

# APPRAISAL LOG

Land retention and disposal schedule QDAN739 v.2

Department of Natural Resources and Mines

Date: 11 June 2019

Function	Scope note	
<b>COMMON ACTIVITIES</b>	<p><i>These activities are common across all land and land-related functions and can be used to sentence or dispose of records that are classified under any land or land-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 records 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 land and land related functions (later in the schedule).</i></p> <p><i>(Land-related functions are: land management, native title regulation, indigenous land management, landscape management, and vegetation management.)</i></p>	
<b>Activities</b>		
<ul style="list-style-type: none"> <li>1.1 Advice</li> <li>1.2 Agreements</li> <li>1.3 Appointments</li> <li>1.4 Audit</li> <li>1.5 Authorisation</li> <li>1.6 Claims Management</li> <li>1.7 Complaints</li> <li>1.8 Control</li> <li>1.9 Declarations</li> <li>1.10 Disciplinary Action</li> <li>1.11 Disposal</li> <li>1.12 Enforcement</li> <li>1.13 Incident and Emergency Responses</li> <li>1.14 Investigations</li> <li>1.15 Licensing</li> </ul>	<ul style="list-style-type: none"> <li>1.16 Maintenance</li> <li>1.17 Mapping</li> <li>1.18 Monitoring and Surveillance</li> <li>1.19 Partnerships</li> <li>1.20 Planning</li> <li>1.21 Policy and Standards</li> <li>1.22 Prosecution</li> <li>1.23 Protection – Environmental</li> <li>1.24 Registration</li> <li>1.25 Research</li> <li>1.26 Reviewing and Evaluation</li> <li>1.27 Stakeholder Engagement</li> <li>1.28 Surveying</li> <li>1.29 Visits</li> </ul>	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Advice</b>		
1.1.1	<p><b>Lands advice – significant *</b></p> <p>Records relating to the provision of significant land-related advice where the advice is not related to a specific enforcement or monitoring action or case file. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• development impact advice</li> <li>• consultation run as an integral part and targeted operation of advice processes, including formal community consultation</li> <li>• native title and Aboriginal and Torres Strait Islander land matters</li> <li>• land management matters</li> <li>• landscape management</li> <li>• advice from Land Tribunals and Courts about grounds for claimable lands.</li> </ul> <p>Excludes advice relating to survey specifications and annual valuations. Also excludes council briefs and consultative group advice that does not relate to a specific business process.</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>Advice records are created across many processes, and in many roles, for example providing customised advice to industry members and members of the public, potentially land owners, lessees and interest holders. Advice is inclusive in a number of records 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 land 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>Regulatory requirements:</b></p> <p><i>Integrated Planning Act</i></p> <p>Advice from Land Tribunals: <i>Aboriginal Land Act 1991 – s.60 and Torres Strait Islander Land Act 1991 – s.57</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Comments:</b></p> <p>Significant definition statements are generally based on precedents set by approved QDAN653 references. These references were originally based on the importance of the State’s involvement in recognising interests and responsibilities of Aboriginal and Torres Strait Islander people, and the historical evidence that supports the land rights of Aboriginal and Torres Strait Islander people.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the Queensland State Archives Appraisal Statement:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>General retention and disposal schedule</i> disposal authorisation 1000 Advice – significant – Permanent.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> – various reference numbers 4.1.1, 4.1.2, 6.2.1, 7.2.1, 8.1.1, 9.2.1.  <i>See Appendix C for further information.</i></p>
1.1.2	<p><b>Lands advice – other ~</b>  Records relating to the provision of other land-related advice, not covered by disposal authorisation 1.1.1.  Includes advice provided to surveyors about survey specifications. Also includes advice provided to or by other advice/third party agencies for development and assessment processes.</p> <p><b>Retention period &amp; trigger</b>  13 years after business action completed.</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  <i>Integrated Planning Act</i>  <i>Survey and Mapping Infrastructure Act 2003</i> – s.55  <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b>  Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 13 years as they:</p> <ul style="list-style-type: none"> <li>• cover the Department for risks associated with the government’s responsibility to plan, hold and maintain property for long-term strategies</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p>The recommended retention period ensures that these records are available in the event of an action relating to the recovery of land in accordance with s.13 of the <i>Limitation of Actions Act 1974</i>.</p> <p><b>Comments:</b>  Development applications (received by the State) have a State interest check applied and advice is sought from agencies in their roles as concurrence, advice or referral agencies. The Department provides advice in their role as advice/referral agency. The Department has a referral agency role for development applications impacting on vegetation management under the</p>

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		<p><i>Vegetation Management Act 1999</i> and would provide advice for these applications.</p> <p><i>Note: Advice provided by the Department in roles as concurrence agency or assessment manager would be covered by other processes, e.g. development.</i></p> <p><b>Comparison with other schedules:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1001 Advice – other – 7 years after business action completed.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Office of Racing Retention and Disposal Schedule/Authority QDAN620:</i></p> <ul style="list-style-type: none"> <li>• reference number 2.1.2 – correspondence relating to general racing matters – retain for 7 years after last action</li> <li>• reference number 2.1.3 – correspondence from breeders, owners, bookmakers, jockeys, trainers, regional racing associations regarding policy issues – retain for 7 years after last action.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference number 6.2.2.</i></p> <p><i>See Appendix C for further information.</i></p>
<b>Agreements</b>		
1.2.1	<p><b>Agreements – significant *</b></p> <p>Records relating to significant land-related agreements between the department and other entities, or which are overseen, authorised or facilitated by the department.</p> <p>Also includes selected agreements not proceeded with where agreement and negotiation processes have significance, <i>e.g. native title failed agreement negotiations kept in context of permanent successful negotiation processes.</i></p> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander land use and native title related agreements, including right to</li> </ul>	<p><b>Background/business process:</b></p> <p>Agreements are created during land 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, <i>e.g. memoranda of understanding, signed documents, formal agreements.</i></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>negotiate agreements and expedited procedure process agreements</p> <ul style="list-style-type: none"> <li>• long-term impacts on land, such as agreements about infrastructure built on land</li> <li>• land mapping and surveying</li> <li>• landscape management</li> <li>• lease agreements</li> <li>• land resources</li> <li>• cooperative arrangements for managing natural resources, e.g. <i>Lake Eyre Basin agreements</i>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• accreditation agreements</li> <li>• cost sharing arrangements with landowners</li> <li>• financial assistance agreements with Commonwealth Government relating to native title</li> <li>• State Minister determinations under <i>Commonwealth Native Title Act</i> (s.36A, 42) as alternative to (unreached) native title related agreements.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><i>Lake Eyre Basin Agreement Act 2002</i> – s. 3-4 (cooperative arrangements)</p> <p><i>Commonwealth Native Title Act 1993</i> – s. 31 (native title agreements)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the Queensland State Archives Appraisal Statement:</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>Comments:</b></p> <p>‘Significant *’ class (1.2.1) includes contracts (sealed and unsealed) where significant, e.g. significant content/context, see Appendix A for definitions.</p> <p>‘Other ~’ class (1.2.2) includes contracts (sealed and unsealed) where other, i.e. not significant.</p> <p><b>Comparison with other schedules:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1002 Agreements and contracts – significant – Permanent.</p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653:</i></p> <ul style="list-style-type: none"> <li>• reference 6.3.1 AGREEMENTS – Brigalow Corporation – Retain permanently</li> <li>• reference 6.28.2 REVIEWING – Lease condition review – Retain permanently.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 8.2.1, 8.2.2, 7.3.1, 4.2.1.</p> <p><i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.2.2	<p><b>Agreements – other ~</b> Records relating to other land-related agreements between the department and other entities that proceed, or which are overseen, authorised or facilitated by the Department, not covered by reference number 1.2.1.</p> <p>Includes financial assistance agreements with the Commonwealth Government relating to native title.</p> <p>Includes contracts (sealed and unsealed) that are not significant.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• cost sharing arrangements with landowners</li> <li>• agreements that do not proceed.</li> </ul> <p><b>Retention period &amp; trigger</b> 25 years after agreement expires/ends.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• cover the department for risks associated with the government's responsibility to plan, hold and maintain property for long-term strategies</li> <li>• directly relate to or provide background information to significant construction, extension or improvement</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>Comparison with other schedules:</b> <i>General retention and disposal schedule</i> disposal authorisation 1004 Agreements and contracts – not under seal – 7 years after the expiry or termination of the agreement or contract.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN 653</i> various reference numbers 7.3.2, 8.2.4. <i>See Appendix C for further information.</i></p>
1.2.3	<p><b>Agreements – cost sharing arrangements</b> Records relating to cost sharing arrangements between the Department and landowners for the cost of approved soil conservation works undertaken.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 including ongoing requirements of the Department under current agreements</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 schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN 653</i> Reference 7.6.4.</p>

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		<p>See Appendix C for further information.</p> <p><b>Comparison with other schedules:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1004 Agreements and contracts – not under seal – 7 years after the expiry or termination of the agreement or contract.</p> <p><i>Tourism Retention and Disposal Schedule</i> QDAN709 v.1 Reference 1.2.1 Agreements made – Retain for 7 years after agreement terminated or expired.</p> <p><i>Agriculture Retention and Disposal Schedule</i> QDAN719 v.1 Reference 1.3.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired.</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water &amp; Management</i> DA2297 Reference 04.03.02 Land management agreements – Destroy 7 years after expiry, completion or termination of agreement.</p>
1.2.4	<p><b>Agreements – not proceeded with</b></p> <p>Records relating to land-related agreements between the Department and other entities or which are overseen, authorised or facilitated by the Department, that do not proceed.</p> <p>Excludes significant agreements that do not proceed.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after decision to not proceed.</p>	<p><b>Background/business process:</b></p> <p>Agreements not proceeded with may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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 including ongoing requirements of the Department under current agreements</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>
<b>Appointments</b>		
1.3.1	<p><b>Authorised and accredited officers</b></p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake land-related activities including, but not limited to:</p>	<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</p>



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	<ul style="list-style-type: none"> <li>investigations</li> <li>monitoring and enforcement of breaches of legislation.</li> </ul> <p>Also includes appeals of appointments by applicants as relevant.</p> <p>Excludes authorising Landcare consultants.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after appointment ceased.</p>	<p>limitations as required.</p> <p>Includes appointments of consultants to assess Landcare applications, independent observers of land ballots, referees for dispute resolution.</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>Valuers Registration Act 1992</i> – s.44–48 (investigations)</p> <p>Torres Strait Islander Land Regulation 2001 – s.28</p> <p>Aboriginal Land Regulation 2001 – s.29 (auditors to conduct audits of land trust accounts)</p> <p><i>Land Act 1994</i> – s.119, 395 (inspections)</p> <p>Land Regulation 2009 – s.16–19 (independent observers of land ballots)</p> <p><i>Building Units Group Titles Act 1980</i> – s.69 (referees for dispute resolution)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258:</i></p> <ul style="list-style-type: none"> <li>reference 7.2.5 – records relating to the terms, conditions, qualifications and appointment of persons authorised to conduct examinations, assessments or inspections for the purposes of assessing the compliance of persons or operations with industry safety standards, regulations,</li> </ul>

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		<p>competency or accreditation requirements – Retain minimum of 10 years after last action or after appointment ceases, whichever is the longer</p> <ul style="list-style-type: none"> <li>reference 10.3.6 – records relating to the appointment of inspectors for the purpose of monitoring compliance – Retain minimum of 10 years after appointment expires.</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.4.1</i>            Authorised and accredited officers – Retain for 7 years after appointment ceased.</p>
1.3.2	<p><b>Land trustees</b>            Records relating to the appointment of trustees to land trusts. Includes trustees managing Aboriginal and Torres Strait Islander land bodies and the appointment of auditors to conduct audits of land trust accounts.            Also includes consultation with Aboriginal and Torres Strait Islander people to determine appointments in accordance with Aboriginal and Torres Strait Islander land related legislation.</p> <p><b>Retention period &amp; trigger</b>            Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b>            See above.            Trustees can include the State, statutory bodies, corporations or named persons.</p> <p><b>Regulatory requirements:</b>  <i>Aboriginal Land Act 1991 – s.39</i>  <i>Torres Strait Islander Land Act 1991 – s.35</i></p> <p><b>Business requirements:</b>            Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b>            Meets the following characteristics of the Queensland State Archives Appraisal Statement:</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>Other comments/factors for consideration:</b>            Feedback provided on inclusion of ‘auditor appointments’ given that these were temporary under reference 4.4.7 of QDAN653:</p> <ul style="list-style-type: none"> <li>given this records class (as a common activity) covers both land management and Aboriginal and Torres Strait Islander land management, the lower retention period of the Aboriginal and Torres Strait Islander land</li> </ul>

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		<p>reference was raised to permanent given that permanent retention has been applied to many other indigenous land-related classes throughout the schedule.<sup>1</sup> It should be noted that there would be a small amount of records created for Aboriginal and Torres Strait Islander land-related auditor appointments.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 4.4.4, 4.4.7, 4.6.2, 6.6.5. See Appendix C for further information.</i></p>
<b>Audit</b>		
1.4.1	<p><b>Significant *</b></p> <p>Records relating to conducting audits of land-related resources, plans, works, facilities, structures, occupations, rights, authorities, licences, permits, and holders of these rights, where significant recommendations and findings were made or resulted in significant changes to processes, policies and procedures. Includes:</p> <ul style="list-style-type: none"> <li>• quality assurance audits to monitor compliance with authority and accreditation conditions</li> <li>• farm management system audits</li> <li>• land trust audits</li> <li>• audits of financial records of trustees</li> <li>• audits of scientific and technical investigation facilities</li> <li>• validation of monitoring/reporting information provided by holders of entitlements, rights, allocations, authorities, licences and permits etc.</li> <li>• re-audits.</li> </ul> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b></p> <p>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>  <i>Land Act 1994 – s.49 (external audits)</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the Queensland State Archives Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> </ul>

<sup>1</sup> Land management related auditor appointments are currently permanent – reference 6.6.5 of QDAN653

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	<p>Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>General retention and disposal schedule</i> disposal authorisation 1007 Audits – significant – Permanent.  <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority</i> PROS02-03 Reference 3.7.2 AUDITING – site audits – overseeing of audits conducted under the Environmental Auditor (Contaminated Land) program and similar programs – retain permanently.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 Reference number 6.5.1.  <i>See Appendix C for further information.</i></p>
1.4.2	<p><b>Other ~</b>  Records relating to conducting other audits of land and land related resources, plans, works, facilities, structures, occupations, rights, authorities, licences, permits, and holders of these rights, not covered by reference number 1.4.1.</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>  Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b>  <i>General retention and disposal schedule</i> disposal authorisation 1008 Audits – other – 7 years after business action completed.  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority</i> FA258 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</p>

