retain 10 years.</p>
1.9	<b>Declarations</b>	
1.9.1	<p><b>Declarations</b> Records relating to declarations made by the Department related to the protection of State protected parks, areas and wildlife,</p>	<p><b>Background/business process:</b> Declaration records are created during legislative processes but also as a separate activity to add regulatory notations to property titles. Some declarations are made in response to emergency situations and safety issues such as declaring restricted access areas following fire or other natural disasters.</p> <p>Illustrative process:</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• reclamation of tidal land</li> <li>• temporary restricted area declarations</li> <li>• prescribed commercial activities, special activities</li> <li>• recreation facilities/ centres</li> <li>• bio-prospecting</li> <li>• land naming and area changes, including amalgamations, assigning names, changes classes and boundaries, revocation</li> <li>• restricted or prohibited access areas <i>e.g. closed to public, fire, safety, natural disasters</i></li> <li>• conservation or protection of cultural or natural resources of areas or native wildlife</li> <li>• forest reserves, forest reserves, feature protection areas, scientific areas, State forest parks, forest drives</li> </ul>	<ul style="list-style-type: none"> <li>• identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Marine Parks Act 2004 – s.5 (a)</i></p> <p>Marine Parks Regulation 2006 – s.98-106</p> <p>Marine Parks (Declaration) Regulation 2006 – all sections</p> <p><i>Nature Conservation Act 1992 – s.42AH-AJ</i></p> <p><i>Recreation Areas Management Act 2006 – Schedule</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.8.1 Environment declarations – Permanent.</p> <p><i>State Records Authority of NSW DA196, Department of Environment and Conservation:</i> Reference 9.1.1. New Area Proposals. Records relating to specific additions of land to existing national park, state park, historic site or wildlife reserve. Required as State archives.</p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference 21.1.1 Records relating to the acquisition and gazettal of land and for Recreational Areas, National Parks, Nature Refuges, etc. and for inclusion in the Protected Areas estate – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>proposed protected areas of reviewed reserves</li> <li>fish habitat areas.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	
1.10	<b>Development</b>	
1.10.1	<p><b>Development approvals</b> Records relating to processing applications for development approvals related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but not limited to handling developments related to:</p> <ul style="list-style-type: none"> <li>adjoining land or waterways to relevant parks and areas</li> <li>symbiotic, commensal or mutualistic use of relevant parks and areas</li> <li>fish habitat areas</li> <li>Aboriginal and Torres Strait Islander land use</li> <li>native title.</li> </ul> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b> Development approvals play a key role in facilitating economic growth, progress and investment opportunities for Queensland including revitalising existing assets with redevelopment applications, and controlling development to environmentally and consequentially appropriate developments.</p> <p>Development approvals relating to the protection of State protected parks, marine parks, national parks and recreation include:</p> <ul style="list-style-type: none"> <li>developments to enhance use and value of natural areas and parks, and adjoining or dependent developments</li> <li>developments to support tourism and ecological based industries</li> <li>developments by Department</li> <li>developments by others vetted by the Department in a significant way.</li> </ul> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>receive development application; assess development application; request further information and studies; assess individual supporting studies and reports; consult with stakeholders; make required checks; check property histories and titling information (e.g. easements, uses); grant approvals; issue approvals and conditions of approvals; suspend or cancel development approval as required, check conditions of approval met; certify and complete approval.</li> </ul> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long-term reference value to the Department for projects which continue over many years, e.g. long-term strategies to protect natural areas and parks</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<ul style="list-style-type: none"> <li>document the history of the Department's work in facilitating and implementing development of natural areas and parks.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions &amp; Programs of Government</li> <li>3 – Enduring Rights &amp; Entitlements</li> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.9.1 – Significant environment-related development applications – Permanent.</p> <p><i>Economic Development Queensland Retention and Disposal Schedule QDAN712 v1</i> Reference 3.2.1 – Successful priority development area and provisional priority development area, includes applications and approvals – Permanent.</p> <p><i>State Records of New South Wales DA196, Department of Environment and Conservation, References:</i></p> <ul style="list-style-type: none"> <li>4.1.1 – Records referred by local or state government relating to specific local areas and development proposals: where the various bodies administering national parks, state parks, historic sites and nature reserves and the Fauna Protection Panel oppose a significant development proposal; where there is a high level of public interest or controversy. Required as State archives</li> <li>4.2.1 – Cases where development is opposed and/or there is a high level of public interest or controversy. Required as State archives.</li> </ul>
1.11	<b>Disposal</b>	
1.11.1	<p><b>Property, products and waste</b></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation related to the protection of State</p>	<p><b>Background/business process:</b></p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>protected parks, areas and wildlife, including marine parks, national parks and recreation areas.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> <li>• plant and property</li> <li>• cultural or natural resources</li> <li>• protected wildlife (including plants)</li> <li>• seized and forfeited evidence, property and wildlife</li> <li>• waste.</li> </ul> <p>Excludes dealing with and disposing of:</p> <ul style="list-style-type: none"> <li>• hazardous waste, including asbestos and radioactive material.</li> <li>• parks related property e.g. land and buildings. See <a href="#">1.11.2</a>.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Regulatory requirements:</b> <i>Marine Parks Act 2004</i> – s.102 <i>Marine Parks Regulation 2006</i> – s.123 <i>Recreation Areas Management Act 2006</i> – s.174-188</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Forestry Plantations Queensland QDAN633 Reference 7.1.2</i> Records relating to the destruction of expired, unsafe or surplus explosives in accordance with AS 2187 – 2006 – 7 years after last action. <i>State Records Authority of New South Wales FA258, Department of Primary Industries Reference 2.4.3</i> Records relating to orders given for controlling the spread of identified diseases, pests, weeds, and non-indigenous animals at a local level. Includes orders for disinfection, detention notices, destruction orders, pest control orders, penalty notices – retain minimum of 10 years after last action.</p>
1.11.2	<p><b>Disposal – parks related property (e.g. land and buildings)</b></p> <p>Records relating to disposing of property and improvements such as</p>	<p><b>Background/business process:</b> Disposal of property, extensions and improvement activities play a key role in building and improving parks related property. Significant research, studies, analysis and reporting are conducted prior to making decisions about the disposal of property.</p> <p>Illustrative processes:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>facilities, amenities and infrastructure associated with State protected parks, areas and wildlife, including recreation areas, marine parks and national parks. Excludes dealing with and disposing of property, products and waste seized under enforcement, inspection and investigation. See <a href="#">1.11.1</a>.</p> <p>Records may include, but are not limited to, disposal related:</p> <ul style="list-style-type: none"> <li>• feasibility and environmental impact studies</li> <li>• geological and site investigation reports</li> <li>• technical specifications and evaluations</li> <li>• surveying records and drawings.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• dispose land and property as surplus to requirements, e.g. where not required for long-term development strategies.</li> </ul> <p><b>Regulatory requirements:</b> <i>Nature Conservation Act 1992</i> – s.171</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b> <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 14.4.1 Records relating to negotiations and disposal of lands through sale or transfer of ownership. Required as state archives. <i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 6.8.1 Acquisition and disposal of land. Records relating to the acquisition and disposal of land including easements and resumptions in accordance with the <i>Land Act 1944</i> – Retain permanently. <i>Department of Sustainability and Environment PROS 05/09</i> Reference 7.1.0 Those higher level functions that relate to monitoring, conserving, or improving Land and Water resources. Includes management plans, action plans, port management, alpine safety, land use/status, reservation of land, revocation of reservations, sustainable water strategies, environmental water reserves, catchment management (including boundaries of districts), hardwood log allocation, wood utilisation plans, dredging, authorisations, land disposal, land transfer (Crown Land), and land acquisition. Retain as state archives. <i>State Records Authority of New South Wales DA196, Department of Environment and Conservation</i> Reference 9.4.1 Records relating to negotiations and disposal of lands through sale or transfer of ownership. Required as State archives.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference 21.1.1 Records relating to the acquisition and gazettal of land and for Recreational Areas, National Parks, Nature Refuges, etc. and for inclusion in the Protected Areas estate – Permanent.</p>
1.12	<b>Enforcement</b>	
1.12.1	<p><b>Regulatory enforcement</b></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for matters under relevant legislation related to the protection of State protected parks, areas and wildlife, including marine areas, national parks and recreation areas.</p> <p>Includes, but not limited to enforcing:</p> <ul style="list-style-type: none"> <li>• interim conservation orders for conservation, protection or management of wildlife, habitats or areas</li> <li>• collection and extraction of unauthorised materials</li> <li>• activities in restricted or prohibited areas <i>e.g. bait netting, crabbing, fishing, spearfishing, taking protected species, disturbing shorebirds</i></li> <li>• access and activities by aircraft and vessels</li> </ul>	<p><b>Background/business process:</b></p> <p>Enforcement-related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• as part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>• identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Marine Parks Act 2004</i> – s.5 (i), Part 5  <i>Marine Parks Regulation 2006</i> – s.95-146  <i>Marine Parks (Great Sandy) Zone Plan 2006</i> – Part 7  <i>Nature Conservation Act 1992</i> – s.173D-F  <i>Recreation Areas Management Act 2006</i> – s.157, Part 7-8</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained seven years as they:</p> <ul style="list-style-type: none"> <li>• are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is seven years within the <i>General Retention and Disposal Schedule</i></li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>licensing conditions for forestry, stock grazing and apiary sites</li> <li>camping obligations and restrictions.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS 04-01</i> Reference 8.6.0 – issue of penalties or instruction for remedial actions to be undertaken in response to a breach of regulations – destroy 7 years after date of last access.</p> <p><i>State Records Authority of New South Wales FA284, Food Safety Management, References:</i></p> <ul style="list-style-type: none"> <li>1.4.1 – Summary records of issued penalty notices and prosecutions – retain minimum of 7 years after last action, then destroy</li> <li>1.4.3 – Records relating to the seizure, impounding or destruction of food stuffs, goods or equipment in connection with the preparation and handling of food substances – retain minimum of 7 years after last action, then destroy.</li> </ul> <p><i>Queensland Safe Food Production QDAN708</i> Reference 1.4.1 Enforcement of food safety standards – 7 years after last action.</p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference F16.4.1 Records relating to infringements or breaches of an agency’s mandatory standards, rules, requirements under legislation, etc. that do not proceed to litigation. Includes infringements notices, investigations, negotiations, including record of interviews, etc. – 7 years after last action.</p>
1.13	<b>Incident and Emergency Responses</b>	
1.13.1	<p><b>Incident and emergency responses – significant*</b></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on State protected parks, areas and wildlife, including marine areas, national parks and recreation areas, with significant consequences for environment and/or human health and welfare, including large scale loss of wildlife habitat and animal fatalities.</p>	<p><b>Background/business process:</b></p> <p>Incident/emergency response records are created in one-off processes, designed around the incident or emergency at hand. Significant incidents or emergencies involve loss of life or significant loss of property.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>receive incident/emergency notification; assemble incident/emergency team; prepare recordkeeping framework; meet to discuss and delegate; organise incident/emergency taskforce; develop action plan; undertake delegated roles; liaise with police; emergency services; inspectors/investigators and ground staff; communicate internally; prepare and send media releases; complete action plan; close incident/emergency; review responses; identify improvements for next incident/emergency.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long-term reference value for future incidents</li> <li>provide evidence of the Department’s response in the event of legal challenges</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Significant incident and emergency responses include, but not limited to:</p> <ul style="list-style-type: none"> <li>• incidents threatening marine parks and surrounding environments <i>e.g. oil spills, ship wreckage</i></li> <li>• incidents and natural disasters impacting national parks and protected areas <i>e.g. bushfires, earthquakes, droughts</i></li> <li>• on-the-ground research to assist setting up reactive disaster relief and recovery actions <i>e.g. setting up Natural Disaster Relief and Recovery Arrangements (NDRRA)</i></li> <li>• managing, coordinating or liaising with, as appropriate, safety, search and rescue activities, and work of personnel and volunteers for scope of incident.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p>	<ul style="list-style-type: none"> <li>• document the history of the Department's work in their response to significant incidents.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions &amp; Programs of Government</li> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623 Reference 2.1.1</i> Investigations of environmental accidents or incidents that caused, or had the potential to cause, significant environmental harm to native forests – retain permanently.</p> <p><i>Forestry Plantations Queensland QDAN633 Reference 2.1.1</i> Investigations of environmental accidents or incidents where serious environmental damage occurred or could have occurred – retain permanently.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 6.17.1</i> Significant incidents on State land including cyclones and bush fires where significant damage occurs – retain permanently.</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	