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		<p>related to compliance – retain minimum of 7 years after last action, then destroy.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.5.2, 7.5.1, 9.4.1.  <i>See Appendix C for further information.</i></p>
<b>Authorisation</b>		
1.5.1	<p><b>Granted land rights – significant*</b></p> <p>Records relating to assessing and approving significant land-related rights and authorities, covering Aboriginal and Torres Strait Islander land, native title, landscapes and vegetation.</p> <p>Also includes successful applications for incorporation of Aboriginal and Torres Strait Islander land claim associations and trusts and the conversion of existing rights from transitional arrangements for legislative changes.</p> <p>Includes relevant approvals for, or relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• dealings with transferable, transferred and granted land, <i>e.g. issuing deed of grant to grantees for benefit of Aboriginal and Torres Strait Islander people, ancestors and descendants</i></li> <li>• native title rights</li> <li>• developing cemeteries on trust land and handling human remains, <i>e.g. undertaking exhumations</i></li> <li>• vegetation management, <i>e.g. clearing vegetation for special Aboriginal and Torres Strait Islander purposes</i></li> <li>• vegetation management and forest practice codes</li> <li>• dealings, including allocation of leased land and reserved land (for public purposes)</li> </ul>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</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, <i>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.</i></li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Survey and Mapping Infrastructure Act 2003</i> – s.18 (exemptions to survey standards), s.43 (interfering with permanent survey marks)</p> <p><i>Vegetation Management Act 1999</i> – s.22F (broad scale clearing of vegetation)</p> <p><i>Cape York Peninsula Heritage Act 2007</i> – s.19 (vegetation clearing for special Aboriginal and Torres Strait Islander purposes)</p> <p>Aboriginal Land Regulation 1991 – s.35 (dealings with transferred and granted land, incorporation of Aboriginal and Torres Strait Islander land claim associations and land trusts)</p> <p><i>Land Act 1994</i> – s.436 (auctioning land without an auctioneer’s licence), s.14–20 (various land dealings).</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• dealings of foreign ownership of land</li> <li>• closing roads (permanent and temporary road closures)</li> <li>• selling of land by the State at public auction, by tender or ballot</li> <li>• authorisation of place names.</li> </ul> <p>Excludes Aboriginal and Torres Strait Islander land and native title claims.</p> <p>Excludes appeals of decisions regarding refusing and granting authorities.</p> <p>Excludes appeals of land-related decisions for leases, licences and permits.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the Queensland State Archives (QSA) Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements (added)</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comments:</b></p> <p>QDAN653 reference numbers 6.6.2, 6.6.3, 6.6.4, 6.6.5, 6.6.6, 6.6.7 and 6.6.8, all referenced below, are a series of records classes documenting the history of land tenure in Queensland and are a continuation of series of records held by QSA as permanent records.</p> <p><b>Comparison with other schedules:</b></p> <p><i>State Records New South Wales Department of Lands – Crown Lands Division Functional Retention and Disposal Authority FA253 Reference 6.4.2</i> Records relating to claims for Crown lands under State Aboriginal land rights legislation – Retain as State Archives.</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 2.1.1</i> Licence registration – Commercial access to resources – Retain as State Archives.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 4.4.1, 4.4.2, 4.4.3, 4.4.5, 6.6.2, 6.6.3, 6.6.4, 6.6.6, 6.6.7, 6.6.8, 6.6.14.</p> <p><i>See Appendix C for further information.</i></p>
1.5.2	<p><b>Granted land rights – other ~</b></p> <p>Records relating to assessing and approving other land-related rights and authorities, not covered by reference number 1.5.1.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Includes approvals for, but not limited to:</p> <ul style="list-style-type: none"> <li>• interference with permanent survey marks</li> <li>• exemptions to follow survey standards</li> <li>• auctioning land without an auctioneer’s licence</li> <li>• authorising Landcare consultants (to handle Landcare applications)</li> <li>• handling Landcare applications (submitted by landholders to Australian Taxation Office)</li> <li>• notifications of assessable vegetation property maps (submitted to Registrar of Titles)</li> <li>• ballots for broad scale clearing.</li> </ul> <p>Excludes granted native title rights and unsuccessful/withdrawn applications.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><i>Survey and Mapping Infrastructure Act 2003</i> – s.18 (exemptions to survey standards), s.43 (interfering with permanent survey marks)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.3.1 Authorisation-environmentally relevant activities – Retain for 7 years after approval cancelled or superseded.</i> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.5.1 Authorisation – Granted rights – Retain for 7 years after authorisation ceased or expired.</i> <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258 Reference 2.2.3 Records relating to the issues of licences, permits and authorities as part of pest and disease control measures – Retain minimum of 7 years after authorisation lapses.</i></p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.6.1, 6.6.11, 6.6.12, 6.6.13, 7.6.6, 7.24.8, 9.5.4, 9.5.5.</i> <i>See Appendix C for further information.</i></p>
1.5.3	<p><b><i>Unsuccessful and withdrawn applications</i></b> Records relating to unsuccessful and withdrawn applications for land-related rights and authorisations. Includes unsuccessful and withdrawn applications for incorporation of Aboriginal and Torres Strait Islander land claim associations and trusts where these are not significant.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> 7 years after authority refused or withdrawn.</p>	<p>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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 reference number 4.4.6.</i> <i>See Appendix C for further information.</i></p>
1.5.4	<p><b>Appeals – authorisations</b> Records relating to handling appeals of decisions made in approving, refusing, renewing and other actions associated with land-related rights and authorities. Includes internal judicial reviews of decisions and externally adjudicated cases through committees, courts and tribunals. Excludes appeals of land-related decisions for leases, licences and permits. Appeals include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reasons for refusal of application or renewal</li> <li>• authority conditions.</li> </ul> <p><b>Retention period &amp; trigger</b> 13 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> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 13 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>Comments:</b> Externally adjudicated cases of appeals would be kept by the body overseeing the appeal, e.g. <i>Land Court</i>. There is no requirement for these records to be retained permanently by the Department. Retention period of 13 years after action completed ensures records are available under section 13 of <i>Limitation of Actions Act</i>, e.g. for land recovery purposes and under section 10(4) of <i>Limitation of Actions Act 1974</i>, e.g. judgements allowing actions.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653:</i></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>reference 7.4.1 Records relating to the appeal processes available under the <i>Soil Conservation Act 1986</i> – Retain for 13 years after last action</li> <li>reference 9.3.1 Records relating to the appeal processes available under the <i>Vegetation Management Act 1999</i> – Retain for 13 years after last action.</li> </ul>
1.5.5	<p><b><i>Electronic lodgement operators for land-related registers</i></b></p> <p>Records relating to authorising, renewing, suspending and revoking operators of electronic lodgements of registrations in land titles.</p> <p>Excludes operator registration data that relates to changes in the land titles register.</p> <p><b>Retention period &amp; trigger</b></p> <p>25 years after authorisation lapses/expires/ cancelled.</p>	<p><b>Background/business process:</b></p> <p>eLodgement is a fast, easy and secure way to lodge Titles Registry forms online. This class covers the registration records for private providers of electronic titles lodgement services.</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></p> <p><i>Electronic Conveyancing National Law (Queensland) Act 2013</i> – s. 4 Application of Electronic Conveyancing National Law.</p> <p>Application is set out in the appendix to the <i>Electronic Conveyancing (Adoption of National Law) Act 2012</i> of New South Wales – (a) applies as a law of this jurisdiction; and (b) as so applying may be referred to as the Electronic Conveyancing National Law (Queensland); and (c) so applies as if it were part of this Act. <i>Electronic Conveyancing (Adoption of National Law) Act 2012</i> – Appendix s.15-17, 19-20</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 25 years as they:</p> <ul style="list-style-type: none"> <li>directly relate to or provide background information to permanent land title registers</li> <li>are required for long-term reference for generational change</li> <li>support other business processes including investigations and</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>prosecutions</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 about relevant parties to current investigations and prosecutions.</li> </ul>
<b>Claims Management</b>		
1.6.1	<p><b>Significant *</b></p> <p>Records relating to significant claims for compensation for costs, damage or loss incurred under land-related legislation. Includes compensation claims for damage caused by inspectors and appeals of compensation claim decisions.</p> <p>Includes compensation claims for, but not limited to:</p> <ul style="list-style-type: none"> <li>significant events, accidents and incidents</li> <li>safety or health matters and offences.</li> </ul> <p>Excludes native title claims, Aboriginal and Torres Strait Islander land claims and land resumption compensation claims.</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>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> <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></p> <p><i>Land Valuation Act 2010 – s.237</i>  <i>Land Titles Act 1994 – s.188, 188A-B</i>  <i>Soil Survey Act 1929 – s.4</i>  <i>Soil Conservation Act 1986 – s.28</i>  <i>Land Act 1994 – s.402</i>  <i>Vegetation Management Act – s.57</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the Queensland State Archives Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653 Reference 6.4.1 Land appeals – Retain permanently.</i></p>
1.6.2	<p><b>Other ~</b>  Records relating to other claims for compensation for costs, damage or loss incurred under land-related legislation, not covered by reference number 1.6.1.  Includes compensation claims for damage to vegetation, landscapes, soils, etc. Also includes appeals of compensation claim decisions.  Excludes native title claims, Aboriginal and Torres Strait Islander land claims and land resumption compensation claims.</p> <p><b>Retention period &amp; trigger</b>  7 years after claim determined</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  <i>Soil Conservation Act 1986</i></p> <p><b>Business requirements:</b>  Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b>  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 Reference 13.1.3 – 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.</i>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653 Reference 10.8.1 – claims made for compensation under the Water Act 2000 and the Water Supply (Safety and Reliability) Act 2008 – retain for 7 years after last action.</i>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined.</i></p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/ Authority QDAN653 various reference numbers 7.8.1, 9.7.1.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>See Appendix C for further information.</i>
<b>Complaints</b>		
1.7.1	<p><b>Complaint resolution</b></p> <p>Records relating to handling, mediating and conciliating land-related complaints that do not proceed to compliance-related investigations, i.e. investigations of breaches of legislation, etc.</p> <p>Includes referring complaints to external bodies and complaint correspondence regarding valuers and surveyors.</p> <p>Complaints may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land care programs</li> <li>• landowners and interest holders</li> <li>• vegetation clearing</li> <li>• erosion or contamination of landscapes.</li> </ul> <p>Excludes complaint processes of external boards.</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>Complaint resolution records are created when a member of the public submits a written complaint into the conduct of licence holders, authorised officers or the Department and its staff. Their behaviour is investigated, evidence is documented, recommendations are reported and complainant is advised. Complaints needing further investigation or escalation are forwarded for review by an appropriate officer (e.g. disciplinary action processes) or where appropriate to a hearing by a committee or board.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive complaint, assess complaints, escalate or refer complaints (where identified); request further information, investigate complaint, draft findings, draft response including findings, approve response, forward response.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Valuers Registration Act 1992 – s.43-44</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 7 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 by providing evidence of complaint outcomes</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:</b></p> <p><i>General retention and disposal schedule disposal authorisation 1073</i> Enquiries, complaints and suggestions – investigations or legal significance – 7 years after business action completed.</p> <p><i>Public Record Office Victoria Gas Safety Retention and Disposal Schedule/Authority PROS 99/06 Reference number 2.1.0 –</i> complaints/enquiries – routine – destroy 5 years after final action.</p> <p><i>State Records New South Wales Department of Primary Industries Retention</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>and Disposal Schedule/Authority</i> FA258 Reference number 10.7.3 – investigations and inquiries concerning complaints or breaches of the regulations not resulting in any action – retain minimum of 5 years after last action.</p> <p><i>Agriculture Retention and Disposal Schedule</i> QDAN719 v.1 Reference 1.7.1 Complaint resolution – Retain for 7 years after action completed.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries</i> PROS04/01 Reference 7.5.2 Public Reaction – Detailed – Destroy 5 years after administrative use has concluded.</p>
<b>Control</b>		
1.8.1	<p><b>Scientific and technical investigations – legislative provisions and standards</b></p> <p>Records relating to the registration/accreditation of the Department, in accordance with legislative provisions and standards, to enable scientific and technical investigations to be conducted.</p> <p>Includes evidence of the Department’s compliance with accreditation and licensing conditions for scientific and technical investigations.</p> <p>Excludes equipment and instrumentation accreditation, calibrations and certifications.</p> <p>Excludes laboratory and testing accreditations.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Retain by agency.</p>	<p><b>Background/business process;</b></p> <p>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 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>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></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records be retained permanently by their agency 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>Comments:</b></p> <p>These records demonstrate the Department’s compliance with accreditation</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>requirements for laboratories and testing facilities over time.</p> <p>This retention period is consistent with the current approved retention periods in QDAN 653 – which was also “Retain permanently in agency” at the agency’s request. The earlier appraisal report for QDAN 653 noted that this was longer than the minimum retention periods assigned by other archival authorities and should be reconsidered in the next review. While these are not archival value records, the “Retain by agency” retention period has again been retained at the agency’s request.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.10.1, 7.9.1, 9.6.1.</i></p> <p><i>See Appendix C for further information.</i></p>
1.8.2	<p><b>Other (than 1.18.1)</b></p> <p>Records relating to the Department’s compliance with other regulatory requirements to conduct land-related activities, not covered by reference number 1.8.1.</p> <p>Includes equipment/instrumentation accreditations, calibrations and certifications as well as laboratory and testing accreditations.</p> <p>Excludes compliance with scientific and technical investigation legislative provisions and standards.</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>It is also noted that calibration records should be retained for five years in accordance with ISO 17025 General Requirements for the Competence of Testing and Calibration Laboratories.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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 s.10 onwards.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Environment Protection Authority QDAN502:</i></p> <ul style="list-style-type: none"> <li>• reference F1.5.1 COMPLIANCE Records documenting agency compliance with mandatory, fiscal and statutory requirements including proof of compliance – retain for 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>reference F1.5.2 COMPLIANCE Records documenting failure of or breaches by the agency to meet compliance requirements – retain for 7 years after last action.</li> </ul> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.1.1, 6.7.1, 7.1.1, 7.7.1, 9.1.1, 9.6.1.  <i>See Appendix C for further information.</i></p>
<b>Declarations</b>		
1.9.1	<p><b>Significant *</b></p> <p>Records relating to significant land-related declarations about policies, procedures, codes, areas, resources, land and other matters required to be declared by legislation.</p> <p>Significant declarations include:</p> <ul style="list-style-type: none"> <li>master sets of original gazette notices</li> <li>significant land-related gazettals</li> <li>significant vegetation management related gazettals</li> <li>land sales, <i>e.g. selling of land by the State at public auction, tender or ballot</i></li> <li>native title matters, including native title policy and procedures, and notifications, <i>e.g. right to negotiate, master procedures</i></li> <li>land valuations, including land parcels with separate valuations, <i>e.g. remaining part of a lot</i></li> <li>seashores as beach areas</li> <li>land zonings, material changes of use</li> <li>areas of high nature conservation importance</li> <li>areas vulnerable to land degradation</li> <li>wild rivers*, <i>e.g. wild river reports under Wild Rivers Act 2005</i></li> <li>Ministerial determinations, including:</li> </ul>	<p><b>Background/business process:</b></p> <p>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 land areas off limits following life threatening damage following natural disasters.</p> <p>Illustrative process:</p> <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>Land Act 1994</i> – s.74 (winding up affairs of land trusts), 431Q-R (seashores as beach areas)</p> <p><i>Land Valuation Act 2010</i> – s.53 (land parcels with separation valuations)</p> <p><i>Vegetation Management Act 1999</i> – s.16 (areas of high nature conservation importance, vulnerable to land degradation)</p> <p><i>Commonwealth Native Title Act 1993</i> – s.36A, 42 (ministerial determinations)</p> <p><i>Foreign Government Titles to Land Act 1948</i> – s.31-34 (foreign ownership forfeitures and sales)</p> <p><i>Aboriginal Land Act 1991</i> – s.52 (land decisions)</p> <p><i>Torres Strait Islander Land Act 1991</i> – s.47 (land decisions)</p> <p>Torres Strait Islander Land Regulation 2011 – s.35A (available transferrable State land), 35B (freehold option land)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>○ alternatives to (unreached) native title related agreements under <i>Commonwealth Native Title Act</i> (s.36A, 42)</li> <li>○ nominations of equivalent bodies, <i>e.g. offices, tribunals</i>, and establishing by/under law, by the State to the Commonwealth Government as having (the status of a body to perform specific functions or powers of the National Native Title Tribunal or the Native Title Registrar, in specified circumstances. Includes Commonwealth determination (by legislative instrument) of functions and powers of approved body</li> </ul> <ul style="list-style-type: none"> <li>● foreign ownership forfeitures and sales</li> <li>● available transferrable State land</li> <li>● freehold option land</li> <li>● areas of international conservation significance</li> <li>● special Aboriginal and Torres Strait Islander purposes</li> <li>● incorporation and dissolution of grantees as a land trust</li> <li>● Aboriginal and Torres Strait Islander community use areas (economic) with vegetation potential.</li> </ul> <p>Excludes notices associated with wild river declarations.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b> Meets the following characteristics of the Queensland State Archives Appraisal Statement:</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>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 4.10.1, 6.22.1, 7.6.7, 7.22.1, 8.2.3, 8.3.1, 8.3.6, 8.10.1, 9.5.2, 9.15.2. <i>See Appendix C for further information.</i></p>
1.9.2	<p><b>Other ~</b> Records relating to other land related declarations, not covered by reference number 1.9.1. Other includes declarations made about, but not limited to:</p> <ul style="list-style-type: none"> <li>● land-related gazettals</li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM)</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• vegetation management related gazettals</li> <li>• land valuation roll directions, <i>e.g. suppression directions for Valuation registers (roll) information</i></li> <li>• land registry notifications</li> <li>• place name notifications</li> <li>• land mapping and surveying requirements, <i>e.g. survey standards and guidelines</i></li> <li>• water-related notifications relating to land, <i>e.g. relating to Water Act 2000</i></li> <li>• landscape management matters and notifications</li> <li>• soil conservation notifications</li> <li>• vegetation management matters and notifications</li> <li>• vegetation management code development and issue notifications</li> <li>• wild river notifications associated with wild river declarations*</li> <li>• agricultural, animal husbandry, aquaculture or grazing activities.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p>requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</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:</b> <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule QDAN653</i> Reference number 10.19.1 – publication of notices relating to the <i>Water Act 2000</i> in the media and/or Gazette – retain for 7 years after last action. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed. <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.7.1 Declarations – Retain for 7 years after action completed.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.22.2, 6.22.4, 7.18.1, 7.18.2, 9.15.1. <i>See Appendix C for further information.</i></p>
<b>Disciplinary Action</b>		
1.10.1	<p><b><i>Proceedings against holders of land-related rights, authorities, accreditations, licences and permits</i></b></p> <p>Records relating to identifying problems, referring and investigating disciplinary action related complaints, and initiating disciplinary proceedings against holders of land-related rights, allocations, authorities, licences and permits.</p> <p>Investigations may include allegations of misconduct,</p>	<p><b>Background/business process:</b></p> <p>Disciplinary action records are created as a result of processes monitoring the conduct of licence holders, with non-compliant licence holders having their behaviour deemed inappropriate, given legislative requirements and terms and conditions of their licence. Their behaviour is investigated, evidence is documented, recommendations are reported and licence holders are given due notice of their rights to show cause why their licence should not be suspended or cancelled. Show cause notices can result in an application-like</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>incompetence or negligence in performance or actions taken outside scope or conditions of licence, authority or permit, etc.</p> <p>Includes referring relevant issues of non-compliance or disciplinary cases to other responsible bodies/boards/committees, e.g. <i>Valuers Registration Board Queensland, Surveyors Board of Queensland, etc.</i></p> <p><b>Retention period &amp; trigger</b> 25 years after claim determined.</p>	<p>process approving or rejecting applications to take action, or be escalated to a hearing by committee or board.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>receive or identify issue, assess issue, reject issue, investigate issue, refer issue to investigation of misconduct, investigate misconduct, reject case for disciplinary action, accept case for disciplinary action, issue show cause notices, assess case made for not proceeding with disciplinary action, issue disciplinary action notices, register disciplinary action outcome, suspend or cancel relevant licences, close disciplinary action case.</li> </ul> <p><b>Regulatory requirements:</b> <i>Valuers Registration Act 1992</i> – s.50-52, 59-60 <i>Surveyors Act 2003</i> – s.85</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 needs based on industry cycles of renewal and regeneration, e.g. <i>consistency in handling, land-based information collected during process</i></li> <li>cover the Department for risks associated with the government's responsibility to plan, hold and maintain land for long-term strategies</li> <li>directly relate to or provide background information to significant construction, extension or improvement of land and landscapes</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>Comparison with other schedules:</b> <i>New South Wales Veterinary Practitioners Board Retention and Disposal Schedule/ Authority FA273 Reference 4.3.3</i> – records relating to complaints that result in disciplinary action – retain minimum of 10 years after last action.</p>
<b>Disposal</b>		
1.11.1	<p><b>Property and waste</b> Records relating to disposing of property and waste</p>	<p><b>Background/business process:</b> Disposal-related records are created during processes of evidence seizure,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> <li>property and waste</li> <li>seized and forfeited evidence.</li> </ul> <p>Excludes hazardous waste, including asbestos and radioactive material.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p>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> <p><b>Regulatory requirements:</b></p> <p><i>Valuers Registration Act 1992 – s.44-48</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference number 7.1.2 Explosives – destruction – Retain for 7 years after last action.</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 2.1.1 Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed.</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.9.1 Disposal of seized property, products and waste – Retain for 7 years after action completed.</i></p>
<b>Enforcement</b>		
1.12.1	<p><b>Regulatory enforcement</b></p> <p>Records relating to issuing directives, orders, fines, penalties, notices or exemptions for land-related</p>	<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</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>matters under relevant legislation. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• run-off coordination notice (soil conservation)</li> <li>• remedial action notices</li> <li>• compliance notices</li> <li>• warnings and other notifications of minor breaches of legislation (where prosecution will not be pursued in this matter)</li> <li>• referring reports of investigative leads, offences and designated incidents requiring further inspection or investigation to inspectors.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p>action against offenders. 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> <i>Soil Conservation Act 1986</i> – s.11 (run-off coordination notice – soil conservation) <i>Land Act 1994</i> – s.214 (remedial action notices)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority</i> PROS 04-01 Reference number 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. <i>Agriculture Retention and Disposal Schedule</i> QDAN719 v.1 Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed. <i>State Records Authority NSW Primary Industries Assistance, Regulation and Development</i> FA258 Reference 7.4.1 Records relating to the enforcement of regulations through the issue of infringement notices – Retain minimum of 7</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>years after last action, then destroy.</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water &amp; Management DA2297 Reference 04.19.01 Land management infringements – Destroy 7 years after action completed.</i></p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.6.0 Issue of penalties/remedial actions – Destroy 7 years after date of last access.</i></p>
<b>Incidents and Emergency Responses</b>		
1.13.1	<p><b>Significant *</b></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on land and State land.</p> <p>Significant incidents include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• natural disasters, <i>e.g. bushfires, earthquakes, droughts</i></li> <li>• environmental consequences for human health and welfare, including human fatalities.</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>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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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> <li>• document the history of the Department's work in their response to significant incidents.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant impact on individuals.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule QDAN623 v.1 Reference number 2.1.1 – investigations of environmental accidents or incidents that caused, or had the potential to cause, significant environmental harm to native forests – retain permanently.</i>  <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.7 Reference number 2.1.1 Accidents and incidents – major – Retain permanently.</i>  <i>State Records Authority NSW Primary Industries Assistance, Regulation and Development FA258:</i></p> <ul style="list-style-type: none"> <li>• reference 2.7.1 Records relating to major investigations and inquiries regarding the diagnosis of diseases or identification of pests or weeds, which could result in significant health risks or impact on production – Required as State archives</li> <li>• reference 7.6.2 Records relating to investigations into incidents where there has been a fatality or serious accident, or a major public health risk, such as the discovery of residues in foodstuffs.</li> </ul> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.17.1.</i>  <i>See Appendix C for further information.</i></p>
1.13.2	<p><b>Other ~</b>  Records relating to other incidents, emergencies and natural disasters impacting on land and State land, not covered by reference number 1.13.1.  Other includes landscape management incidents and incidents that occur entering land to conduct soil surveys.  <b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b></p> <ul style="list-style-type: none"> <li>• See above.</li> </ul> <p><b>Business requirements:</b>  Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement of emergency and incident response handling</li> <li>• support the decisions of the business</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	7 years after business action completed.	<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:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule QDAN623 v.1 Reference number 2.1.2</i> – investigations of environmental accidents or incidents where minimal environmental harm occurred – retain for 7 years after last action.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.7 Reference number 2.1.2 Accidents and incidents – minor</i> – Retain for 7 years after last action.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.12.2 Incident and emergency responses – other</i> – Retain for 7 years after action completed.</p> <p><i>State Records Authority NSW Primary Industries Assistance, Regulation and Development FA258 Reference 2.7.2</i> Records relating to investigations regarding the diagnosis of diseases or identification of pests or weeds where there is a low health risk or low impact on production – Retain minimum of 7 years after last action, then destroy.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.5.1</i> Incident notification – Destroy 7 years after date of last access.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference number 1.13.2.</i></p> <p><i>See Appendix C for further information.</i></p>
<b>Investigations</b>		
1.14.1	<p><b>Significant *</b></p> <p>Records relating to investigating significant events, accidents, incidents, infringements, allegations, matters and offences, associated with land, landscapes and vegetation under relevant legislation.</p> <p>Includes investigating complaints that lead to compliance-related investigations, i.e. breaches of</p>	<p><b>Background/business process:</b></p> <p>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 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>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>legislation etc.</p> <p>Investigations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land-related breaches and offences under relevant land related legislation, including the <i>Land Act</i></li> <li>• land surveying and infrastructure mapping</li> <li>• land valuations</li> <li>• farm management systems</li> <li>• electronic register lodgement networks/ operators compliance</li> <li>• soil conservation.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Includes end-to-end investigative processes, including initiating actions of obtaining warrants, seizing and collecting evidence, conducting risk assessments for entries (e.g. entries at risk from those likely to be present), conducting interviews to recommending prosecution based on evidentiary case and referring other matters and breaches (outside of scope of investigation) for further investigation.</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>Land Valuation Act</i> – s.232, 239, 241, 245, 246, 249, 260</p> <p><i>Land Titles Act</i> – s.158</p> <p><i>Land Act 1994</i> – s.77, 202AB, 214D, 252, 288A-B, 290, 307, 403, 403A-B, 404, 407, 419, 431N, 431Y, 432, 440</p> <p>Land Regulation 2009 – s.49B-F, Schedule 1 s.7-28, Schedule 2 s.7-31, Schedule 3 5-11</p> <p><i>Place Names Act 1994</i> – s.15</p> <p><i>Foreign Ownership Land Register Act 1988</i> – s.24-28, 38</p> <p><i>Soil Conservation Act 1986</i> – s.38</p> <p>Survey Mapping Regulation 2014 – s.14, 17-21</p> <p><i>Building Units Group Titles Act 1918</i> – s.21, 36, 49H, 71, 76, 103, 105, 113</p> <p><i>Aboriginal Land Act 1991</i> – s.263</p> <p><i>Electronic Conveyancing National Law Queensland Act</i> – s.33 (electronic register lodgement networks/operators)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>for enhancement and improvement of economic and environmental impacts and outcomes</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to land, landscapes and vegetation</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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Department of Environment and Resource Management Schedule QDAN653 v.1 Reference number 6.18.2 Land management breaches – Records relating to investigations into alleged land management breaches and offences under the Land Act 1994 – Retain permanently.</i> <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference number 3.4.1 Investigations – major fires – Retain permanently.</i> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.1 Investigations – significant – Retain permanently.</i> <i>State Records Authority NSW Primary Industries Assistance, Regulation and Development FA258:</i></p> <ul style="list-style-type: none"> <li>• reference 2.7.1 Records relating to major investigations and inquiries regarding the diagnosis of diseases or identification of pests or weeds, which could result in significant health risks or impact on production – Required as State archives</li> <li>• reference 7.6.2 Records relating to investigations into incidents where there has been a fatality or serious accident, or a major public health risk, such as the discovery of residues in foodstuffs – Required as State archives.</li> </ul> <p><i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS02-03 Reference number 3.8.2.1 – site-specific investigations that set a precedent, involve possible substantial</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>damage to the environment, have general public notoriety, or raise systemic issues – retain permanently.</p> <p><b>Other comments/factors for consideration:</b></p> <p>Licensing, Investigations, Disciplinary Action and Complaints are parallel processes in the Regulatory, Compliance &amp; Enforcement Sphere:</p> <ul style="list-style-type: none"> <li>• Complaint processes/files cover received complaints, preliminary complaint investigation &amp; substantiation, mediation and resolution records and transcripts. They inform the Investigations processes/files</li> <li>• Investigations processes/files, in turn, informs the Disciplinary Action process</li> <li>• Disciplinary Action processes/files contain referrals, recommendations for disciplinary action, show cause notices, disciplinary action investigations, recommendations for licence suspension or cancellation, notices of licence suspension or cancellation, system cancellation (data entry) notices (sent as updates to Licensing). There may also be recommendations made for further investigation, or investigation of legislative breaches/offences which, again, inputs into Investigations</li> <li>• Licensing processes, including surrenders, suspensions and cancellations, can be informed by the Disciplinary Action process. Outputs from other processes can be noted on the Licensing system/data, e.g. recordings of mediated complaints, e.g. register of informal results, e.g. retraining, recommendations from investigations, e.g. changes to licence conditions and requirements from disciplinary action, e.g. suspend licence. Supporting reports, summaries or records of any investigation would generally be encompassed by investigations.</li> </ul>