1.13.2	<p><b><i>Incident and emergency responses – other~</i></b></p> <p>Records relating to managing other incidents, emergencies and natural disasters that impact on State protected parks, areas and wildlife, including marine areas, national parks and recreation areas not covered by <a href="#">1.13.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <ul style="list-style-type: none"> <li>• See above.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are non-significant, documenting no major damage or hazardous substance contamination</li> <li>• are required for future business enhancement and improvement of emergency and incident response handling of non-significant incidents</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623 Reference 2.1.2</i> Investigations of environmental accidents or incidents where minimal environmental harm occurred – 7 years after last action.</p> <p><i>Forestry Plantations Queensland QDAN633 Reference 2.1.2</i> Investigations of environmental accidents or incidents where minimal environmental harm occurred – 7 years after last action.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 6.17.2</i> Minor incidents on State land including cyclones and bush fires where minor damage occurs – 7 years after last action.</p>
1.14	<b><i>Inspections</i></b>	
1.14.1	<p><b><i>Inspections – significant*</i></b></p> <p>Records relating to conducting inspections for compliance with relevant legislation that have significant outcomes related to the protection of State protected parks, areas and</p>	<p><b>Background/business process:</b></p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>wildlife, including protected areas, marine parks, national parks and recreation areas. Scope of inspection includes testing and treating critical ecosystem aspects, i.e. water quality.</p> <p>Includes, but not limited to, inspections of:</p> <ul style="list-style-type: none"> <li>• activities, premises, aircraft and vessels</li> <li>• commercial and recreational licensees.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Regulatory requirements:</b> <i>Marine Parks Act 2004 – s.5(i)</i> <i>Nature Conservation Act 1992 – Part 9</i></p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long-term business needs based on industry cycles of renewal and regeneration</li> <li>• cover the Department for risks associated with the government’s responsibility to check and catch problems – inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections</li> <li>• directly relate to or provide background information to significant incidents or investigations</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.13.1 Significant Inspections – Permanent. <i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS 02/03</i> Reference 3.8.2.1 Major site-specific investigations (including inspections) – Permanent. <i>Department of the Environment, Water, Heritage and the Arts Job no 2007/00380834</i> Reference 17448 Records documenting the management of investigations into possible breaches of environmental and heritage laws regulations or standards where the case results in considerable public or historical interest or is a precedent case – Retain as national archives.</p> <p><b>Previous schedule references:</b> <i>Queensland Environment Protection Authority QDAN502</i> Reference F2.11.2 Records relating to inspections requiring significant action, such as, alteration to policy, procedures, etc. – Retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.14.2	<p><b>Inspections – other~</b> Records relating to conducting other inspections related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.14.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Department of Employment, Economic Development and Innovation (Office of Racing) QDAN620 Reference 2.10.4</i> Copies of audit programs for licensed animals, clubs, participants and venues developed by control bodies and subsequently provided to the Office of Racing Regulation for review – 7 years after last action. <i>National Archives of Australia Records Authority Department of the Environment, Water, Heritage and the Arts Job no 2007/00380834 Reference 17449</i> Records documenting the management of investigations into possible breaches of environmental and heritage laws regulations or standards where the case does not result in considerable public or historical interest and the case is not a precedent case – Destroy 7 years after last action. <i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS 02/03 Reference 3.8.2.2</i> All other investigations (includes inspections) – Destroy 7 years after the investigated activity has ceased.</p> <p><b>Previous schedule references:</b> <i>Queensland Environment Protection Authority QDAN502 Reference F2.11.1</i> Records relating to routine inspections requiring minimal or no action in response – 7 years after last action.</p>
1.15	<b>Investigations</b>	
1.15.1	<p><b>Investigations – significant*</b> Records relating to investigations involving significant offences under</p>	<p><b>Background/business process:</b> Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>relevant legislation related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Significant investigations may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• unlawful activities and unauthorised interference with cultural or natural resources</li> <li>• making cases and recommending prosecution of offences <i>e.g. polluting water</i></li> <li>• issues related to protected, international or prohibited wildlife, habitats (critical) or other areas of major interest and importance (not necessarily involving determinable offences).</li> </ul> <p>See <u>1.11.1</u> for disposal of property, products and waste seized under enforcement, inspection and investigation.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>offence under relevant legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Marine Parks Act 2004 – s.5(i)</i></p> <p><i>Recreation Areas Management Act 2006 – s.157</i></p> <p><i>Nature Conservation Act 1992 – Part 9</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long-term business needs based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts – they are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to parks and other properties</li> <li>• are required for long-term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.14.1 Significant investigations – Permanent.</p> <p><i>Forestry Plantations Queensland QDAN633 v1</i> Reference 3.4.1 Investigations into major fires that have a significant impact on State forest plantations, e.g. major wild fires that cause a significant loss of life, plantation or property – retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS02-03, Reference 3.8.2.1 Site-specific investigations that set a precedent, involve possible substantial damage to the environment, have general public notoriety, or raise systemic issues – retain permanently.</i></p> <p><i>State Records Authority of New South Wales, National Parks and Wildlife Service DA155, Reference 15.9.1 Records relating to investigations undertaken on aspects of the park management which result in significant changes to policy – Required as State archives.</i></p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502 Reference F16.4.1 Records relating to infringements or breaches of an agency’s mandatory standards, rules, requirements under legislation, etc. that do not proceed to litigation. Includes infringements notices, investigations, negotiations, including record of interviews, etc. – 7 years after last action.</i></p>
1.15.2	<p><b>Investigations – other~</b> Records relating to investigating other offences under relevant legislation related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.15.1</a>.</p> <p>See <a href="#">1.11.1</a> for disposal of property, products and waste seized under enforcement, inspection and investigation.</p> <p>~ Refer to Appendix: Definition of Significant Versus Other</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1 Reference 1.14.2 Other investigations – 7 years after business action completed.</i></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623 Reference 2.1.2 Routine investigations of accidents or incidents that caused, or had the potential to cause, minimal environmental harm to native forests – 7 years after last action.</i></p> <p><i>Forestry Plantations Queensland QDAN633 Reference 2.1.2 Investigations of environmental accidents or incidents where minimal environmental harm occurred – 7 years after last action.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS 02-03 Reference 3.8.2.2 Investigation reports, recommendations and outcomes, consultants' reports, audit reports, prosecution briefs, memoranda of legal advice, prosecution recommendations, correspondence, testing and monitoring data, background information, complaint reports, log books, witness reports – destroy 7 years after the investigated activity has ceased.</i></p>
1.16	<b>Licensing</b>	
1.16.1	<p><b>Granted licences and permits – significant*</b></p> <p>Records relating to approving and issuing the renewal, transfer, release, change, surrender, cancellation, and termination of significant licences and permits related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks, and recreation areas. Includes approving and issuing significant leases, licences and permits related to, but not limited to:</p> <ul style="list-style-type: none"> <li>• state forests, forest reserves, state managed plantation forests, conservation parks, resources reserves</li> <li>• recreation facilities/centres</li> </ul>	<p><b>Background/business process:</b></p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p><b>Regulatory requirements:</b></p> <p>Nature Conservation Act 1992 – s.35  Nature Conservation Wildlife Management Regulation – Chapter 4 Part 3 (exemptions)  Marine Parks Regulation 2006 – s.85-90 (recognising external instruments)  Nature Conservation (Administration) Regulation 2006 – Subdivision 3 (authorities)</p> <p><b>Recordkeeping requirements:</b></p> <p>Approved significant granted rights licences related to sensitive conservation and special protection areas, areas, threatened and endangered species are kept permanently even though the legislative requirements have only minimal retention periods. See 1.16.2 Other for a description of recordkeeping requirements generically applied to all licenses under Nature Conservation legislation and regulations.</p> <p><b>Business requirements:</b></p> <p>While the legislative requirements have only minimal retention periods, approved significant granted rights licences relate to sensitive conservation and special protection areas, areas, threatened and endangered species.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• commercial and recreational licencing and activity permits</li> <li>• activities within restricted access areas and special management areas (high levels of protection, exceptional value) <i>e.g. scientific national parks</i></li> <li>• visitor activities using recreational area facilities and services</li> <li>• exemptions to licensing requirements for particular persons and cases, including fee waivers <i>e.g. necessary salvage of aircraft or vessel, or in emergency circumstances.</i></li> <li>• significant marine-related works permitted under <i>Marine Parks Act</i>, e.g. major works including jetties, seawalls, beach nourishment, dredging</li> </ul> <p>Significant approvals of leases, licences and permits include, but are not limited to:</p>	<p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference F6.12.1 Records relating to successful application for and provision of licences, authorities, approvals and permits, e.g. permits to occupy, commercial activity permits, environmentally relevant activities approvals, etc. – Permanent.</p> <p><i>State Records Authority of New South Wales DA155 National Parks and Wildlife Service</i> Reference 6.6.1 Permits – Records relating to formal permission issued by NPWS to authorise people to disturb land or objects, including activities of collection, destruction, destruction with salvage and rock art recording Register of licences granted – Required as State archives.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts</i> Reference 17430 Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approval. Concerns matters with far-reaching environmental, cultural, economic, legal, social, political or international implications including precedent cases or cases with historical significance – Retain as national archives.</p> <p><i>Victorian Retention and Disposal Authority for Records of Environment Protection Authority PROS 02/03</i> Reference 3.4.3.1 – Significant licences relating to sites that set a precedent, represent an extraordinary issue, involve complex political discussions or raise systemic issues – Permanent.</p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference F21.5.1 Records documenting the seeking and granting of authorisations to allow funerals and for the construction of memorials in protected areas – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• sensitive conservation issues</li> <li>• special protection areas</li> <li>• threatened and endangered species</li> <li>• sensitive and sacred sites of Aboriginal and Torres Strait Islander peoples</li> <li>• burial and memorial permissions for protected areas</li> <li>• Aboriginal and Torres Strait Islander tradition and custom authorities for protected areas</li> <li>• joint management arrangements for national parks, Aboriginal and Torres Strait Islander joint management areas (protected areas), land trust consents for protected areas.</li> </ul> <p>Excludes camping, occupation and access licences and permits. See 1.16.3.</p> <p><b>Disposal action -</b> Permanent. Transfer to QSA after business action completed.</p>	