1.14.2	<p><b>Other ~</b></p> <p>Records relating to investigating other events, accidents, incidents, matters and offences, associated with land, landscapes and vegetation, not covered by reference number 1.14.1.</p> <p>Includes investigating complaints that lead to compliance related investigations, i.e. breaches of legislation etc.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for seven years as they:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Other includes vegetation management breaches and offences under <i>Vegetation Management Act</i>.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</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:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule QDAN623 v.1 Reference 2.1.2</i> – routine investigations of accidents or incidents that caused, or had the potential to cause, minimal environmental harm to native forests – retain for 7 years after last action.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference number 2.1.2 Investigations</i> – minor fires – Retain for 5 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.2 Investigations</i> – other – Retain for 7 years after action completed.</p> <p><i>State Records Authority NSW Primary Industries Assistance, Regulation and Development FA258 Reference 2.7.2</i> Records relating to investigations regarding the diagnosis of diseases or identification of pests or weeds where there is a low health risk or low impact on production – Retain minimum of 7 years after last action, then destroy.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.5.2 Investigation</i> – Destroy 7 years after date of last access.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 v.1</i> various reference numbers 6.18.1, 7.16.1, 9.13.1. <i>See Appendix C for further information.</i></p>
<b>Licensing</b>		
1.15.1	<p><b>Land and land-related property and activities</b></p> <p>Records relating to assessing and approving leases, licences and permits (rentals) for land, property and associated land-related activities under relevant legislation. Includes appeals of decisions relating to</p>	<p><b>Background/business process:</b></p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>land-related leases, licences and permits.</p> <p>Land and land-related property and activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• trustee leases (construction, State or statutory body)</li> <li>• pastoral leases for Cape York Peninsula Region</li> <li>• lease entitlements for Aboriginal and Torres Strait Islander persons (pending granting, deferred granting or refusal of leases or surrendering of lease entitlements)</li> <li>• vegetation permits</li> <li>• trustee permits</li> <li>• temporary road closures</li> <li>• fencing licences</li> <li>• permits to occupy unallocated State land, reserves, roads, tidal influence land</li> <li>• running land ballots to determine lease, licence and permit holders for particular land offerings</li> <li>• applications to remove land improvements from lease or permit land.</li> </ul> <p>Excludes internal and judicial review processes.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</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>Examples of leases covered by this record class include:</p> <ul style="list-style-type: none"> <li>• primary production perpetual lease</li> <li>• primary production other tenures</li> <li>• term lease, licence or permit to occupy</li> <li>• residential</li> <li>• residential (permit to occupy for short-term accommodation)</li> <li>• business and government core business</li> <li>• charities and small sporting or recreational clubs</li> <li>• large sporting or recreational clubs</li> <li>• communication sites (community service activities)</li> <li>• communication sites (limited commercial service activities—rural or urban)</li> <li>• communication sites (non-community service activities—rural or urban)</li> <li>• divestment lease over land at industrial estate</li> <li>• freehold lease.</li> </ul> <p><i>* 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.</i></p> <p><b>Regulatory requirements:</b></p> <p><i>Land Act 1994 – s.57, 60, 64 (trustee leases, trustee permits), 103-105 temporary road closures, 484 (fencing licences), 177-178 (permits to occupy unallocated State land, reserves or roads, tidal influence land), 60, 64 (land ballots to determine lease, licence and permit holders), 180H (remove land improvements from lease or permit land)</i></p> <p><i>Land Regulation 2009 – s.27 (leases, licences, permits (rentals))</i></p> <p><i>Land Act 1994 – s.130A(8) (appeals of independent assessments), s.155E(3) (appeals of lease term reductions), s.160 (appeals of lease issue, renewal,</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>conditions), s.164 (appeals of lease extension decisions), s.168 (appeals of lease conversion decisions), s.176E (appeals of lease subdivision and condition decisions), s.176Q (appeals of lease amalgamation decisions), s.212 (changes to lease conditions), s.214B (appeals of remedial action notices), s.214F (appeals of lease reductions or additional conditions), s.239 (appeals by mortgagee of other party rights to sell term/perpetual leases)</p> <p><i>Land Act 1994</i> – s.421, 427–431 (appeals in general)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>State Records New South Wales Department of Lands – Crown Lands Division Retention and Disposal Authority FA258 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 – Required as State Archives.</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the Records of Land Registry PROS07/10 Reference 1.1.0 Recording the Registration of Crown Grants</i> – Retain as State Archives.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 v.1 reference 6.4.1.</i></p> <p><i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.15.2	<p><b><i>Unsuccessful and withdrawn applications</i></b> Records relating to unsuccessful and withdrawn applications for leases, licences and permits for land, property and associated land-related activities. Includes refusals.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>• enable regeneration and repeatability of proposals and applications unsuccessful from budget timing not content or merit</li> <li>• reflect existing QDAN reference retention periods.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/ Authority QDAN 653 Reference 4.4.6 Land claim associations and land trusts – unsuccessful – Records relating to unsuccessful applications for incorporation where no other interest is registered. Retain for 7 years after last action.</i></p>
<b>Maintenance</b>		
1.16.1	<p><b><i>Maintenance programs</i></b> Records relating to implementing land, landscape and vegetation maintenance programs for the control of flora and fauna across the State, where activities are not minor or routine.</p> <p>Maintenance programs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land care programs and treatments, <i>e.g. erosion and sediment controls</i></li> <li>• disease, insect, flora and fauna control mechanisms, <i>e.g. for foreign and/or damaging substances, including biological, chemical, mechanical, physical barriers, spraying, quarantines, vaccines, etc.</i></li> </ul>	<p><b>Background/business process;</b> Maintenance control program records are created in maintaining landscapes, flora and fauna, and ecosystems as part of managing land 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>Regulatory requirements:</b> As part of land management requirements of holding responsibility for</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>landscapes maintenance</li> <li>vegetation control.</li> </ul> <p>Excludes maintenance of specific State owned land as part of managing State land holdings.</p> <p>Excludes minor maintenance activities carried out as routine part of land ownership, such as mulching, water pumping and fire breaks, that are not part of wide scale programs and treatments.</p> <p><b>Retention period &amp; trigger</b> 25 years after business action completed</p>	<p>managing/ maintaining land.</p> <p>Other regulatory requirements, as per other legislation administered by other agencies.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326 Reference 4.8.1</i> Records relating to hazard reduction works, including protection of zones around assets and hazard reduction burns – Retain minimum of 25 years after action completed, then destroy.</p> <p><i>State Records New South Wales Department of Lands – Crown Lands Division Retention and Disposal Authority FA258 Reference 2.12.6</i> – Records relating to assessments of risks for individual reserves, parks or land areas. Includes records relating to planning for the reduction of fire hazards – Retain minimum of 50 years after superseded, then destroy.</p>
1.16.2	<p><b>State land maintenance</b></p> <p>Records relating to maintaining parcels of State land, including maintenance of landscapes and vegetation on State land, where activities are not minor or routine.</p> <p>State land maintenance includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>landscape treatments, <i>e.g. excavations, fills</i></li> <li>erosion and sediment control measures, <i>e.g. barriers, contours, overflow diversions</i></li> <li>water management, <i>e.g. maintenance of flow</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Maintenance plays a key role in maintaining the value of land and property being held by the State for particular purposes.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>hold/property as per requirements, including long-term strategies, by paying ongoing costs and undertaking maintenance activities including repairs, preservation work; receive ad hoc maintenance requests, schedule maintenance activities as required; conduct physical checks and reviews, report outstanding or unreported maintenance items, undertake maintenance items (scheduled, ad-hoc, outstanding, reported), complete</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>stations and gauges</i></p> <ul style="list-style-type: none"> <li>• waterway diversions, <i>e.g. dams, weirs</i></li> <li>• quarry material activities, <i>e.g. removal, repositioning.</i></li> </ul> <p>Excludes minor maintenance activities carried out as routine part of land ownership, such as mulching, water pumping and fire breaks, that are not part of wide scale programs and treatments.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>service logs and maintenance records.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</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>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN 653 Reference 6.21.2 Maintenance – Land – Retain permanently.</i></p>
1.16.3	<p><b><i>Routine, minor maintenance activities (State and non-State land)</i></b></p> <p>Records relating to minor maintenance activities carried out as routine part of land ownership that are not part of wide scale programs and treatments. Includes routine activities that are regularly or continually carried out including, but not limited to:</p> <ul style="list-style-type: none"> <li>• minor landscape treatments, <i>e.g. mulching</i></li> <li>• routine fire control measures, <i>e.g. maintaining fire breaks</i></li> <li>• regular water use, <i>e.g. water pumped from river</i></li> <li>• tree maintenance, <i>e.g. tree pruning, culling.</i></li> </ul> <p><b>Retention period &amp; trigger</b> 10 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 10 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions and actions of the business</li> <li>• provide a short-term history of maintenance activities relating to land, landscapes and vegetation useful for determining future maintenance activities</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>• ensure availability for legal action and disputes to demonstrate due care and diligence and/or negate liability by the Department in maintaining land, especially State land, and in high risk maintenance activities, <i>e.g. problem tree removals and risk assessed activities/events involving staff and members of the public and tree fell related accidents/incidents.</i></li> </ul> <p><b>Comparison with other schedules:</b></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326 – Reference 4.8.2</i> Records relating to work undertaken for fire trail maintenance and erection of fire trail signs, including work undertaken for aged residents – Retain minimum of 10 years after action completed, then destroy.</p> <p><i>State Records New South Wales Department of Lands – Crown Lands Division Retention and Disposal Authority FA258 – Reference 2.12.7</i> Records relating to routine operational measures to reduce and remove fire fuel on individual reserves, including arrangements with other agencies – Retain minimum of 10 years after last action, then destroy.</p>
<b>Mapping</b>		
1.17.1	<p><b>Significant *</b></p> <p>Records relating to mapping land, including inspecting and charting sites, completing aerial, assessment and other surveys, and identifying land areas to be mapped, managed, conserved or restored, where maps have significant value.</p> <p>Significant maps include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• maps of original and historical significance</li> <li>• maps and survey plans representing legislative requirements or administrative implementation of an Act</li> <li>• maps within regulatory map series</li> <li>• certified property maps of assessable vegetation (PMAV).</li> </ul> <p>Includes, but is not limited to, mapping areas for:</p> <ul style="list-style-type: none"> <li>• land formations and related geological purposes, <i>e.g. geological surveys</i></li> <li>• land, waterways, waterway areas, watercourse boundaries, <i>e.g. rivers, wild river areas, tidal/non-tidal rivers and creeks, tidal foreshores</i></li> <li>• high preservation areas, <i>e.g. wetlands</i></li> <li>• special floodplain management areas</li> </ul>	<p><b>Background/business process:</b></p> <p>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> <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, <i>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</i>. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Soil Conservation Act 1986 – s.10</i> (special floodplain management areas)  <i>Land Protection Pest Stock Route Management Act 2002 – s.47</i> (fence building lines)  <i>Land Protection Pest Stock Route Management Regulation 2003 – s.9</i> (stock routes), 12 (rabbit districts)  <i>Surveying Mapping Regulation 2014 – s.13–15</i> (survey marks), 12 (geodetic references and subsidiary identifiers), 4–7 (tidal/non-tidal boundaries), 17</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>soil conservation areas</li> <li>declared pest and operational areas, including rabbit districts, fence building lines and stock routes</li> <li>water-dependent land uses, e.g. <i>fishing, boating and shipping access, working uses of waterfront.</i></li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>(cadastral boundaries)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</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:</b> <i>New South Wales Department of Planning Retention and Disposal Schedule/Authority FA245 Reference number 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> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.23.1, 9.5.3.</i> <i>See Appendix C for further information.</i></p>
1.17.2	<p><b>Other ~</b> Records relating to mapping land, where maps have other values, not covered by reference number 1.17.1. Includes checked and approved baseline mapping data required for ongoing work.</p> <p><b>Retention period &amp; trigger</b> Whilst current and then 7 years after 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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN623:</i></p> <ul style="list-style-type: none"> <li>reference number 5.6.1 – original working maps used in the preparation of published maps and any subsequently scanned electronic copies – retain for 10 years after last action</li> <li>reference number 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. – retain for 10 years after last action.</li> </ul> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1:</i></p> <ul style="list-style-type: none"> <li>reference number 3.5.1 Mapping – Fire management maps and supporting data created or annotated as part of the fire management function – Retain for 7 years after last action</li> <li>reference 6.6.1 Mapping records used for calculating the commercial value of plantation timber – Retain for 5 years after last action</li> <li>reference number 6.6.2 – original working maps used in the preparation of published maps and any subsequently scanned electronic copies – retain for 10 years after last action.</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1:</i></p> <ul style="list-style-type: none"> <li>reference 3.2.2 Chemical and contaminant management mapping-other – Retain whilst current and then for 7 years after action completed</li> <li>reference 9.4.2 Pest and disease management mapping-other – Retain whilst current and then for 7 years after action completed.</li> </ul>
<b>Monitoring and Surveillance</b>		