Disposal authorisation	Record class and retention period	Justifying the retention period
1.16.2	<p><b>Granted licences and permits – other~</b></p> <p>Records relating to approving and issuing other licences and permits related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks, and recreation areas.</p> <p>Includes approving and issuing other licences and permits related to, but not limited to:</p> <ul style="list-style-type: none"> <li>commercial activities <i>e.g. aircraft/vessel salvage, emergency access, commercial filming and photography, advertising or promotions, commercial tour operators, commercial tours (including fishing tours), commercial bus services, mechanical or vehicle towing services for visitors, ecotourism facilities, commercial hire/sale of goods or services, guided tours, safaris, scenic flights, cruises or excursion, donations, information,</i></li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Recordkeeping requirements:</b> Nature Conservation (Administration) Regulation 2006 – s.162 (Period for which particular documents must be kept) a person required, under the Act, to keep a record (or a copy), a return of operations (or a copy), a document required to be kept under the Wildlife Management Regulation, sections 76, 129, 149, 245, 261ZJ, 302, 329, 337, 338 or 345:</p> <ul style="list-style-type: none"> <li>must keep the document mentioned in conservation plan for time period in the conservation plan (if plan states period), or for a document about an animal kept under relevant authority or <ul style="list-style-type: none"> <li>at least 2 years after person ceases relevant authority for animal, about protected plant taken/obtained/used under wildlife authority</li> <li>at least 5 years after person ceases wildlife authority for plant, about protected plant taken/obtained/used under exemption</li> <li>at least 5 years after the person ceases activity which document relates, other documents</li> <li>at least 2 years after person ceases activity or possesses wildlife which document relates.</li> </ul> </li> </ul> <p>Nature Conservation (Macropod) Conservation Plan 2005:</p> <ul style="list-style-type: none"> <li>(s.106) must keep prescribed relevant authority (in approved electronic system) in accordance with the Administration Regulation, s.162 at least, i.e. 2 years after day latest</li> <li>(s.107) must keep return of operations (in electronic form) for prescribed relevant authority at least 2 years after day return was given.</li> <li>(s.31, 47, 76) must ensure the return is given in electronic form – must ensure an electronic record is made for relevant record particulars for each Queensland macropod obtained/disposed of under licence on or after the electronic record start day.</li> </ul> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 25 years as an increase from seven years as they:</p> <ul style="list-style-type: none"> <li>are required by the business for reference to effectively assess long-term impacts including environmental impacts and outcomes</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>business solicitation, fundraising activities</i></p> <ul style="list-style-type: none"> <li>• recreational activities <i>e.g. recreational tours</i></li> <li>• special activities <i>e.g. cave tours, rock climbing, white water rafting, orienteering, climbing and traversing</i></li> <li>• group activities <i>e.g. use of particular areas</i></li> <li>• scientific and educational research activities</li> <li>• area permits <i>e.g. restricted access area permits</i></li> <li>• permits to take, use, keep or interfere <i>e.g. taking an animal, taking flowers, use of native plants and animals</i></li> <li>• special leases <i>e.g. over national parks, forest reserves</i></li> <li>• state wide licensing for authorised officers and representatives <i>e.g. Education Queensland, Queensland</i></li> </ul>	<ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes. <i>Limitation of Actions Act</i> sets out general limitation periods for various kinds of civil actions from section 10 onwards.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Reference 17434</i> Records documenting the granting or approval of applications, proposals or referrals to permits, authorities, licences, registrations, standards variations or approvals. Concerns matters where there are no far-reaching consequences, the matter is not a precedent case or where there is no significant public or historic interest – Destroy 30 years after last action.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>Police Service, Unity Water</i></p> <ul style="list-style-type: none"> <li>• minor marine related works permitted under <i>Marine Parks Act</i></li> <li>• agriculture related activities with minimal impact in national parks, state native forests, state forests or other protected areas <i>e.g. beekeeping, grazing, mustering or travelling stock.</i></li> </ul> <p>Excludes camping, occupation and access licenses and permits. See 1.16.3.</p> <p>Excludes aircraft and recreation aircraft landings. See 1.16.3.</p> <p><b>Disposal action -</b> 25 years after licence/permit expires or ceases.</p>	
1.16.3	<p><b><i>Granted licences and permits – Camping, Occupation and Access Permits</i></b></p> <p>Records relating to approving and issuing camping, occupation and access licenses and permits relating to the use of State protected</p>	<p><b>Background/business process:</b> Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive licence/permit* application; assess application; request further information; make required checks, mutual recognition and previous licence/permit status; grant licence/permit; issue licence/permit identification or certification; transfer, suspend, renew or cancel licence/permit.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>parks, areas and wildlife, including protected areas, national parks and recreation areas.</p> <p>Includes approving and issuing:</p> <ul style="list-style-type: none"> <li>• camping (including self-registration), occupation and other impact activities <i>e.g. using a generator</i></li> <li>• vehicular access and mobility access <i>e.g. driving a standard or non-standard vehicle, conditionally registered vehicles</i></li> <li>• aircraft landings <i>e.g. light airplane landings</i></li> <li>• seacraft moorings <i>e.g. boat anchoring</i></li> <li>• recreational aircraft landings <i>e.g. hot air balloon, paraglider, hang-glider, ultra-light aircraft</i></li> </ul> <p>Includes unsuccessful and withdrawn applications for camping, occupation and access licences and permits.</p> <p><b>Disposal action -</b></p>	<p>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</p> <p><b>Regulatory requirements:</b></p> <p><i>Recreation Areas Management Act 2006 – s.34-67</i></p> <p><b>Recordkeeping requirements:</b></p> <p>No relevant recordkeeping requirements.</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes. Limitation of Actions Act sets out general limitation periods for various kinds of civil actions from section 10 onwards.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>Victorian Retention and Disposal Authority for Records of Environment Protection Authority PROS 02/03 Reference 3.4.3.1 – All other licences – Destroy 7 years after licence is no longer current, i.e. is surrendered, revoked or made exempt.</p> <p>State Records Authority of New South Wales DA155 National Parks and Wildlife Service Reference 15.4.1 Records relating to approval for commercial and non-commercial consents to use NPWS estate for recreational purposes or commercial activities such as filming – minimum of 7 years after last action, then destroy.</p> <p>Queensland Forestry Plantations Queensland QDAN633 Reference 4.4.1 Applications submitted to Forest Plantations Queensland for permission to conduct activity within State forest plantation or to use land managed by Forest Plantations Queensland for a particular purpose, e.g. water storage and communications facilities – retain 7 years after refusal, cancellation, expiry of permit/licence.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	7 years after licence/permit expires, ceases, withdrawn, refused	
1.16.4	<p><b><i>Unsuccessful and withdrawn applications</i></b></p> <p>Records relating to unsuccessful and withdrawn applications for licences and permits related to the protection of protected areas, marine parks, national parks, state forests, forest reserves (including state managed plantation forests), conservation parks, resources reserves, and recreation areas.</p> <p><b>Disposal action -</b></p> <p>7 years after licence/permit refused/withdrawn.</p>	<p><b>Background/business process:</b></p> <p>See 1.16.1 above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as an increase on two years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the Limitation of Actions Act 1974.</li> <li>• additionally, are required by the business area for re-applications and assessments of other applications.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales DA155 National Parks and Wildlife Service Reference 6.6.3 Unsuccessful applications for permits to authorise people to disturb land or objects – a minimum of 10 years after last action.</p> <p>Forestry Plantations Queensland QDAN633 Reference 2.3.2 Unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the Environmental Protection Act 1994 – 2 years after last action.</p>
1.17	<b><i>Maintenance</i></b>	
1.17.1	<p><b><i>Infrastructure and facilities</i></b></p> <p>Records relating to maintenance of facilities, amenities, infrastructure, equipment and machinery to maintain recreation areas in national parks, marine parks, State forests and forests</p>	<p><b>Background/business process:</b></p> <p>Maintenance plays a key role in maintaining the value of land and property being held for development purposes, in particular building and improving water related infrastructure.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• hold land and property as per requirements, including long-term strategies, by paying ongoing costs and undertaking maintenance activities including services, repairs, preservation work, schedule maintenance activities as required, receive ad-hoc maintenance requests, conduct physical checks</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>reserves owned or operated by the State.</p> <p>Maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• servicing and repairing</li> <li>• conservation work <i>e.g. preserving historical buildings</i></li> <li>• pest control and management <i>e.g. feral animals</i></li> <li>• waste management</li> <li>• grounds maintenance <i>e.g. mowing, edge trimming</i></li> <li>• holding a range of property, including land and premises, for a range of purposes associated with planning, construction and improvement works.</li> </ul> <p>Infrastructure and facilities maintained includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>• building and landscaping works</li> <li>• grounds, fences, lawns, firebreaks</li> <li>• waterways, water and power</li> <li>• equipment</li> </ul>	<p>and reviews, report outstanding or unreported maintenance items, undertake maintenance items (scheduled, ad-hoc, outstanding, reported), complete service logs and maintenance records.</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>• F17.12.1 Records relating to the routine upkeep and repair including cleaning, painting, modification and preservation of internal/external condition of grounds and premises, pest control, etc. – 10 years after last action</li> <li>• F17.12.2 Records relating to major repair, modification, etc. of internal/external conditions of grounds and premises – 5 years after disposal, vacation, or transfer of premises.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>e.g. water flow gauges, spectrometers</i></p> <ul style="list-style-type: none"> <li>• ecosystems and criticalities</li> <li><i>e.g. excavation works to protect habitats from erosion</i></li> <li>• visitor information centres</li> <li>• commercial and educational buildings</li> <li>• camp cabins, dorms, camping sites</li> <li>• park management residences</li> <li>• roads, trails, footpaths, boardwalks</li> <li>• water allocations and firebreaks</li> <li>• picnic facilities, toilets and other amenities</li> <li>• displays and signage.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after ownership or lease of facilities/amenities/infrastructure/equipment ends.</p>	