1.18.1	<p><b><i>Monitoring land ownership, custodianship, certifications, registrations, rights &amp; related matters</i></b></p> <p>Records relating to monitoring and administering compliance of landowners, rights holders, trustees and business owners to regulatory requirements for land matters and compliance of the community generally</p>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <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</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>under relevant legislation.</p> <p>Land matters monitored include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land-related registers</li> <li>• land titles and title-related information</li> <li>• land survey plans and survey data</li> <li>• land-related rights including land/water rights and mining-related rights</li> <li>• land owners, rights holders and trustees</li> <li>• leases, licences and permits, <i>e.g. entitlements, allocations, permissions, authorities, licences and permits</i></li> <li>• conditions of rights</li> <li>• Aboriginal and Torres Strait Islander land owners, rights holders and trustees</li> <li>• native title rights holders and trustees</li> <li>• activities of Aboriginal and Torres Strait Islander land bodies, <i>e.g. Aboriginal land claim associations</i></li> <li>• foreign ownership of land</li> <li>• cleared/restored vegetation against certified property maps of assessable vegetation (PMAV) and property vegetation management plans (PFMP).</li> </ul> <p>Excludes monitoring native title and Aboriginal and Torres Strait Islander land management.</p> <p>Excludes monitoring native title and Aboriginal and Torres Strait Islander land use reporting by the National Native Title Tribunal presiding members.</p> <p><i>Excludes monitoring land use and land-related licensee activity.</i></p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action</p>	<p>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)</p> <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>Vegetation Management Regulation 2013 – s.11 (vegetation management, property maps of assessable vegetation)</p> <p><i>Electronic Conveyancing National Law Queensland Act 2013 – s. 21</i> (electronic conveying)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently:</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>• assessments and monitoring of activities that may have an impact on State land will be of long-term reference value, <i>e.g. impacts on salinity, acid sulphate soils, water quality, vegetation management, etc.</i></li> <li>• demonstrate the Department’s involvement in and commitment to ensuring the natural environment is protected</li> <li>• compliance monitoring records complement land tenure records and may have a direct impact on any future land tenure decisions.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Comparative schedules:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	completed.	<p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 9.5.3 Property maps of assessable vegetation – Retain permanently.</i></p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.11.2, 7.24.7.</i>  <i>See Appendix C for further information.</i></p>
1.18.2	<p><b><i>Monitoring native title and Aboriginal and Torres Strait Islander land use &amp; land-related licensee activity</i></b></p> <p>Records relating to monitoring native title and Aboriginal and Torres Strait Islander land use. Includes administering compliance to regulatory requirements in relevant Aboriginal and Torres Strait Islander-related legislation, including <i>Aboriginal Land Act</i> and <i>Torres Strait Islander Land Act</i>.</p> <p>Excludes native title reporting by the National <i>Native Title Tribunal</i> (and presiding members).</p> <p><i>Excludes monitoring land use and land-related licensee activity not related to native title and Aboriginal and Torres Strait Islander land management.</i></p> <p><b>Retention period &amp; trigger</b> 13 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> Monitoring and surveillance is an inferred responsibility given legislation:  <i>Aboriginal Land Act</i>  <i>Torres Strait Islander Land Act</i></p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 13 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>Additionally, the 13-year retention period is an extended period of time to the standard 7 years under the <i>Limitation of Actions Act</i>, in case records are required under section 13 of the <i>Limitation of Actions Act</i> and allows time of actions to be brought following judgements under section 10(4) of the <i>Limitation of Actions Act</i>.</p> <p><b>Comments:</b> Monitoring native title and Aboriginal and Torres Strait Islander land use reporting provided by the National Native Title Tribunal (NNTT) has been included in this records class, despite its current approved lower retention period. Given the higher retention allocated to native title and Aboriginal and Torres Strait Islander land use in many other records (many permanent), its inclusion in this records class and keeping for an extra period does not seem</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>excessive.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 4.5.1, 8.5.1.</i>  <i>See Appendix C for further information.</i></p>
1.18.3	<p><b><i>Monitoring land use &amp; land-related licensee activity</i></b></p> <p>Records relating to monitoring land use and land-related licensee activity, including compliance of licensees with land-related legislation, licence conditions and monitoring community adherence to land management requirements.</p> <p>Land matters monitored include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• local government stock route networks</li> <li>• vegetation management, <i>e.g. practices of broad scale clearing, native forestry</i></li> <li>• farm management systems</li> <li>• land management plans</li> <li>• water management plans</li> <li>• declared pest and operational areas maintained by boards and local governments, including rabbit districts, fence building lines and stock routes</li> <li>• place names, <i>e.g. appropriateness of names given community considerations (e.g. recent inappropriate infamy of persons honoured), posthumous honouring of naming places after deserving/notable citizens</i></li> <li>• electronic conveying operators and activities for land titles registry and related registers</li> <li>• use of survey standards, <i>e.g. use of survey data and marks, boundary marking practices, land parcel notations and title identifiers, different survey</i></li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:  Vegetation Management Regulation 2013 – s.11 (vegetation management, property maps of assessable vegetation)  <i>Land Protection Pest Stock Route Management Act 2002</i> – s.104 (local government stock route networks), s.47 (fence building lines)  <i>Land Protection Pest Stock Route Management Regulation 2003</i> – s.12 (rabbit districts), s.9 (stock routes)  <i>Electronic Conveyancing National Law Queensland Act 2013</i> – s.21 (electronic conveying).</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b>  <i>State Records Authority of New South Wales Department of Planning Retention and Disposal Schedule/Authority FA 245 Reference 4.6.2</i> – 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</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>calculations (e.g. curved boundaries, oddly shaped area dimensions), requirements of different survey types (e.g. identification surveys, large scale land development surveys, resurveying), use of natural boundaries, etc.</i></p> <ul style="list-style-type: none"> <li>• maintenance of survey marks by other authorities.</li> </ul> <p>Includes native title reporting by the National <i>Native Title Tribunal</i> (and presiding members). Excludes monitoring native title and Aboriginal and Torres Strait Islander land management. Excludes monitoring land ownership, custodianship, certifications, registrations, rights &amp; related matters.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p>unsatisfactory performance – retain minimum of 7 years after last action, then destroy.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 3.6.1 – records relating to the development, management and application of prescribed burning programs – retain for 7 years after last action.</i></p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.11.1. 6.34.8, 7.10.2, 9.9.1. See Appendix C for further information.</i></p>
<b>Partnerships</b>		
1.19.1	<p><b>Significant *</b></p> <p>Records relating to managing joint operations by the State, with contracts, joint contribution of funds, time, co-research or collaboration arrangements or agreements made with other organisations (private sector and government), where partnerships have had significant contributions to outcomes relating to land. Significant contributions to outcomes includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander land management matters</li> <li>• native title</li> <li>• land management matters</li> <li>• land mapping and surveying</li> <li>• landscape management</li> <li>• land resources</li> <li>• cooperative arrangements for managing natural</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 land management development responsibilities, activities and programs.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>resources.</p> <p>Excludes partnership agreements and contracts.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1002 Agreements and contracts – Significant – Permanent.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule</i> QDAN633 v.1 Reference 1.1.1 – joint ventures – significant – retain permanently.</p> <p><i>Department of Primary Industries and Fisheries (BSES) Retention and Disposal Schedule/Authority</i> QDAN596 Reference 1.2.1 – records relating to the establishment of joint venture plant breeding projects and plant variety trials – retain permanently.</p> <p><i>Public Records Office Victoria Department of Primary Industries</i> PROS04-01 Reference 12.1.1 – program development – development and implementation of initiatives and programs – retain permanently.</p>
1.19.2	<p><b>Other ~</b></p> <p>Records relating to managing other joint operations by the State with other organisations (private sector and government), not covered by reference number 1.19.1. Excludes partnership agreements and contracts.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after partnership expires.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 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:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1004 Agreements and contracts not under seal – 7 years after the expiry or</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>termination of the agreement.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 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 – retain for 7 years after expiry of agreement.</i></p>
<b>Planning</b>		
1.20.1	<p><b>Significant *</b></p> <p>Records relating to planning significant land-related initiatives, programs, strategies, priorities and activities for improved community outcomes in the management of land. Includes specific planning-related research conducted as an integral part and targeted part of the planning process and stakeholder consultation.</p> <p>Includes, but is not limited to, planning for:</p> <ul style="list-style-type: none"> <li>• land mapping and surveying</li> <li>• land planning, including State land plans and uses of State land</li> <li>• landscape planning</li> <li>• vegetation uses, including uses of native forests and State vegetation plan</li> <li>• regional and local government planning impacts on State land</li> <li>• soil conservation, including State plans, regional, property/landowner and project (soil area) plans</li> <li>• construction plans for works assisting implementation of State plans, <i>e.g. soil conservation measures</i></li> <li>• planning relating to whole of government valuations.</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>Planning records are created during planning, reviewing and evaluating land management industry development processes.</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>Soil Conservation Act 1986</i> – s.18 (soil conservation measures)</p> <p><i>Vegetation Management Act 1999</i> – s.19 (management plans for areas of high nature conservation value or vulnerable to land degradation)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<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>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN623:</i></p> <ul style="list-style-type: none"> <li>• reference 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 – retain permanently</li> <li>• reference 2.6.1 – records relating to environmental conservation issues which underpin NRW Forest Products policies relating to environmental management – retain permanently.</li> </ul> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.5.1 – environmental conservation issues which underpin Forestry Plantations Queensland policies relating to environmental management – retain permanently.</i></p> <p><i>General retention and disposal schedule disposal authorisation 1029 Plans – significant – Permanent.</i></p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.23.1, 6.23.2, 7.19.1, 7.24.5, 7.6.1, 7.6.2, 7.6.3, 9.16.1.</i>  <i>See Appendix C for further information.</i></p>
1.20.2	<p><b>Other ~</b>  Records relating to planning other land-related initiatives, programs, strategies, priorities, activities for improved community outcomes in the management of land, not covered by reference number 1.20.1.</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>  Natural Resources of Department of Natural Resources and Mines (DNRM) 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> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<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:</b>  <i>General retention and disposal schedule disposal authorisation 1030 Specific purpose plans – final – 7 years after plan is superseded.</i></p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN 653 Reference 9.6.12.</i>  <i>See Appendix C for further information.</i></p>
<b>Policy and Standards</b>		
1.21.1	<p><b>Master land management practices</b></p> <p>Records relating to master policy, standards, guidelines and procedures required by legislation that relate to land management practices, including but not limited to the Land Act.</p> <p>Includes, but is not limited to master set of:</p> <ul style="list-style-type: none"> <li>land policy</li> <li>land practice manual and procedures</li> <li>land title practice manual</li> <li>native title procedures</li> <li>guidelines for right to negotiation processes</li> <li>State valuation service (SVS) practice manual</li> <li>survey standards and guidelines</li> <li>research methodologies and processes for significant research, including scientific and technical investigations</li> <li>scientific handbooks and manuals (internal)</li> <li>landscape management procedures</li> <li>vegetation codes</li> </ul>	<p><b>Background/business process:</b></p> <p>Policy and standard related records are created during the implementation of legislation and are done in line with legislative and procedural requirements, including transparency of land management processes and ensure fair application of the legislation. Includes control mechanisms for handling State land.</p> <p><b>Regulatory requirements:</b>  <i>Land Act 1994</i>  <i>Survey and Mapping Infrastructure Act 2003</i>  <i>Land Valuation Act</i>  <i>Land Titles Act</i>  <i>Place Names Act 1994</i>  <i>Foreign Ownership Land Register Act</i>  <i>Soil Conservation Act</i>  <i>Aboriginal Land Act 1991</i>  <i>Electronic Conveyancing National Law Queensland Act</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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
	<ul style="list-style-type: none"> <li>native forest practice codes.</li> </ul> <p>Excludes sets that are not master sets. Excludes developing masters.</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>Permanent retention criteria (where applicable):</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>3 – Enduring Rights and Entitlements</li> <li>5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>General retention and disposal schedule:</i></p> <ul style="list-style-type: none"> <li>disposal authorisation 1033 Core/functional policy – final – Permanent. Transfer to QSA after business action completed</li> <li>disposal authorisation 1037 Administrative/operational procedures – final – 3 years after business action completed.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.24.1, 6.25.1, 6.25.2, 7.20.1, 7.20.2, 8.11.1, 9.5.1, 9.17.1.</i> <i>See Appendix C for further information.</i></p>
1.21.2	<p><b>Significant * research methodologies and processes</b></p> <p>Records relating to significant research methodologies and processes for land-related research, including scientific and technical investigations. Includes scientific handbooks and manuals (internal).</p> <p>Excludes master sets. Excludes developing masters.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA 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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>3 – Enduring Rights and Entitlements</li> <li>5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Previous schedules:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.3.1, 9.23.1.</p> <p>See Appendix C for further information.</p>
1.21.3	<p><b>Other ~ research methodologies and processes</b></p> <p>Records relating to other research methodologies and processes for land-related research, including scientific and technical investigations, not covered by reference number 1.21.2. Includes scientific handbooks and manuals (internal).</p> <p>Excludes master sets.</p> <p>Excludes developing masters.</p> <p><b>Retention period &amp; trigger</b></p> <p>25 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>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <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>are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>are required for long-term reference for generational change.</li> </ul> <p><b>Previous schedules:</b></p> <p>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.31.2, 9.23.2.</p> <p>See Appendix C for further information.</p>
<b>Prosecution</b>		
1.22.1	<p><b>Significant *</b></p> <p>Records relating to prosecuting significant offences under relevant land-related legislation, including appeals.</p> <p>Significant includes precedent setting cases/appeals.</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 a case has been made to charge persons/parties with offences under relevant legislation. Officers conduct court cases (presenting evidence and arguments to the judiciary) to resolve cases and offenders are prosecuted as a disincentive for non-compliance to legislation and other statutory instruments.</p> <p>A select number of prosecuted cases lead to appeals</p> <p>Significant cases include those that set a precedent, e.g. first prosecuted large multinational company, or are the first of its kind, e.g. under ground breaking</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>new legislative provisions previously thought to be too complex to successfully prosecute.</i></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>Land Valuation Act – s.232, 239, 241, 245, 246, 249, 260</i></p> <p><i>Land Titles Act – s.158</i></p> <p><i>Place Names Act 1994 – s.15</i></p> <p><i>Foreign Ownership Land Register Act 1988 – s.24-28, 38</i></p> <p><i>Soil Conservation Act 1986 – s.38</i></p> <p>Survey Mapping Regulation 2014 – s.14, 17-21</p> <p><i>Land Act 1994 – s.77, 202AB, 214D, 252, 288A-B, 290, 307, 403, 403A-B, 404, 407, 419, 431N, 431Y, 432, 440</i></p> <p>Land Regulation 2009 – s.49B-F, Sch 1 s.7-28, Sch 2 s.7-31, Sch 3 5-11</p> <p><i>Building Units Group Titles Act 1918 – s.21, 36, 49H, 71, 76, 103, 105, 113</i></p> <p><i>Aboriginal Land Act 1991 – s.263</i></p> <p><i>Electronic Conveyancing National Law Queensland Act – s.33 (electronic lodgement)</i></p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>Department of Justice and Attorney-General (Crown Law) Retention and Disposal Schedule QDAN677 Reference 1.2.1 – records relating to representation and litigation services provided by Crown Law in matters which are precedent setting – retain permanently.</i></p> <p><i>Public Records Office Victoria Department of Primary Industries PROS04-01 Reference 6.2.0 – legal documents – retain permanently.</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.1 Prosecution – significant – Retain permanently.</i></p>