1.18	<b>Mapping</b>	
1.18.1	<p><b>Mapping – original and historical – significant</b> Records relating to the protection of State protected parks, areas and wildlife,</p>	<p><b>Background/business process:</b> Mapping records are created as support tools to a variety of business processes, especially those which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>including marine parks, national parks, state forests, forest reserves (including state managed plantation forests), conservation parks, resources reserves, and recreation areas. Includes maps of original and historical significance.</p> <p>Significant maps may relate to, but are not limited to:</p> <ul style="list-style-type: none"> <li>• significant sites</li> <li>• marine parks and declared fish habitat areas</li> <li>• areas, environments and landscapes that can be used to identify changes over time</li> <li>• species conservation areas <i>e.g. dugong protected</i></li> <li>• wildlife habitat areas <i>e.g. wild, endangered, vulnerable, near threatened and prohibited wildlife</i></li> <li>• changes and extensions to Commonwealth land (marine park mainland boundaries).</li> </ul> <p>Includes, but not limited to, mapping:</p>	<ul style="list-style-type: none"> <li>• identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers, e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (required by statute or local ordinance), register surveys, overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.16.1 – Significant maps – Permanent.</p> <p><i>Queensland Mining Retention and Disposal Schedule QDAN737 v1</i> Reference 3.6.1 – Significant mapping – Permanent.</p> <p><i>State Records Authority of New South Wales DA155 NSW National Parks and Wildlife Service,</i> References:</p> <ul style="list-style-type: none"> <li>• 5.4.1 – Records relating to regional areas assessing environmental values, protection of habitat and species. Records include vegetation mapping, aerial photographs, flora and fauna surveys, wilderness assessments and cultural heritage studies – Required as State archives</li> <li>• 15.19.1 – Records relating to surveys and mapping undertaken to determine, verify or document alterations to the boundaries of a park</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• marine park zones (general use, habitat protection, conservation park, buffers, marine national park)</li> <li>• remote natural areas</li> <li>• shipping areas</li> <li>• boundaries, roads, trails, paths, waterways and other features</li> <li>• surrounding properties</li> <li>• forest and plantation areas</li> <li>• classified areas such as state forests, forest reserves, protected areas</li> <li>• environments and ecosystems</li> <li>• flora and fauna</li> <li>• species management areas.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• 20.10.1 – Records relating to mapping critical habitats and species occurrence – Required as State archives</li> <li>• 22.10.1 – Formally approved survey documents, including maps, plants and topographical sketches to determine boundaries of properties – Required as State archives.</li> </ul> <p><i>State Records Authority of New South Wales FA245 Department of Planning Reference 3.9.1 Maps, plans and drawings associated with significant sites identified for key public projects or to protect natural assets, such as heritage or heritage listed property, or property significant to the state or a region – retain permanently.</i></p>
1.18.2	<p><b>Mapping – other~</b> Records relating to creating maps, including inspecting, surveying, photographing and assessing sites, where maps have other values, and other importance for purposes of the protection of State</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 25 years as an increase on seven years as they:</p> <ul style="list-style-type: none"> <li>• cover the Department for risks associated with the government’s responsibility to plan, monitor and review environments and landscapes for long-term strategies and represent cycles over time</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.18.1</a>.</p> <p><b>Retention period &amp; trigger</b> Retain whilst current and then 25 years after business action completed.</p>	<p>required for reference to effectively assess long-term impacts including environmental impacts and outcomes</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes. <i>Limitation of Actions Act</i> sets out general limitation periods for various kinds of civil actions from section 10 onwards.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.16.2 – Other maps – Retain whilst current and then 7 years after business action completed.</p> <p><i>Queensland Mining Retention and Disposal Schedule QDAN737 v1</i> Reference 3.6.2 – Other mapping – Retain whilst current and then 7 years after business action completed.</p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623</i>, References:</p> <ul style="list-style-type: none"> <li>• 5.6.1 – Original working maps used in the preparation of published maps and any subsequently scanned electronic copies – 10 years after last action</li> <li>• 5.6.5 – Records relating to remote sensed data (RSD) either purchased or created by NRW Forest Products and used to update corporate maps. Includes satellite images, aerial photography, laser altimetry, etc. – 10 years after last action.</li> </ul> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 6.6.2 Original working maps used in the preparation of published maps and any subsequently scanned electronic copies – 10 years after last action.</p>
1.19	<b>Monitoring and Surveillance</b>	
1.19.1	<p><b>Monitoring licence holders and areas – significant*</b></p> <p>Records relating to monitoring and administering compliance of significant licensees under relevant legislation and licence conditions, and monitoring community adherence to the protection of State protected parks, areas and wildlife,</p>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Monitoring processes:</p> <ul style="list-style-type: none"> <li>• involve scanning the environment or area for issues of non-compliance. The results of the monitoring can initiate other processes such as inspections (1.14), investigations (1.15), incident/emergency responses, licensing (e.g. action to suspend/cancel within licensing processes (1.16)) and may trigger a more serious compliance response such as enforcement actions (e.g. directives, orders, fines, etc. within enforcement processes (1.12)), or formal quality processes such as auditing (5.1.1)</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>including protected areas, marine parks, national parks and recreation areas. Includes monitoring storm surges.</p> <p>Monitoring activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>developing, implementing, maintaining and reviewing compliance programs by planning, scheduling, rostering, designing and identifying compliance enforcement monitoring activities, surveillance <i>e.g. cameras, data recorders, and checks (broad sweeps of an area, targeting and visiting targeted specific types, rights holders obtaining or creating data about participants)</i></li> <li>developing plans of proposed compliance activities relevant to monitoring the industry/ sector and ensure legislative and regulatory compliance</li> <li>on-the-spot checks randomly occurring and initiated during (as a</li> </ul>	<ul style="list-style-type: none"> <li>may also inform research activities, but is distinct from research that is conducted for its own sake, or as a functional activity improvement process</li> <li>are focussed on compliance efforts with the data collected generally used to inform further compliance monitoring processes. If other processes use monitoring related data, this data is an input into those other processes as well as being an output of monitoring related processes.</li> </ul> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program).</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Marine Parks Act 2004 – s.5 (i), Part 5</i></p> <p><i>Marine Parks Regulation 2006 – s.95-146</i></p> <p><i>Marine Parks (Great Sandy) Zone Plan 2006 – Part 7</i></p> <p><i>Nature Conservation Act 1992 – s.173D-F</i></p> <p><i>Recreation Areas Management Act 2006 – s.157, Part 7-8</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long-term reference value</li> <li>document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>4 – Significant Impact on Individuals</li> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>direct result of monitoring and surveillance activities), including smaller 'inspections' and 'investigations' where no notable non-compliance evidence was found that would require the initiation of other and subsequent inspection and investigation processes</p> <ul style="list-style-type: none"> <li>• setting up and running of pest eradication and monitoring programs</li> <li>• monitoring wildlife and wildlife populations <i>e.g. koalas and success of koala conservation measures, brumby rehoming programs, turtle satellite tags, animal and bird monitoring</i></li> <li>• making minor and incidental wildlife interventions and coordination of interventions during monitoring and surveillance activities <i>e.g. minor and routine assistance in cetacean and sirenian strandings (whales, dolphins, porpoises, dugongs)</i></li> </ul>	<p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 21.5.6</i> Records relating to monitoring of river flows created by NPWS. Required as State archives.</p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1 Reference 1.17.1</i> Records relating to significant environmental monitoring and administering compliance of licensees under relevant legislation and licence conditions – Permanent.</p> <p><i>Australian Capital Territory Records Disposal Schedule – Parks, Reserves and Public Records Approval 2011 (No1) Reference 106.166.001</i> Regulation and monitoring activities related to the regulation and monitoring of significance to the Territory relating to parks, reserves and public places function – Retain as Territory Archives.</p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>• F1.12.2 – Records of a major nature relating to data collection programs, surveys, including flora and fauna distribution, habitat data, etc. – retain permanently</li> <li>• F2.14.1 – Records of a major nature relating to resource data collection including beach and offshore surveys, wave, current and water level recordings, aerial photography and storm surge networks, etc. – retain permanently.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• monitoring environmental impact trends and joint venture outcomes</li> <li>• monitoring rehabilitation and restoration projects and progress</li> <li>• monitoring species management areas</li> <li>• completing patrol summaries, aerial and other surveys.</li> </ul> <p>Significant monitoring may relate to, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environments and ecosystems such as Carnarvon Gorge, Conondale Range, Fraser Island, Gold Coast Hinterland, Hinchinbrook Island</li> <li>• flora and fauna <i>e.g. landcare and integrated catchments</i></li> <li>• aquatic habitats <i>e.g. seagrass beds</i></li> <li>• reef health and impacts <i>e.g. Great Barrier Reef</i></li> <li>• marine areas <i>e.g. fish trap, go slow, grey nurse shark, tourism, diving, turtle nesting, shorebird roosting and feeding,</i></li> </ul>	