1.22.2	<p><b>Other ~</b></p> <p>Records relating to prosecuting other offences under relevant land-related legislation, not covered by reference number 1.22.1.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b></p> <p><i>State Records New South Wales Food Safety Management Retention and Disposal Schedule/Authority FA284 Reference 1.4.1 – summary records of issued penalty notices and prosecutions – retain minimum 7 years after last action, then destroy.</i></p> <p><i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule PROS04-01 Reference number 6.1.0 – litigation – consultation and discussion transcripts, explanatory notes, submissions and supporting documentation, instructions to counsel, drafts prepared by counsel, external legal advice (e.g. VGSO) – destroy 7 years after administrative use has concluded.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Protection – Environmental</b>		
1.23.1	<p><b>Significant *</b></p> <p>Records relating to significant environmental management, sustainability and responsible resource programs and operations associated with land-related issues.</p> <p>Includes programs and operations focussed on:</p> <ul style="list-style-type: none"> <li>• land degradation, <i>e.g. erosion</i></li> <li>• impacts of human habitation and land impacting industries, <i>e.g. agriculture, mining</i></li> <li>• landscapes/ecologies/ecosystems</li> <li>• catchments</li> <li>• vegetation</li> <li>• flora and fauna, including wildlife management programs.</li> </ul> <p>Excludes monitoring for compliance purposes, <i>e.g. monitoring to initiate enforcement, investigating and prosecuting actions.</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>Environmental protection records are created in monitoring the impact of environmental forces on agricultural industries. These forces can include carbon emissions and trading schemes, climate change, ecology and ecosystems. Includes monitoring industry considerations in environmental impact assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• these processes work with and align with advice, research, risk management activities, and extension and training activities of other agricultural functions.</li> <li>• plan environmental protection priorities, gather and analyse environment-related data, collect environmental protection information, analyse industry impact on environment, review environmental outcomes, report on environment-related issues, consider industry impacts on environment, develop impact reductions for industry mechanisms (to protect environment), monitor mechanisms and outcomes, report protection outcomes</li> <li>• provide input into environmental impact assessments.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>are required for long-term reference for generational change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>State Records New South Wales Department of Environment and Conservation DA216 Reference 3.2.1</i> – Records relating to the interpretation of the State's obligations under National, International and State environmental agreements concerning biodiversity conservation, e.g. Convention on Biological Diversity and the Convention for the Protection of World Cultural and Natural Heritage – Required as State Archives.</p>
1.23.2	<p><b>Other ~</b>  Records relating to managing performance of other environmental management, sustainability and responsible resource programs and operations associated with land-related issues, not covered by reference number 1.23.1.</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>  Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b>  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 Reference 10.9.2</i> – records relating to the development, establishment, implementation and evaluation of operational plans or of programs supporting the management of natural resources and environmental protection – retain minimum of 5 years after last action.</p>
<b>Registration</b>		
1.24.1	<p><b>Enforcement, monitoring, investigations and prosecutions registers</b>  Records relating to keeping registers of compliance enforcement, monitoring, investigations and prosecutions, including results of investigating and</p>	<p><b>Background/business process:</b>  Investigation and prosecution registration records are created during investigation and prosecution processes, including beginning and end of investigations and prosecutions, with a select number of cases leading to appeals.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>prosecuting offences, under relevant land-related legislation.</p> <p>Includes registration of land-related:</p> <ul style="list-style-type: none"> <li>enforcement orders</li> <li>compliance-related notifications, <i>e.g. compliance notices, notifications of locations of forest practices in freehold land and Aboriginal and Torres Strait Islander land (except native forests)</i></li> <li>investigations (offences)</li> <li>prosecutions (offences)</li> <li>appeals.</li> </ul> <p>Excludes registration of native forest practices, and relevant notifications of locations of forest practices in native forests.</p> <p><b>Retention period &amp; trigger</b> 25 years after business action completed.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 about relevant parties to current investigations and prosecutions</li> <li>document the history of the Department's work.</li> </ul> <p>Significant investigations are being kept permanently and the Courts hold significant case files permanently (or 12 years for non-significant cases).</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.20.1</i> Investigations and prosecutions registers – Retain for 25 years after action completed.</p>
1.24.2	<p><b><i>Enforcement, monitoring, investigations and prosecutions registers – native forests</i></b></p> <p>Records relating to keeping registers of compliance enforcement, monitoring, investigations and prosecutions, including results of investigating and prosecuting offences, for native forests under the <i>Vegetation Management Act</i>.</p> <p>Includes registration of land-related:</p> <ul style="list-style-type: none"> <li>enforcement orders</li> <li>compliance related notifications, <i>e.g. notifications of native forest practices submitted (under s.20A Vegetation Management Act 1999)</i></li> </ul>	<p><b>Background/business process:</b> Investigation and prosecution registration records are created during investigation and prosecution processes, including beginning and end of investigations and prosecutions, with a select number of cases leading to appeals.</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>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• investigations (offences)</li> <li>• prosecutions (offences)</li> <li>• appeals.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Regulatory requirements:</b> <i>Vegetation Management Act 1999</i> – s.19R, 116</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to activities likely to have ongoing and long term effects and impact the environment and Queensland’s native forests</li> <li>• document the history of the Department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Records Office Victoria Gas Safety Retention and Disposal Schedule/Authority PROS99-06 Reference 7.3.1</i> – summary and registration. Actions that result in the unique identification, control and summary of investigations and prosecutions – retain permanently.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 9.15.3.</i> <i>See Appendix C for further information.</i></p>
1.24.3	<p><b>Research registers</b> Records relating to keeping registers of research related to land and land-related management matters under relevant legislation. Includes registration of land-related:</p> <ul style="list-style-type: none"> <li>• research, e.g. <i>research into Aboriginal and Torres Strait Islander land management issues for particular land areas</i></li> <li>• Aboriginal and Torres Strait Islander cultural</li> </ul>	<p><b>Background/business process:</b> Research registration records are created during research and testing processes. See 1.24.1 above for illustrative processes.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>information, including traditional land management practices and uses, <i>e.g. hunting and gathering patterns, bush tucker species</i></p> <ul style="list-style-type: none"> <li>• history and evidence of Aboriginal and Torres Strait Islander land settlements and movements, including timelines</li> <li>• Aboriginal sacred sites, including burial of human remains</li> <li>• Aboriginal and Torres Strait Islander people and familial connections to land.</li> </ul> <p>Includes registers of scientific and technical investigations.</p> <p>Excludes the registration of investigations with compliance enforcement and monitoring natures.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>General retention and disposal schedule</i> disposal authorisation 1046 Research – significant – Permanent. Transfer to QSA after business action completed.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.14.22, 7.13.2, 9.11.1. See Appendix C for further information.</p>
1.24.4	<p><b><i>Land-related roles and occupations register</i></b></p> <p>Records relating to registering land-related roles and occupations including, but not limited to:</p> <ul style="list-style-type: none"> <li>• land care consultants.</li> </ul> <p>Includes registration of role/occupational licence applications, renewals, transfers, releases, changes, cancellations, and termination.</p> <p>Excludes land valuers and surveyors.</p> <p><b>Retention period &amp; trigger</b> 7 years after licence expired/lapsed.</p>	<p><b>Background/business process:</b> Licence holder registration records are created as an out of licensing processes. See 1.24.1 above for illustrative processes.</p> <p><b>Regulatory requirements:</b> <i>Valuers Registration Act 1992</i> – s.59 (land/property valuers), s.42A (specialist retail valuers), s.59, 61 (approved register entries)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>QDAN653 Reference 7.13.2. See Appendix C for further information.</p>
1.24.5	<p><b>Surveyors and valuers registers/registrations</b> Departmental convenience copies of records made by the Board of Surveyors and the Valuers Registration Board of Queensland (and including all subsequent entity name changes) relating to the registration of surveyors and valuers (which are retained permanently by these bodies). Excludes registration records used as documentary support or evidence for other business processes and included in their files/cases. Dispose as per other business process files/cases. <b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> Licence holder registration records are created as an out of licensing processes. See 1.24.1 above for illustrative processes. <b>Regulatory requirements:</b> <i>Valuers Registration Act 1992</i> – s.59 (land/property valuers), s.42A (specialist retail valuers), s.59, 61 (approved register entries) <b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained seven years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support business activities.</li> </ul> <p><b>Comments:</b> Permanent records of registration of surveyors and valuers are retained by the Board of Surveyors and the Valuers Registration Board of Queensland (and including all subsequent entity name changes). The Department keeps these records for its own business convenience/ activities and in current administrative arrangements is not the entity responsible for the permanent retention of these records. Previous administrative arrangements should refer to retention and disposal schedules of current responsible entities for disposal guidance. <b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 Reference 6.14.14. See Appendix C for further information.</p>
1.24.6	<p><b>Land and land-related registers</b> Records relating to registering land and land-related information in accordance with relevant legislation, including Aboriginal and Torres Strait Islander land, native title rights, landscapes and vegetation-related</p>	<p><b>Background/business process:</b> Land area related registration records are created in land-related licensing processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>information, rights, resources, plans and areas.</p> <p>Includes applications, renewals, extensions, conversions, amendments, amalgamations, transfers, releases, changes, cancellations, and terminations.</p> <p>Includes registers of:</p> <ul style="list-style-type: none"> <li>• land titles and related information, <i>e.g. boundaries, areas and associated mapping/surveying data; caveats or encumbrances on land titles</i></li> <li>• survey plans</li> <li>• valuations</li> <li>• land owners</li> <li>• land trusts</li> <li>• Aboriginal and Torres Strait Islander land, <i>e.g. transferable and claimable land and interests and dealings</i></li> <li>• native title</li> <li>• Aboriginal and Torres Strait Islander land and native title claims</li> <li>• landscapes and vegetation plans</li> <li>• vegetation resources</li> <li>• holders of land/water-related rights, <i>e.g. entitlements, allocations, permissions, authorities, licences and permits</i></li> <li>• leasehold land</li> <li>• reserves</li> <li>• State forests and timber reserves</li> <li>• nature conservation areas</li> <li>• specified national parks</li> <li>• freehold land</li> <li>• unallocated State land</li> </ul>	<p>further information, approve registration application, register entry</p> <ul style="list-style-type: none"> <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></p> <p><i>Starke Pastoral Holdings Acquisition Act 1994</i> – s.4 (unallocated State land under Aboriginal reserve land)</p> <p><i>Aboriginal Land Act 1967</i> – s.4B (resource interests, land-related rights, authorities, licences and permits), s.84 (Aboriginal land trusts)</p> <p><i>Property Law Act 1974</i> (deeds – retained under)</p> <p><i>Torres Strait Islander Land Act 1991</i> – s.9 (trusts administering reserves and missions), s.55 (Aboriginal trust land/land held by TSI entities trust dealings), s.150 (roads, access)</p> <p><i>Aboriginal Torres Strait Islander Land Holdings Act 2013</i> – s.76-78 (trust dealings)</p> <p><i>Building Units Group Titles Act 1980</i> – s.25 (building unit and group titles, plans and conversions, variations extinguishments)</p> <p><i>Land Titles Act 1994</i> – s.49 subdivision plans, s. 54A (building management statements), s.51 (public use land), s.54, 98 (road dedications and closures), s.139-145 (property settlements), 115A-K (community title schemes, layered arrangements and community management statements), s.115M-S (easements), s.173 (statutory instruments)</p> <p><i>Land Act 1994</i> – s.389C, 389L (caveats), s.116-120, s. 386 (writs of execution), s.132-135 (powers of attorney), s.42-46 (certificates of title), s.289 (land dealings and consents), s.176U (agreements, including lease agreements), s.373ZD-ZL (indigenous cultural interests), s.374 (deaths), s.390 (mortgages, liens), s.377 (personal representatives), s. 379 (beneficiaries – lease, subleases, licences), s.381 (bankruptcy transmissions – interests), Division 3 (port and harbour land), Division 8B (profit a prendres), Division 8C (carbon abatement interests)</p> <p>Land Regulation 2009 – s.49A (declared beach areas as roads), s.52-57 (grazing homestead freeholding or perpetual leases)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• State housing leases</li> <li>• approved plans</li> <li>• notings (identifiers of <i>plan</i> and survey information)</li> <li>• any other registers included in the land registry.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• issuing and cancelling evidentiary documents and regulatory certificates, <i>e.g. certificates of title.</i></li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• authorising, renewing, suspending and revoking operators of electronic lodgements.</li> <li>• land ownership records dating prior to 1994.</li> <li>• supporting paper documents for original paper records submitted.</li> <li>• original evidentiary documents and regulatory certificates submitted as evidence to processes and registration, <i>e.g. original paper wills and testaments.</i></li> <li>• search enquiries.</li> <li>• providing register roll and information to relevant persons and authorities, <i>e.g. valuation register roll to State revenue commissioner, administering authorities, relevant local governments.</i></li> <li>• registers for land related research, including scientific and technical investigations.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Native Title Queensland Act 1993</i> – s.15A (indigenous land use agreements), s.14 (native title rights, including compulsory acquisitions of rights and interests)</p> <p><i>Foreign Government Titles to Land Act 1948</i> – s.4, 17-20 (foreign ownership), s.36 (foreign ownership forfeitures and sales)</p> <p><i>Aboriginal Land Act 1967</i> – s.14 (dedicated roads)</p> <p><i>Electronic Conveyancing National Law (Queensland) Act 2013</i> – s.13-19 (amending registers using client initiated electronic lodgements etc.)</p> <p><i>Soil Conservation Act</i> – s.33 (approved plans and notings)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority</i> PROS04-01 Reference 2.1.0 – Land title registration – retain permanently.</p> <p><i>State Records Authority of New South Wales Deed and land titles registration and Crown lands management functional retention and disposal authority</i> FA293 Reference 1.1.1 Dealings and title registration – Required as State archives.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 Reference various reference numbers 4.7.1, 4.7.2, 4.7.3, 4.7.4, 6.4.1, 6.14.1, 6.14.3, 6.14.7, 6.14.9, 6.14.10, 6.14.11, 6.14.12, 6.14.13, 6.14.14, 6.14.15, 6.14.16, 6.14.17, 6.14.18, 6.14.19, 6.14.20, 6.14.21, 7.13.1,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		8.6.1. <i>See Appendix C for further information.</i>
1.24.7	<p><b>Search enquiries</b></p> <p>Search enquiries of registers and register transaction entries conducted on various land and land-related registers, including those relating to land, Aboriginal and Torres Strait Islander land, landscapes and vegetation.</p> <p>Includes searches:</p> <ul style="list-style-type: none"> <li>• of registers, but not limited to those registers, covered by reference number 1.24.5</li> <li>• to obtain titles and title-related information for dependent processes</li> <li>• supporting other related government information repositories for land relevant information.</li> </ul> <p>Excludes native title related searches.</p> <p>Excludes providing valuation register roll and information to relevant persons and authorities.</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 1.24.6.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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 Limitation of Actions Act 1974.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 4.8.1, 6.16.1, 7.14.1, 8.8.1, 9.12.1.</i></p> <p><i>See Appendix C for further information.</i></p>
1.24.8	<p><b>Original evidentiary documents</b></p> <p>Original evidentiary documents required for registration processes, including for the purpose of registering land titles and title-related information. Also includes original paper records submitted as evidence for transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements in all land and land-related registers.</p> <p>Excludes land ownership records dating prior to 1994 and supporting paper documents for original paper records submitted.</p> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b></p> <p>See 1.24.6.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be returned to the original record to owner after copying and lodgement.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.14.5, 6.14.6, 6.14.8.</i></p> <p><i>See Appendix C for further information.</i></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	Return original record to owner after copying and lodgement	
1.24.9	<p><b>Physical source records (for digitised records)</b> Physical source records that have been digitised to support titles registration processes.</p> <p>Includes registration, transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements in land and land-related registers.</p> <p>Includes, but is not limited to, supporting paper documents submitted for:</p> <ul style="list-style-type: none"> <li>• registering land titles and title-related information</li> <li>• registering development approvals and cancellations (copies) received by Land Registrar for submission to and registration by Registrar of Titles.</li> <li>• Survey plans</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• original evidentiary and regulatory documents submitted that should be returned to their owner</li> <li>• determinations of unimproved values of land, setting dates for valuations and making alterations to valuations</li> <li>• records of entries into the Land Valuation Register.</li> </ul> <p><b>Retention period &amp; trigger</b> 28 days after the accuracy of the digitised image has been verified.</p>	<p><b>Background/business process:</b> See 1.24.6.</p> <p>The purpose of this class is to authorise the destruction of physical source records that have been converted to a digital format.</p> <p>This record class includes permanent value records but follows the conditions under Disposal Authorisation 2074 to ensure the digitised records are a complete and reliable representation of the physical source record:</p> <ul style="list-style-type: none"> <li>• Digitised reproductions must be <a href="#">accessible</a> and held in a <a href="#">trusted system</a> for the life of its retention period.</li> <li>• The reproduction must be a clear, <a href="#">complete and accurate copy</a> of the physical source record that is <a href="#">fit for purpose</a>.</li> <li>• Your agency must have developed and documented a <a href="#">defensible process</a> that demonstrates how you meet the conditions of 2074 and QDAN 739v2 - 1.24.9.</li> <li>• Your agency must have approval of this defensible process from your Chief Executive Officer (CEO) or their authorised delegate.</li> </ul> <p><b>Regulatory requirements:</b> <i>Land Title Act 1994</i> – s.166 <i>Vegetation Management Act 1999</i> – s.70B</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained only for the length of data validation processes conducted after supporting paper documents are scanned. The timeframe of 28 days after the accuracy of the digitised image has been verified allows for this and reflects previous approved reference QDAN653 6.14.4.</p> <p>The disposal relates to the physical source records only, the digitised version becomes the record and to be managed as per the relevant retention period (e.g. 7 years or permanent).</p> <p><b>Comments:</b> Previous schedule reference QDAN653 5.11.5 has a higher retention period</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>than proposed. The systems/processes used by Registrar of Titles for other inputs, <i>e.g. land titles</i>, currently support a reduced retention period (<i>i.e. 28 days after verification</i>) for similar records (<i>registration inputs</i>). The same retention period has therefore been proposed for copies of development approvals.</p> <p><b>Comparison with other schedules:</b></p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 5.11.5, 6.14.2, 6.14.4.</i></p> <p><i>See Appendix C for further information.</i></p>
1.24.10	<p><b>Federal registries</b></p> <p>Records relating to applications submitted to federal bodies for the registration, update, transfer or removal of land and land-related registration records from federal registers of information.</p> <p>Includes applications for:</p> <ul style="list-style-type: none"> <li>• native title determinations</li> <li>• revised native title determinations</li> <li>• expedited procedure objections (native title)</li> <li>• future act determinations (native title)</li> <li>• compensation claims</li> <li>• Aboriginal and Torres Strait Islander land use agreements</li> <li>• transfer of records.</li> </ul> <p>Also includes applications submitted by the Department as a government/negotiation party.</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>See 1.24.6.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 reference number 8.3.2.</i></p> <p><i>See Appendix C for further information.</i></p>
1.24.11	<p><b>Information provision/suppression</b></p> <p>Records relating to determining provision or non-</p>	<p><b>Background/business process:</b></p> <p>See 1.24.6.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>provision of land and land-related information, in land related registers under relevant legislation by the Department, or by others at the request of the Department. Includes:</p> <ul style="list-style-type: none"> <li>• valuation roll suppression directions protecting aspects of register, <i>i.e. register information</i></li> <li>• approving, refusing, renewing and cancelling suppression directions</li> <li>• providing register information to relevant persons and authorities, <i>e.g. valuation register roll to State revenue commissioner, administering authorities, relevant local governments</i></li> <li>• distributing register excerpts, certified extracts and rolls of register information, <i>e.g. valuation notices</i></li> <li>• requesting and receiving statements of every land area and land interest owned by a person, <i>e.g. land valuation returns.</i></li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 Limitation of Actions Act 1974.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.6.10, 6.15.1, 6.22.3, 6.35.4.</i> <i>See Appendix C for further information.</i></p>
1.24.12	<p><b><i>Unimproved values of land registrations</i></b> Records relating to the determination of the unimproved value of land. Includes supporting documents setting dates for valuations and for valuation alterations. Excludes actual Register entries.</p> <p><b>Retention period &amp; trigger</b> 1 year after being added to Land Valuation Register.</p>	<p><b>Background/business process:</b> See 1.24.6.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for one year as they:</p> <ul style="list-style-type: none"> <li>• provide opportunity for verification for the retention period</li> <li>• duplicate records in Land Valuation Register.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 reference 6.35.1</i> <i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.24.13	<p><b><i>Vegetation compliance notices for titles register</i></b></p> <p>Records relating to copies of compliance notices issued to persons given to Registrar of Titles, including notices advising compliance notices had been complied with, withdrawn or terminated.</p> <p><b>Retention period &amp; trigger</b></p> <p>28 days after the accuracy of the digitised image has been verified</p>	<p><b>Background/business process:</b></p> <p>See 1.24.6.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for until compliance notice removal notice is received as they:</p> <ul style="list-style-type: none"> <li>• provide opportunity for verification for the register entry</li> <li>• duplicate records in the Land Titles Register</li> <li>• are copies only (compliance notices)</li> <li>• facilitate actions that become extraneous.</li> </ul> <p><b>Comments:</b></p> <p>Titles registry transactions are proposed in this land appraisal log for permanent retention. However, registry entries records including register transaction records (entries) are different to the transactional support documents, such as copies of compliance notices, where these documents have been digitised.</p> <p>Therefore, copies of enforcement actions such as issuing, withdrawing, terminating compliance notices are temporary and relevant only whilst the compliance notice is active. All transactions are therefore irrelevant once the copy has been scanned and the register has been purged of the compliance notice. The retention period has been set at '28 days after the accuracy of the digitised image has been verified' and not based on the removal of the compliance notice given it is impractical/difficult to set the disposal at registry purge date, the digitised scan provides evidence of the transaction, the records are copies of original compliance notices issued to the persons in breach and original records of compliance notices are handled/retained/disposed under Enforcement 1.12.1.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 9.13.3.</i></p> <p><i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.25.1	<p><b>Significant *</b></p> <p>Records relating to researching and enquiring into significant land-related research areas to discover facts, theories and principles to support improved outcomes and business activities for land management. Includes investigations, designs, experiments, measures and demonstrations to ascertain the nature and extent of a land-related problem throughout the State.</p> <p>Significant research includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander land management issues, <i>e.g. traditional land care practices</i></li> <li>• native title issues, <i>e.g. Aboriginal and Torres Strait Islander historical/ traditional occupancy of land</i></li> <li>• scientific and technical investigations and information discoveries</li> <li>• proposals, approvals, plans, analysis and assessments, <i>e.g. for research projects, scientific and technical investigations</i></li> <li>• land ownership and tenure history, <i>e.g. land uses, rights</i></li> <li>• landscape and vegetation management, <i>e.g. best practices, rehabilitation</i></li> <li>• land management issues, <i>e.g. soil care, land care, salinity</i></li> <li>• land related aspects of environment management, <i>e.g. impact of land developments on surrounding ecology.</i></li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• background research on native title matters</li> <li>• policy and standards about methodologies and</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 land management products and processes and increasing knowledge of land veterinary care. Research can endeavour to solve a problem, such as cure a plant disease, increase productivity, <i>e.g. better yields or form a platform of information for planning and reviewing purposes.</i> Includes research such as studying land conservation, restoration and care techniques.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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> <li>• document the history of the Department's significant work</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1:</i></p> <ul style="list-style-type: none"> <li>• reference 3.7.1 – records of original research to support the development of significant fire management programs – retain permanently</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>processes for how research is conducted.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>reference 5.3.1 – records of original research, including method trials, to support the development of significant nursery management programs – retain permanently.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 4.11.2, 6.26.1, 6.29.1, 6.30.1, 6.31.1, 6.32.1, 7.22.2, 7.27.1, 7.29.1, 9.18.1, 9.21.1, 9.22.1, 9.24.1.</i> <i>See Appendix C for further information.</i></p>
1.25.2	<p><b>Other ~</b> Records relating to researching and enquiring into other land-related research areas to discover facts, theories and principles to support improved outcomes and business activities for land management, not covered by reference number 1.25.1. Includes landscape management issues. Includes background research on native title matters. Excludes:</p> <ul style="list-style-type: none"> <li>background research on native title matters</li> <li>specific research conducted as an integral part and targeted part of another process, <i>e.g. research conducted for a specific planning project or program within the planning process.</i></li> </ul> <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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 needs based on industry cycles of renewal and regeneration</li> <li>cover the Department for risks associated with the government's responsibility to plan, hold and maintain property for long-term strategies</li> <li>directly relate to or provide background information to significant construction, extension or improvement</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>Comparison with other schedules:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN623 Reference number 4.6.1 – research to support the development of significant forest product marketing programs within NRW Forest Products – retain for 10 years after last action.</i> <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference number 4.7.1 – research to support the development of significant natural forest product marketing programs within Forestry Plantations Queensland – retain for 10 years after last action.</i> <i>State Records Authority NSW Primary Industries assistance, regulation and</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>development</i> FA258 Reference 2.11.3 Records of externally or internally funded research projects which do not have national, State-wide or industry-wide impact, have potential long-term impact, impact on broader government policies or national industry standards or are innovative or award winning – Retain minimum of 20 years after publication of results, completion of project or expiry of contractual obligations, whichever is the longer, then destroy.</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries</i> PROS04/01 Reference 11.5.3 Other research outcomes – Destroy 15 years from date of issue.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule</i> QDAN 653 various reference numbers 6.26.2, 6.29.2, 6.30.2, 6.31.2, 7.22.3, 7.23.1, 7.27.2, 7.29.2, 9.18.2, 9.12.2, 9.22.2, 9.24.2.</p> <p><i>See Appendix C for further information.</i></p>
1.25.3	<p><b>Background research</b></p> <p>Records relating to background research into land and land-related issues, including investigative forays to support and inform land management research, where useful information and data has already been included in land management research projects and topics.</p> <p>Includes background research into native title matters which are not significant, and are not related to specific native title claims.</p> <p>Excludes background research into native title matters and claims.</p> <p><b>Retention period &amp; trigger</b></p> <p>Until business use ceases.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained until reference ceases.</p> <p><b>Comparison with other schedules:</b></p> <p><i>General retention and disposal schedule</i> disposal authorisation 1272 Drafts, Working Notes and Calculators including background research – Until business action completed.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 various reference numbers 6.27.1, 8.12.1.</p> <p><i>See Appendix C for further information.</i></p>
1.25.4	<p><b>Unsuccessful proposals</b></p> <p>Records relating to unsuccessful proposals and applications for research work/projects in land-related issues. Includes proposals/applications for:</p> <ul style="list-style-type: none"> <li>• research</li> </ul>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for five years as they:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>scientific and technical investigations</li> <li>investigations, designs, experiments, trials, measures and demonstrations.</li> </ul> <p><b>Retention period &amp; trigger</b> 5 years after business action completed.</p>	<ul style="list-style-type: none"> <li>support the decisions of the business</li> <li>enable regeneration and repeatability of proposals and applications unsuccessful from budget timing not content or merit</li> <li>reflect existing QDAN reference retention periods.</li> </ul> <p><b>Comparison with other schedules:</b> <i>General retention and disposal schedule</i> disposal authorisation 1272 Drafts, Working Notes and Calculators including background research – Until business action completed.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.32.3, 7.29.3, 9.24.3. <i>See Appendix C for further information.</i></p>
<b>Reviewing and Evaluation</b>		
1.26.1	<p><b>Significant *</b></p> <p>Records relating to significant reviews conducted to identify improvements, establish trends and issues, and recommend solutions in the use of legislative provisions and the departmental administration of land-related programs, projects, processes, practices and other matters. Includes matters relating to land, native title, Aboriginal and Torres Strait Islander land, landscapes and vegetation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>consultation run as an integral part and targeted operation of reviewing processes, including formal community consultation</li> <li>reviews of provisions, processes and practices interacting with Commonwealth legislation such as the <i>Commonwealth Native Title Act</i></li> <li>reviews of land registers.</li> </ul> <p>Excludes reviews of native title claim applications and reviews of background research on native title claims.</p>	<p><b>Background/business process:</b></p> <p>Review records are created in management processes which are used for the innovation and improvement of land management programs, projects, processes, practices, services and products. Reviews can endeavour to solve a problem, such as legislative red tape, increase productivity, e.g. better service provision or provide concentrated analysis and information for planning and management purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>develop terms of reference; obtain approvals for terms of reference; conduct environmental scans; conduct background research; analyse programs, projects, processes, practices, services and products; consult with departmental staff; consult with community stakeholders, business leaders and industry participants; identify problems; formulate recommendations; consult with relevant stakeholders; create reports; seek approvals; submit reports</li> <li>manage project; report on progress; report completion; close project.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<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 to the department upon which future programs, projects, processes, practices etc. are built</li> <li>document the history of the Department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>General retention and disposal schedule</i> disposal authorisation 1023 Evaluations and reviews – significant – Permanent. <i>Agriculture retention and disposal schedule</i> QDAN719 v.1 Reference 1.22.1 Reviewing and evaluating – Significant – Retain permanently. <i>Public Records Office Victoria Department of Primary Industries</i> PROS04-01 reference number 11.5.1 – high public interest research outcomes - retain permanently; reference number 12.1.1 – development and implementation of Minister approved programs and initiatives – retain permanently.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 various reference numbers 4.12.1, 6.28.2, 6.28.3, 7.25.1, 8.13.1, 9.20.1. <i>See Appendix C for further information.</i></p>