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>turtle monitoring, and whale management areas</i></p> <ul style="list-style-type: none"> <li>special management areas <i>e.g. remote natural areas, shipping areas, species conservation areas, restricted areas.</i></li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	
1.19.2	<p><b><i>Monitoring licence holders and areas – other~</i></b></p> <p>Records relating to monitoring and administering compliance of other licensees under relevant legislation and licence conditions, and monitoring community adherence to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.19.1</a>.</p> <p>Other includes monitoring visitor numbers.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Australian Capital Territory Records Disposal Schedule – Parks, Reserves and Public Records Approval 2011 (No1)</i> Reference 106.166.002 – Regulation and monitoring activities related to the regulation and monitoring of issues, which are not of significance to the Territory relating to parks, reserves and public places function – Destroy 7 years after business action completed. <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 9.2.1 – Records relating to monitoring of compliance of forestry licences for areas – minimum of 10 years after last action, then destroy. <i>State Records Authority of New South Wales FA245 Department of Planning</i> Reference 4.6.2 – Records relating to the monitoring and reporting on the performance of local councils in planning and development matters where no statutory action is taken for unsatisfactory performance – retain minimum of 7 years after last action, then destroy.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 3.1.0 – Records relating to Compliance monitoring by assessment/audit of industry operators for adherence to the conditions, standards, regulations and legislation for which the Department has responsibility. Includes investigation documentation and compliance reports – Agency to destroy 7 years after date of last access.</i></p> <p><b>Previous schedule references:</b></p> <p><i>Queensland Environment Protection Authority QDAN502, References:</i></p> <ul style="list-style-type: none"> <li>• F1.12.1 – Records of a minor nature relating to data collection programs, surveys, including flora and fauna distribution, habitat data, etc. – 10 years after last action</li> <li>• F2.14.2 – Records of a minor nature relating to resource data collection including beach and offshore surveys, wave, current and water level recordings, aerial photography and storm surge networks, etc. – 2 years after last action</li> <li>• F17.21.1 – Video/visual surveillance recordings. Includes videos, photographs, recorded materials, etc. not required as part of an investigation or court proceedings – 5 years after last action</li> <li>• F17.21.2 – Video/visual surveillance recordings. Includes videos, photographs, recorded materials, etc. required as part of an investigation or court proceedings – a minimum of 12 months after finalisation of investigative process of court proceedings or appeals processes, whichever is the later.</li> </ul>
1.19.3	<p><b><i>Monitoring visitor safety – significant*</i></b></p> <p>Records relating to monitoring incidents, emergencies and events, and associated risks, impacting on the safety and health of visitors to State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, and associated facilities, where incidents have resulted in:</p> <ul style="list-style-type: none"> <li>• fatal and serious injury and health issues</li> </ul> <p>OR</p>	<p><b>Background/business process:</b></p> <p>Monitoring visitor safety records are created in select monitoring and surveillance processes, where incidents have occurred, resulting in death or significant impairment of abilities, and monitoring of safety and health requirements to keep visitors abreast of risks and associated risks with adverse exposures and illnesses.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• plan monitoring priorities including known problem areas and repeat offenders, design monitoring program, run program, (e.g. authorised officers duty rosters), collect monitoring work and output data, report on work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. fixes/compliant), review outcomes (e.g. recommendations for next program and priorities)</li> <li>• review visitor incident records, check associated medical records, detail required recommendations and improvements, identify compliance requirements for relevant licensees, identify maintenance issues for park management, identify current and future liability issues (excluding legislated non-liability and event related e.g. flood, storm, heavy rain) for agency.</li> </ul> <p>As monitoring, oversight, summary process, information and records flow to and from other supporting processes. For incident investigations, refer to investigations and incident and emergency response</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>sufficient exposure to known or suspected substances with terminal and serious health risks. <i>(known or suspected substances may include but are not limited to: asbestos, DDT, lead, nuclear radiation)</i></li> </ul> <p>Includes monitoring:</p> <ul style="list-style-type: none"> <li>coronial and inquiry outcomes</li> <li>visitor safety reviews</li> <li>medical outcomes</li> <li>ongoing risks, impacts and exposures.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>processes. For safety and health issues raised about licensee activities, refer to inspections and enforcement activities and actions taken as a result of identified issues. For safety and health issues raised within the responsibility of park management, refer to planning and maintenance processes for rectification of issues identified. For visitor legal action associated with event/incident, see claims management and litigation processes.</p> <p><b>Regulatory requirements:</b> Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. Monitoring incidents, emergencies and events, and associated risks is considered best practice.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>directly relate to or provide background information to significant incidents or investigations</li> <li>are required for long-term business needs based on industry cycles of renewal and regeneration</li> <li>cover the Department for risks associated with the government's responsibility to check and catch problems – inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections</li> <li>represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>3 – Enduring Rights &amp; Entitlements</li> <li>4 – Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 7.1.0 Policy, planning and strategy related to monitoring, conserving or improving land resources, includes alpine safety – Permanent.</i> State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 15.15.1 Records relating to policies on restrictions of activities which cause undesirable effects in National Parks – Required as State archives.</p> <p><b>Previous schedule references:</b></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Queensland Environment Protection Authority QDAN502, References:</p> <ul style="list-style-type: none"> <li>F17.22.1 – Records relating to the collection of data, e.g. surveys, etc. on visitor attitudes, perceptions, satisfaction with facilities, etc. – retain permanently</li> <li>F17.22.2 – Records relating to activities involved with visitor safety – retain permanently.</li> </ul>
1.19.4	<p><b>Monitoring visitor safety – other~</b> Records relating to monitoring other incidents, emergencies and events, and associated risks, impacting on the safety and health of visitors to State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, and associated facilities, where incidents:</p> <ul style="list-style-type: none"> <li>have not resulted in terminal or serious health issues</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>have not been sufficiently exposed to known or suspected substances with terminal or serious health risks.</li> </ul> <p><i>(known or suspected substances may include but are not limited to: asbestos, DDT, lead, nuclear radiation)</i></p> <p>Includes monitoring:</p> <ul style="list-style-type: none"> <li>visitors safety reviews</li> <li>medical outcomes</li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement needs to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 7.3.0 Public Safety Zones declarations for timber harvesting operations – Destroy 7 years after administrative use has concluded.</i> <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 15.15.2 Records relating to routine measure to ensure the protection and safety of users of recreational activities, including restrictions of numbers, issue of short-term permits – a minimum of 10 years after last action, then destroy.</i> <i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.17.02 Records documenting the management and implementation of minor environmental incidents not involving loss of life or significant or long-term damage to human health or the environment – Destroy 10 years after business action completed.</i> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.12.2 Incident and emergency responses-other – 7 years after business action completed.</i> <i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 4.4.2 Incident and emergency responses-other – 7 years after business action completed.</i> <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.11.2 Incident and emergency responses-other – 7 years after business action completed.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>ongoing risks, impacts and exposures.</li> </ul> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	
1.20	<b>Partnerships</b>	
1.20.1	<p><b>Partnerships – significant*</b></p> <p>Records relating to managing significant joint operations by the Department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to the protection of State protected parks, areas and wildlife management outcomes.</p> <p>Partnerships may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>protected areas, marine parks, national parks, recreation areas, forestry parks</li> <li>traditional use</li> <li>Aboriginal and Torres Strait Islander land management and joint</li> </ul>	<p><b>Background/business process:</b></p> <p>Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant State park and area protection responsibilities, activities and programs, including national parks management outcomes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding), draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required).</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long-term reference value</li> <li>document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions &amp; Programs of Government</li> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>management responsibilities</p> <ul style="list-style-type: none"> <li>• site rehabilitation</li> <li>• tourism opportunities.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.19.1 – Significant partnerships for joint operations by the Department and other organisations – Permanent.</p> <p><i>Forestry Plantation Queensland QDAN633</i> Reference 1.1.1 Significant Joint ventures agreements between Forestry Plantations Queensland and other private organisations related to management of significant State forest plantations – retain permanently.</p> <p><i>Department of Primary Industries and Fisheries (BSES) QDAN596</i> Reference 1.2.1 Records relating to the establishment of joint venture plant breeding projects and plant variety trials – retain permanently.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 15.10.1 Records relating to development and implementation of memoranda of understanding establishing joint management agreements with Aboriginal communities – Required as State Archives.</p> <p><i>Victorian Retention and Disposal Authority for the Records of the Department of Primary Industries PROS04-01</i> Reference 12.1.1 Program development – development and implementation of industry and community development, heritage and cultural programs, conservation and environmental policy initiatives, joint ventures and service development – retain permanently.</p>
1.20.2	<p><b>Partnerships – other~</b> Records relating to managing other joint operations by the Department with other organisations (private sector and government) contributing to the protection of State protected parks, areas and wildlife management outcomes, not covered by <a href="#">1.20.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after partnership expires.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.18.2 Records relating to other joint operations by the Department with other organisations – 7 years after partnership expires.</p> <p><i>Forestry Plantation Queensland QDAN633</i> Reference 1.1.2 Joint ventures – other agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations – 7 years after expiry of agreement.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.21	<b>Planning</b>	
1.21.1	<p><b>Planning – significant*</b></p> <p>Records relating to planning significant development initiatives, programs, strategies, priorities and activities for improved community outcomes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Planning initiatives, programs, strategies and activities includes, but is not limited to, planning, developing, amending, reviewing:</p> <ul style="list-style-type: none"> <li>• activities to coordinate, integrate and improve parks and area facilities</li> <li>• plans and supporting environmental impact assessments</li> <li>• associated consultation processes with community and key stakeholders</li> <li>• site based management plans, including rehabilitation and restoration of habitats and environments</li> </ul>	<p><b>Background/business process:</b></p> <p>Planning records are created during planning, reviewing and evaluating protection and development processes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Recreation Areas Management Act 2006 – s.237-238</i></p> <p><i>Nature Conservation Act 1992 – Part 7</i></p> <p><i>Marine Parks Act 2004 – s.5(b)</i></p> <p>Various zone regulatory plans, e.g. Marine Parks (Great Sandy) Zone Plan 2006</p> <p>Various regulatory plans, e.g. Nature Conservation (Koala) Conservation Plan 2006</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the Department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions &amp; Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• management principles and declared management intents</li> <li>• land use, including tourism strategies</li> <li>• master planning, construction and environmental work plans <i>e.g. QESI work plans</i></li> <li>• marine based projects <i>e.g. shipping lane development, artificial reef developments</i></li> <li>• recreational area management plans and values <i>e.g. planning for management of activities permitted in recreation areas (compatible with land tenures) for conservation, cultural, educational, production, recreational values</i></li> <li>• plans for park zones and areas <i>e.g. estuarine conservation, conservation park, buffers, scientific research, marine national parks, preservation, habitat protection, conservation, buffers, areas of natural value,</i></li> </ul>	<p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.19.1 Records relating to planning significant development initiatives, programs, strategies, priorities and activities for the management and protection of the State's natural environment – Permanent.</p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623</i>, References:</p> <ul style="list-style-type: none"> <li>• 2.9.1 Development, management, and application of programs and actions aimed at controlling the occurrence of pests (e.g. insects and arachnids, animals and birds) and/or diseases which have a significant impact on NRW Forest Products core assets – Permanent</li> <li>• 2.6.1 Records relating to environmental conservation issues which underpin NRW Forest Products policies relating to environmental management. Includes Codes of Practice; Conservation plans; and Conservation counter-disaster plans – Permanent.</li> </ul> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 2.5.1 Environmental conservation issues which underpin Forestry Plantations Queensland policies relating to environmental management – retain permanently.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i>, References:</p> <ul style="list-style-type: none"> <li>• 5.1.1 Records relating to the development, monitoring, review of Biodiversity Strategy for NSW – Required as State archives</li> <li>• 5.15.1 Records relating to NPWS input into development of regional plans and NPWS specific regional plans for specific areas used to inform conservation planning – Required as State archives</li> <li>• 15.16.1 Records relating to planning regeneration projects, including identification of area, resources, specifications for regeneration to be undertaken – Required as State archives</li> <li>• 21.1.1 Master copy of program reports relating to biodiversity for catchment areas, river management and groundwater dependent ecosystems and monitoring of water flows – Required as State archives</li> <li>• 21.5.2 Records relating to the development of river management plans where significant input to plans is made by the NPWS – Required as State archives.</li> </ul> <p><i>Northern Territory Parks and Reserves Management Disposal Schedule 2009/05</i>, References:</p> <ul style="list-style-type: none"> <li>• 1.10.1 Records relating to the development and issue of plans of management for parks or reserves. Includes representations, draft plans, works, facilities and copies of reports and notices. Also includes amendments, additions and revocations. Permanent. Transfer to the NT Archives Service.</li> <li>• 1.10.2 Records relating to the preparation and issue of joint management plans for declared or re-declared parks and reserves. Includes draft plans, submissions, and copies of notifications. Also includes amendments and revocations. Permanent. Transfer to the NT Archives Service.</li> </ul> <p><b>Previous schedule references:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>material extraction, disposal, mooring, no-anchoring, works, feature protection areas, forest reserves, scientific areas, State forest parks, forest drives</i></p> <ul style="list-style-type: none"> <li>• plans, statements and strategies for protected areas <i>e.g. zoning plans, management plans, management statements, regeneration plans, thematic strategies</i></li> <li>• community nature conservation programs and education plans <i>e.g. nature refuges</i></li> <li>• wildlife programs for individual and threatened species <i>e.g. crocodiles, seabirds, sharks, coral, cay vegetation, dolphins, turtles, koalas, mega fauna</i></li> <li>• wildlife operations, interventions and coordination planning, and wildlife necropsy response planning <i>e.g. for cetacean and sirenian strandings, pest</i></li> </ul>	<p>Queensland Environment Protection Authority QDAN502 Reference F17.19.1 Records documenting the management and administration of the natural resources of marine parks, protected areas, etc. Includes plans and programs and strategies for the protection of those resources – Retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>animal relocation, animal deaths</i></p> <ul style="list-style-type: none"> <li>• incident/event planning and risk management <i>e.g. business continuity plans, disaster management plan, fire management, unexploded ordnance</i></li> <li>• plans for various wildlife needs, and special species management <i>e.g. shorebird roosting/feeding, turtle monitoring, whale management, dugong protection, whale watching</i></li> <li>• biodiversity management strategies and programs, and threats to survival of wildlife populations <i>e.g. koalas</i></li> <li>• biosecurity and pest management plans <i>e.g. feral animals, insect infestations, pest control</i></li> <li>• animal management related strategies <i>e.g. cattle and macropod management in national parks.</i></li> </ul> <p>Significant includes planning relating to marine parks and fish habitat areas.</p>	

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	
1.21.2	<p><b>Planning – other~</b> Records relating to planning other development initiatives, programs, strategies, priorities and activities for improved community outcomes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.21.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.19.2 Records relating to planning other development initiatives, programs, strategies, priorities and activities for the management and protection of the State's natural environment – 7 years after business action completed. <i>Queensland Local Government Sector QDAN480 v4</i> Reference 11.1.1 Records relating to approved Environmental Management Programs voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i> – 7 years after program completed or activity ceases. <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>• 15.16.2 Records relating to the management of regeneration projects in specific locations. Includes management of volunteers and relations with local community groups working on regeneration programs – a minimum of 10 years, then destroy</li> <li>• 18.2.1 Records relating to the development of business management plans – a minimum of 10 years after last action, then destroy</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>21.5.3 Records relating to the development of river management plans where NPWS is not the lead agency, or does not play an active role in plan – a minimum of 10 years after last action, then destroy.</li> </ul> <p><i>New South Wales Department of Environment and Conservation DA216 Reference 19.11.2</i> Records relating to the development of action or business plans supporting natural resource management projects or programs. Includes routine drafts, comments etc. Retain minimum of 7 years after last action, then destroy.</p>
1.22	<b>Prosecution</b>	
1.22.1	<p><b>Prosecution – significant*</b></p> <p>Records relating to prosecuting significant offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine areas, national parks and recreation areas.</p> <p>Significant offences include precedent setting cases.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Prosecution records are created when charging persons/parties with offences under relevant legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments. Significant cases include those that set a precedent or are the first of its kind.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Marine Parks Act 2004 – s.5 (i)</i></p> <p><i>Recreation Areas Management Act 2006 – s.157</i> and various offences such as polluting and misusing water, unlawfully camping</p> <p><i>Nature Conservation Act 1992 – Part 9</i></p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>provide long-term reference for generational change</li> <li>set a precedent.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>These records provide evidence of the following characteristics from the <a href="#">Queensland State Archives Appraisal Statement</a> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.20.1 Records relating to prosecuting significant offences under relevant legislation for the management and protection of the State's natural environment – Permanent.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 12.6.1 Records relating to prosecution cases of major public interest or controversy; which are precedent setting; result in significant change to NPWS policies – Required as State archives.</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03</i> Reference 5.1.3 Major prosecutions – Permanent.</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.23.01 Records documenting litigation matters that result in legal precedent – Permanent.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.1 Prosecution-significant – Retain permanently.</p>
1.22.2	<p><b>Prosecution – other~</b></p> <p>Records relating to prosecuting other offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <a href="#">1.22.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1 Reference 1.20.2</i> Records relating to prosecuting other offences under relevant legislation for the management and protection of the State's natural environment – 7 years after business action completed.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 12.6.2</i> Records relating to routine prosecution cases – minimum of 10 years after case completed or expiry of statute of limitations, which is longer, then destroy.</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 5.1.4</i> Minor prosecutions – Destroy 7 years after last action.</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.23.02</i> Records documenting litigation matters that do not result in legal precedent – Destroy 10 years after business action completed.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.1</i> Prosecution-other – 7 years after business action completed.</p>
1.23	<b>Registration</b>	
1.23.1	<p><b>Investigations and prosecutions registers</b></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to registering:</p> <ul style="list-style-type: none"> <li>• enforcement warrants</li> <li>• outcomes of investigations and prosecutions.</li> </ul>	<p><b>Background/business process:</b></p> <p>Investigation and prosecution registration records are created during investigation and prosecution processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive and assess registration application; request further information; approve registration application; register entry</li> <li>• receive and assess change request; request further information; approve change request; register entry</li> <li>• receive deletion request (internally approved request of external advice); delete entry.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value for current and previous cases including the identification of historical and contextual information and about relevant parties to current investigations and prosecutions</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> 25 years after business action completed.</p>	<p><i>Queensland Department of Environment and Heritage Protection (Environment) QDAN733 v1</i> Reference 1.21.2 Investigations and prosecutions registers – 25 years after business action completed.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>• 13.4.1 Registers of legal actions undertaken – a minimum of 20 years after last action, then destroy</li> <li>• 12.5.1 Register of offences cases – minimum of 30 years after last action, then destroy.</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03, References:</i></p> <ul style="list-style-type: none"> <li>• 5.1.1 Centralised registration of all prosecutions and investigations – Permanent</li> <li>• 5.1.2 Tracking of prosecutions and investigations – Destroy when the relevant prosecution record is being disposed of.</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.1 – Investigations and prosecutions registers – 25 years after business action completed.</p>
1.23.2	<p><b>Land and property registers</b> Records relating to registering parks and area related licences, plans, agreements and other information against land areas, property and premises for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas. Includes, but is not limited to, registering:</p> <ul style="list-style-type: none"> <li>• proposed protected areas</li> <li>• Aboriginal and Torres Strait Islander joint management areas</li> <li>• management statements/ plans, conservation plans</li> </ul>	<p><b>Background/business process:</b> Land area related registration records are created in parks and area related licensing, planning and other processes including agreements.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Recreation Areas Management Act 2006</i> – s.10, 13 (registering agreements)</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <b>Queensland State Archives Appraisal Statement</b> and should be retained as archival records for future research:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• marine parks</li> <li>• forestry parks <i>e.g. feature protection areas, forest reserves, scientific areas, State forest parks, forest drives</i></li> <li>• critical habitats, areas of major interest</li> <li>• captive breeding agreements in force</li> <li>• wildlife conservation orders</li> <li>• title notations and covenants with freehold land title registry</li> <li>• agreement notations and covenants with freehold land title registry <i>e.g. registering, amending and cancelling freehold land recreation area notations, registering binding conservation covenants on landholders and their successors in title and interests in land</i></li> <li>• agreement notations with reserved, leased, licensed land with Land Act administrator</li> <li>• applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</li> </ul> <p><b>Retention period &amp; trigger</b></p>	<ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1 Reference 1.21.1 Land and property related registers – Permanent.</i></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 6.14.7 – pre-1994 land ownership records – records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits – retain permanently.</i></p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service, References:</i></p> <ul style="list-style-type: none"> <li>• 14.7.1 Summary records of land holdings and areas of interest for acquisition – Required as State archives</li> <li>• 22.7.0 Registers used to record details of wilderness proposals and areas, important dates and values – Required as State archives.</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Department of Sustainability and Environment PROS05/09 Reference 2.1.1 Natural resources Licence registration for commercial access to Crown Land and/or resources – Retain as State Archives.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	
1.23.3	<p><b>Licence holder registers</b></p> <p>Records relating to registering licensees and sub-licensees under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to, registering:</p> <ul style="list-style-type: none"> <li>• conservation officers, honorary protectors</li> <li>• commercial tour operators, commercial fishing tour operators</li> <li>• applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Licence holder registration records are generally created as an output of licensing processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Nature Conservation Act 1992</i> – s.35  <i>Nature Conservation Wildlife Management Regulation</i> – Chapter 4 Part 3 (exemptions)  <i>Marine Parks Regulation 2006</i> – s.85-90 (recognising external instruments)  <i>Recreation Areas Management Act 2006</i> – s.34-67  <i>Nature Conservation (Administration) Regulation 2006</i> – Subdivision 3 (authorities).</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b></p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v4</i> Reference 11.14.1  Registration certificates issued by local government for environmentally relevant activities – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Department of Sustainability and Environment PROS05/09 Reference 2.1.1</i> Natural resources licence registration for commercial access to Crown Land and/or resources (includes licence registers) – Retain as State Archives.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 20.8.1</i> Register of licences granted associated with activities as specified under the <i>Threatened Species Act</i> – Required as State archives.</p> <p><i>National Archives of Australia Records Authority Department of the Environment, Water, Heritage and the Arts Job No 2007/00380834 Reference 17432</i> Registers and databases related to the processing of proposals, referrals or applications and the granting, issuing or refusal of permits, licences, authorities, approvals, standards variations or registrations – Disposal not authorised.</p> <p><i>Queensland Mining Retention and Disposal Schedule QDAN737 v1 Reference 4.6.1</i> Records relating to registering mining safety and health related occupations, licensing and individuals and organisations – Permanent.</p>
1.24	<b>Research</b>	
1.24.1	<p><b>Research – significant*</b></p> <p>Records relating to researching and enquiring into significant parks management related research areas to discover facts, theories and principles that support improved community and parks management outcomes and business activities.</p> <p>Includes, but is not limited to, research into:</p> <ul style="list-style-type: none"> <li>• parks management for State protected parks, areas and wildlife, including protected areas, marine parks, national</li> </ul>	<p><b>Background/business process:</b></p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of park management processes and increasing knowledge of environmental care. Research can endeavour to solve a problem, such as cure a disease, increase productivity, e.g. better yields, or seek better understanding of a marine species to better protect it, e.g. dugongs, or form a platform of information for planning and reviewing purposes. Includes research such as studying habitat improvement techniques and technologies.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project.</li> </ul> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the Department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>parks and recreation areas</p> <ul style="list-style-type: none"> <li>• environments and ecosystems</li> <li>• flora and fauna</li> <li>• species management</li> <li>• other subjects relevant to the State and State priorities</li> <li>• long-term management strategies</li> <li>• impacts of proposed legislative amendments to regulatory management plans and supporting legislation before drafting and enactment.</li> </ul> <p>Excludes data collected as part of compliance monitoring and surveillance processes, except where monitoring data is an input to research activities (as a secondary use to its monitoring compliance use).</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623, References:</i></p> <ul style="list-style-type: none"> <li>• 2.10.1 – records of original research to support the development of significant environmental management programs within NRW Forest Products, such as the adoption of a modified or an alternative Environmental Management System – retain permanently</li> <li>• 3.7.1 – records of original research to support the development of significant fire management programs within NRW Forest Products, e.g. Reports into cessation or extension of prescribed burning – retain permanently</li> <li>• 5.8.1 – records of original research, including method trials, to support the development of significant native forest management programs within NRW Forest Products – retain permanently.</li> </ul> <p><i>Forestry Plantations Queensland QDAN633, References:</i></p> <ul style="list-style-type: none"> <li>• 3.7.1 – records of original research to support the development of significant fire management programs, e.g. reports into the cessation or extension of prescribed burning – retain permanently</li> <li>• 5.3.1 – records of original research, including method trials, to support the development of significant nursery management programs, e.g. reports on cloning etc. – retain permanently</li> <li>• 3.7.1 – records of original research to support the development of significant fire management programs, e.g. reports into the cessation or extension of prescribed burning – retain permanently</li> <li>• 5.3.1 – records of original research, including method trials, to support the development of significant nursery management programs, e.g. reports on cloning, etc. – retain permanently.</li> </ul> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 10.22.5 – final reports of significant scientific and technical investigations conducted by the Department and where the report has not been subject to legal deposit requirements – retain permanently.</i></p> <p><b>Previous schedule references:</b> <i>Queensland Environment Protection Authority QDAN502 Reference F1.18.1</i> Records relating to detailed original research to support the development of significant programs within the agency – retain permanently.</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
1.24.2	<p><b>Research – other~</b> Records relating to researching and enquiring into other parks management related research areas, not covered by <a href="#">1.24.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623</i> Reference 4.6.1 – research to support the development of significant forest product marketing programs within NRW Forest Products – 10 years after last action. <i>Forestry Plantations Queensland QDAN633</i> Reference 4.7.1 – research to support the development of significant natural forest product marketing programs within Forestry Plantations Queensland – 10 years after last action.</p> <p><b>Previous schedule references:</b> * partial coverage <i>Queensland Environment Protection Authority QDAN502</i> Reference F1.18.2 Records relating to research projects of minor importance – 5 years after last action.</p>
1.25	<p><b>Revocation</b></p>	
1.25.1	<p><b>Land tenure changes</b> Records relating to formalising land changes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• effecting changes to land tenure of Crown forest tenures reserved primarily for forestry purposes</li> </ul>	<p><b>Background/business process:</b> Revocation specifically relates to updating land title registers and records with changes made to tenures and uses through the declaration or revocation of protected areas, marine parks and national parks. Illustrative processes:</p> <ul style="list-style-type: none"> <li>• identify revocation of land tenure of Crown forest tenure reserves; research land titles and tenure; survey and map relevant areas; liaise with Crown solicitors; compile revocation; submit revocation; advise land registry of notations and changes to titles.</li> </ul> <p><b>Regulatory requirements:</b> <i>Recreation Areas Management Act 2006</i> – s.9 <i>Nature Conservation Act 1992</i> – s.42A, 42C, 42AK, 42AM, 50A, 70EA</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>e.g. state forests, timber reserves, forest reserves</i></p> <ul style="list-style-type: none"> <li>• revocations under relevant legislation, including the <i>Nature Conservation Act</i>, by revoking in whole or in part, the designation and setting side of particular areas <i>e.g. protected areas</i></li> <li>• working with councils to effect changes.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service Reference 14.8.1</i> Records relating to individuals sites where revocation removes land from the ongoing management responsibilities of NPWS requiring an Act of Parliament – Required as State archives. <i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 7.4.0</i> Natural environment land occupation, management and disposal – includes disposal, transfer and acquisition of land, land assessments and inspections (includes revocations) – Retain as State Archives. <i>New South Wales Crown Lands Management FA 253 Reference 1.9.3</i> Records relating to all forms of tenure or permitted uses (including incomplete purchase, perpetual, conditional, term, long-term and special leases, and leases under the <i>Crown Lands Act 1989</i>) where the record of the history of the use of the land provides documentation of the long-term environmental impact and conservation values associated with patterns of permissible use of the land. Includes (but is not limited to) all records relating to portions of land where public positive covenants have been established and all records of Western Lands Division tenures which document investigations and monitoring of land use under the tenure. Required as State archives.</p>
1.26	<b>Stakeholder Engagement</b>	
1.26.1	<p><b>Stakeholder engagement – significant*</b> Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues</p>	<p><b>Background/business process:</b> Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>that had a significant impact on the Department's decisions to initiate, develop and operate significant initiatives for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process).</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation &amp; Structure of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.19.1 Records relating to planning significant development initiatives, programs, strategies, priorities and activities for the management and protection of the State's natural environment – Permanent. <i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 4.2.1 Records relating to community consultation where the matters are of major public interest or controversy; are precedent-setting in nature; or result in significant changes to NPWS's policies – Required as State archives. <i>Victorian Retention and Disposal Authority for the Records of the Environment Protection Authority PROS 02-03</i> Reference 3.3.1 – liaison activity that leads to the establishment of business sustainable programs and sets a precedent or raises systemic issues – retain permanently. <i>National Archives of Australia NAA2007-00380834, Department of the Environment, Water, Heritage and the Arts</i> Reference 17465 Records documenting the establishment and amendment of lists or registers for the purpose of protecting and conserving significant aspects of the environment. Includes stakeholder consultations and representations – Retain as national archives.</p>
1.26.2	<p><b>Stakeholder engagement – other~</b> Records relating to conducting other consultative and engagement processes</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>with external stakeholders not covered by <a href="#">1.26.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.19.2 – Planning other development initiatives, programs, strategies, priorities and activities for the management and protection of the State's natural environment – includes stakeholder engagement – 7 years after business action completed.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS 02-03</i> Reference 3.3.2 – all other liaison activity – client files etc. – destroy 7 years after the activity and client cease.</p> <p><i>State Records Authority of New South Wales DA155, National Parks and Wildlife Service</i> Reference 4.2.2 Records relating to other community consultation activities and routine matters – minimum of 20 years after last action, then destroy.</p>

Function	Scope note
<b>MARINE PARKS AREA MANAGEMENT</b>	<i>The function of acquiring, declaring, protecting, managing and enhancing marine areas, which have significant values for conserving nature and which come under the stewardship of the organisation. Includes tidal lands and tidal waters under the Marine Parks Act (Qld) and areas of water and land declared under the Great Barrier Reef Marine Park Act (Commonwealth). Also includes acquisition and extension proposals, gazettal's, zoning plans and plans of management, capital works, commercial activities, permits, joint Aboriginal and Torres Strait Islander management and, tourism.</i>
<b>Activity</b>	
2.1 Accreditation <i>For other activities covered by this schedule and inclusive of this function, see <u>Common Activities</u>.</i>	

Disposal authorisation	Record class and retention period	Justifying the retention period
2.1	<b>Accreditation</b>	
2.1.1	<p><b><i>Institutes, authorities, instruments, agreements, programs, research</i></b></p> <p>Records relating to applications for accreditation for marine park related activities.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• marine park related programs and research</li> <li>• educational and research institutes</li> <li>• educational programs, fishing programs, limited education programs</li> <li>• limited impact research (extractive and non-extractive)</li> <li>• limited research sampling</li> <li>• external instruments (as accredited instruments)</li> <li>• external authorities as authorities for whole or parts of marine parks</li> <li>• agreements for traditional use of marine resources</li> </ul>	<p><b>Background/business process:</b></p> <p>Accreditation records are created during application and renewal assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess accreditation application; request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status (as applicable); grant accreditation; issue accreditation certification, transfer, suspend or cancel accreditation</li> <li>• receive licence renewal (application, statement, return, report, statutory data summary); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Marine Parks Regulation 2006 – s.83-94G  Marine Parks (Great Sandy) Zone Plan 2006 – s.62-76  Marine Parks (Moreton Bay) Zoning Plan 2008 – s.69-91  Marine Parks (Great Barrier Reef) Zoning Plan 2004 – s.96-110</p> <p><b>Business requirements:</b></p> <p>Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• provide legal reference in the event of misconduct or offences by the licence holder including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 10.1.1 – accreditation of departmental laboratories and equipment – 7 years after accreditation ceases.</i></p> <p><i>State Records Authority of New South Wales FA258, Department of Primary Industries Reference 2.1.1 – accreditation of persons or organisations approved to undertake the protection of farmed and natural resources from biological invasion and threats – retain minimum of 7 years after last action or accreditation lapses, whichever is longer, then destroy.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>amendments, suspensions, cancellations, reviews of accreditation.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>7 years after accreditation expired, withdrawn, surrendered, cancelled, rejected or withdrawn.</p>	

Function	Scope note
<b>PARKS MANAGEMENT</b>	<i>The function of managing the national parks, State forests and forests reserves to promote responsible use of protected areas. Includes the issuing of permits for all recreational and commercial activities and the management of the parks sustainable use. Also includes those activities that partner with the tourism industry.</i>
Activity	
<i>For other activities covered by this schedule and inclusive of this function, see <u>Common Activities</u>.</i>	



Function	Scope note
<b>PROTECTED AREAS MANAGEMENT</b>	<i>The function of acquiring, declaring, protecting, managing and enhancing areas, which have significant value for conserving nature and which come under the stewardship of the organisation. Includes protected areas under the Nature Conservation Act, recreation areas, under the Recreation Areas Management Act, and other lands under the Land Act, such as freehold and unallocated State land, leases and other agreements. Also includes acquisition and extension proposals, gazettal's, management plans, capital works, commercial activities, permits, joint Aboriginal and Torres Strait Islander management and tourism.</i>
<b>Activity</b>	
<i>For other activities covered by this schedule and inclusive of this function, see <u>Common Activities</u>.</i>	

Function	Scope note
<b>WILDLIFE CONSERVATION</b>	<i>The function of managing plants and animals in their natural habitats to ensure their conservation and sustainable use covering native, imported and domestic species of protected, threatened, common and pest wildlife. Includes consideration of genetic diversity, undertaking, research, management and administration of permits/licences, and development and implementation of management and recovery plans.</i>
Activity	
5.1 Audit <i>For other activities covered by this schedule and inclusive of this function, see <u>Common Activities</u>.</i>	

Disposal authorisation	Record class and retention period	Justifying the retention period
5.1	<b>Audit</b>	
5.1.1	<p><b>Audit – significant*</b> Records relating to conducting audits of wildlife management facilities, licences, licensees and professions to monitor compliance to legislation and quality management standards, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b> Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report.</li> </ul> <p><b>Regulatory requirements:</b> Nature Conservation (Macropod) Conservation Plan 2005 – s.33-35 (audits for licences)</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the Department's significant work.</li> </ul> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the <u>Queensland State Archives Appraisal Statement</u> and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.4.1 Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions to monitor compliance where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures – Permanent. <i>Retention and Disposal Authority for the Records of the Victorian Environment Protection Authority PROS02-03</i> Reference 3.7.2 – site audits – overseeing of audits conducted under the Environmental Auditor (Contaminated Land) program and similar programs. Audit report files, consultants' reports, correspondence with stakeholders (such as planning authorities and owners/developers of contaminated sites), clearance documents, Notice of Contamination, Certificate/Statement of Environmental Audit – retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
5.1.2	<p><b>Audit – other~</b> Records relating to conducting other audits of wildlife management facilities, licences, licensees and professions, to monitor compliance to relevant legislation and quality management standards, where not covered by <a href="#">5.1.1</a>.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Queensland National Parks and Wildlife Service Division (DNPSR) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN733 v1</i> Reference 1.4.2 Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions to monitor compliance resulting in insignificant changes – 7 years after business action completed.</p> <p><i>State Records Authority of New South Wales FA258, Department of Primary Industries</i> Reference 6.2.1 – records relating to inspections, audits or assessments of the agency's education and training processes, systems or facilities for compliance with relevant legislation, regulations and standards, including the assessment of quality management programs against industry standards, reporting and providing advice on issues related to compliance – retain minimum of 7 years after last action, then destroy.</p>

## Appendix: Definition of Significant Versus Other

### \* Significant

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. native title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind).

**If on balance of the factors, the records represent significant issue/s, retain as 'Significant'.**

**If in doubt, seek advice or keep as default with review until more information becomes available.**

### ~ Other

Also known as non-State significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious, i.e. routine, duplicable, low value, short applicability, short-term relevance
- Not resulting in changes to government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of 'significant' above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only.

**If on balance of the factors, the records represent non-significant issues, retain as 'Other'.**

**If in doubt, seek advice or keep as default with review until more information becomes available.**