1.26.2	<p><b>Other ~</b> Records relating to other reviews of land-related programs, projects, processes, practices and matters, not covered by reference number 1.26.1.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>General retention and disposal schedule</i> disposal authorisation 1024 Evaluations and reviews – other – 5 years after business action completed. <i>Agriculture retention and disposal schedule</i> QDAN719 v.1 Reference 1.22.2</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Reviewing and evaluating – Other – Retain for 7 years after action completed. <i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority</i> PROS04-01 reference number 11.3.0 – administration of research program – destroy 10 years from date of last access; reference number 12.1.2 – development and implementation of minor initiatives and programs – destroy 7 years after administrative use is concluded.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 4.12.2, 6.28.1, 7.25.2, 9.20.2. See <i>Appendix C</i> for further information.</p>
<b>Stakeholder Engagement</b>		
1.27.1	<p><b>Significant *</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate land-related initiatives.</p> <p>Significant includes consultation:</p> <ul style="list-style-type: none"> <li>with Aboriginal and Torres Strait Islander people in accordance with Aboriginal and Torres Strait Islander land-related legislation</li> <li>required for codes development and review (Vegetation Codes under <i>Vegetation Management Act 1999</i>).</li> </ul> <p>Excludes specific consultation run as an integral part and targeted operation of another process, including formal community consultation processes, <i>e.g. planning consultation, development project consultation, consultation with particular licensing or authorisation stakeholders as part of approval processes.</i></p>	<p><b>Background/business process:</b></p> <p>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 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).</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule</i> QDAN719 v.1 Reference 1.23.1 Stakeholder engagement – Significant – Retain permanently. <i>Forestry Retention and Disposal Schedule</i> QDAN725 v.1 Reference 1.24.1 Stakeholder engagement – Significant – Retain permanently. <i>Tourism Retention and Disposal Schedule</i> QDAN709 v.1 Reference 1.10.1 Stakeholder engagement – Consultation and engagement – significant – Retain permanently. <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority</i> PROS02-03 Reference number 3.3.1 – liaison activity that leads to the establishment of business sustainable programs and sets a precedent or raises systemic issues – retain permanently.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN653 various reference numbers 4.6.1, 4.6.3, 9.10.1. <i>See Appendix C for further information.</i></p>
1.27.2	<p><b>Other ~</b> Records relating to conducting other consultative and engagement processes with external stakeholders for land and land-related initiatives, not covered by reference number 1.27.1. Other includes:</p> <ul style="list-style-type: none"> <li>consultation with non- Aboriginal and Torres Strait Islander or other stakeholders in native title matters where consultation outcomes do not have a significant impact on native title matters</li> <li>consultation with regional bodies regarding native title-related impacts on land tenures</li> <li>consultation on vegetation management issues not related to code development and review</li> </ul>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>General retention and disposal schedule</i> disposal authorisation 1025 Stakeholder engagement – 7 years after business action completed. <i>Public Record Office Victoria Environment Protection Authority Retention and</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• general liaison with other organisations (professional associations, community groups, private sector organisations), field professionals, government departments and agencies on land and land-related issues</li> <li>• council briefs about local government issues, especially where general and non-specific business activity issues</li> <li>• consultative group advice, e.g. <i>Valuation Reform Reference Group (VRRG)</i>, non-specific consultation advice.</li> </ul> <p>Excludes specific consultation run as an integral part and targeted operation of another process, including formal community consultation processes, e.g. <i>planning consultation, development project consultation, consultation with particular licensing or authorisation stakeholders as part of approval processes.</i></p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><i>Disposal Schedule/Authority</i> PROS 02-03 Reference number 3.3.2 – all other liaison activity – client files etc. – destroy 7 years after the activity and client cease.</p> <p><i>Tourism Retention and Disposal Schedule</i> QDAN709 v.1 Reference 1.10.2 Stakeholder engagement – Consultation and engagement – other – Retain for 7 years after action completed.</p> <p><i>Forestry retention and disposal schedule</i> QDAN725 v.1 Reference 1.24.2 Stakeholder engagement – Other – Retain for 7 years after action completed.</p> <p><i>Agriculture Retention and Disposal Schedule</i> QDAN719 v.1 Reference 1.23.2 Stakeholder engagement – other – Retain for 7 years after action completed.</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water &amp; Management</i> DA2297 Reference 04.22.02 Notifications including correspondence and associated papers from individuals, companies or government agencies in relation to intended access of Crown land for specific purposes – Destroy 5 years after last notification.</p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule</i> QDAN 653 various reference numbers 4.9.1, 6.12.1, 6.20.1, 7.11.1, 7.17.1, 8.7.1, 8.9.1, 8.3.4, 9.10.2, 9.14.1. <i>See Appendix C for further information.</i></p>
<b>Surveying</b>		
1.28.1	<p><b>Significant *</b></p> <p>Records relating to identifying and surveying land and its unique descriptive features and positional information for inclusion in land titles and related titles information registers and in State surveying and mapping infrastructure, frameworks and datasets. Includes identifying geodetic references and subsidiary framework identifiers and depicting spatial locations and permanent improvements.</p> <p>Significant includes:</p> <ul style="list-style-type: none"> <li>• original and foundational surveying processes</li> <li>• survey plans representing legislative requirements</li> </ul>	<p><b>Background/business process:</b></p> <p>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> <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. <i>boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys</i></li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>or administrative implementation of an Act</p> <ul style="list-style-type: none"> <li>• State control surveys and secondary control surveys</li> <li>• maintenance of permanent survey marks</li> <li>• certified property maps of assessable vegetation (PMAV)</li> <li>• reports on changes to ambulatory boundaries for freehold and State land, including non-tidal rivers and creeks, tidal rivers and creeks, tidal foreshores</li> <li>• surveying, resurveying, changing and redefining of: <ul style="list-style-type: none"> <li>○ State and freehold land boundaries</li> <li>○ land and water boundaries, <i>e.g. beach areas, coastal lands, riparian lands, rivers, tide affected land</i></li> <li>○ public beach access</li> <li>○ area related title notations, caveats, easements and other regulatory constructs, <i>e.g. ambulatory boundaries, rolling easements</i></li> <li>○ community infrastructure locations, <i>e.g. roads, footpaths, power/water infrastructure</i></li> <li>○ shoreline changes/migration/erosion to boundaries and infrastructure.</li> </ul> </li> </ul> <p>Excludes appeals.</p> <p>Excludes referring survey information and lodging surveying plans and records to relevant land registers/registries.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><i>(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.</i></p> <p><b>Regulatory requirements:</b></p> <p><i>Soil Conservation Act 1986 – s.10 (special floodplain management areas)</i></p> <p><i>Land Protection Pest Stock Route Management Act 2002 – s.47 (fence building lines)</i></p> <p><i>Land Protection Pest Stock Route Management Regulation 2003 – s.9 (stock routes), 12 (rabbit districts)</i></p> <p><i>Surveying Mapping Regulation 2014 – s.13-15 (placing and reinstating survey marks), 12 (identifying geodetic references and subsidiary identifiers), 4-7 (tidal/non-tidal boundaries), 17 (maintaining cadastral boundaries).</i></p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <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:</b></p> <p><i>New South Wales Department of Planning Retention and Disposal Schedule/Authority FA245 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> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 9.5.3, 6.23.1, 6.34.1, 6.34.2,</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		6.34.3, 6.34.7. <i>See Appendix C for further information.</i>
1.28.2	<p><b>Other ~</b> Records relating to maintaining land surveying identification and descriptive data and information on maps, surveys, plans and supporting documentation, not covered by reference number 1.28.1. Other includes:</p> <ul style="list-style-type: none"> <li>• secondary and supporting surveying processes for surveying land, where information and data has been used to update land titles and related titles information registers, and State surveying and mapping infrastructure, frameworks and datasets</li> <li>• maintenance of land markings, including survey marks (excluding maintenance of permanent survey marks)</li> <li>• correction of mapping/surveying errors</li> <li>• inspecting and validating survey marks maintained by other authorities</li> <li>• pre-examination and approval of survey plans to be lodged in registers (checking for adherence standards, etc.).</li> </ul> <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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN623:</i></p> <ul style="list-style-type: none"> <li>• reference 5.6.1 – original working maps used in the preparation of published maps and any subsequently scanned electronic copies – retain for 10 years after last action</li> <li>• reference 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. – retain for 10 years after last action.</li> </ul> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 6.6.2 – original working maps used in the preparation of published maps and any subsequently scanned electronic copies – retain for 10 years after last action.</i></p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.6.12, 6.21.1, 6.34.4, 6.34.5, 6.34.6, 6.34.8.</i> <i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.28.3	<p><b>Appeals – surveying</b></p> <p>Records relating to handling appeals of land surveying information used to register and value land. Includes internal judicial reviews of decisions.</p> <p><b>Retention period &amp; trigger</b></p> <p>13 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Appeal case records are created when an aggrieved party disputes the surveying information used to register and value land.</p> <p>Illustrative process:</p> <p>Departmental (internal):</p> <ul style="list-style-type: none"> <li>• receive application for review/appeal; record in relevant business systems; check application received within legislated timeframe; check legislated timeframe for resolution of appeal; review grounds and legislative basis for appeal; review substance of appeal; prepare written report; formulate recommendations and discretionary options available to approver (e.g. Minister, CEO, delegated representative); finalise report; obtain report approvals; submit to Minister or CEO or delegated representative for decision; review of appeal application and report; decision by approver; write up decision notice (agree-refuse-with conditions) with process for further appeals; register outcome of appeal in relevant business systems; forward to applicant.</li> </ul> <p>Court, tribunal or committee processes:</p> <ul style="list-style-type: none"> <li>• summons notice received that appeal notice lodged (within legislated timeframes); prepare supporting documents and papers; file notice of appearance; prepare response to cross-appeal or contention paperwork (as relevant); attend first hearing; make representations, attend final hearing; receive judgements, orders and other paperwork.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 13 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>Comments:</b></p> <p>Externally adjudicated cases of appeals would be kept by the body overseeing the appeal, e.g. <i>Land Court</i>. There is no requirement for these records to be retained permanently by the Department. Retention period of 13 years after</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>action completed ensures records are available under section 13 of <i>Limitation of Actions Act 1974</i>, e.g. for land recovery purposes and under section 10(4), e.g. judgements allowing actions.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.4.3.</i>  <i>See Appendix C for further information.</i></p>
<b>Value Added Services – Client Commissioned Jobs (Cases)</b>		
1.29.1	<p><b>Client case files for commissioned surveying</b></p> <p>Records relating to providing land surveying-related services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• survey projects for other agencies</li> <li>• cartography (maps) for external clients.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Client case records are created when the department accepts a job to handle the requirements of the client.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify job request/requirements; research client needs; research client particulars/circumstances; plan and schedule job; undertake job; tailor and package advice to client circumstances; write reports and seek approvals/quality checks as necessary; seek payment; forward payments (as appropriate) to finance personnel; provide job outputs to client.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>. It specifically covers actions for breaches of contract which can be brought up to 6 years from date of cause of action.</li> </ul> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.13.1, 7.12.1.</i>  <i>See Appendix C for further information.</i></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
1.29.2	<p><b><i>Client case files for commissioned valuations</i></b> Records relating to providing valuation services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• private valuations</li> <li>• land valuations</li> <li>• asset valuations</li> <li>• valuation tenders.</li> </ul> <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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 Reference 7.12.1 – Contracting services – Retain for 7 years after last action.</i></p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 various reference numbers 6.13.1. See Appendix C for further information.</i></p>
1.29.3	<p><b><i>Client case files for commissioned advice</i></b> Records relating to providing advice services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 various reference numbers 6.13.1, 7.12.1. See Appendix C for further information</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
1.29.4	<p><b><i>Client case files for commissioned testing, analysis and calibrations</i></b></p> <p>Records relating to providing testing, analysis and calibration services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• calibration services for external land surveyors</li> <li>• survey equipment calibration testing</li> <li>• heavy metal analysis</li> <li>• contaminant analysis</li> <li>• soil chemistry testing</li> <li>• soil fertility testing</li> <li>• effluent reuse analysis</li> <li>• alternative urban water supplies analysis.</li> </ul> <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>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 various reference numbers 6.13.1, 7.12.1.</i></p> <p><i>See Appendix C for further information.</i></p>
<b>Visits</b>		
1.30.1	<p>Records relating to arranging visits for the direct or indirect advancement of land-related initiatives:</p> <ul style="list-style-type: none"> <li>• from community members, other organisations, educational institutions and students to the department organised by department staff with a view to inform, educate or promote the services, operations and role of the department</li> <li>• by department staff to other organisations with a view of obtaining information, knowledge and skills about areas of importance, interest or expertise relevant to the department.</li> </ul> <p>Excludes visits:</p>	<p><b>Background/business process:</b></p> <p>Visitation records are created when departmental staff accept a request from another party/s to visit, staff request a visit to another organisation, or jointly through contacts and networking, staff agree a visit would be mutually beneficial.</p> <p><b>Illustrative process:</b></p> <p>Start up (pre-visit):</p> <ul style="list-style-type: none"> <li>• identify visit request/requirements; research visitor needs; research visitor particulars/circumstances; plan and schedule visit; issue invitations; write and collate information of relevance; develop presentations and speeches; determine visit itinerary, speakers, participants etc.; confirm arrangements; confirm attendance; organise catering, rooms, technology, special guests,</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>by the Governor, the Premier, and other honorary guests and dignitaries, including delegations, consular officials, world leaders, the Prime Minister, federal parliamentarians</li> <li>visits organised as commemorations or exhibitions</li> <li>visitor books (ongoing logs signed by visitors as record of and/or commentary on their visit).</li> </ul> <p><b>Retention period &amp; trigger</b> 4 years after business action completed.</p>	<p>special WHS requirements, <i>e.g. high-vis jackets and visitor badges</i>; advise security of notable events</p> <ul style="list-style-type: none"> <li>identify department need for information, contacts/networks in areas of need; research organisation and people; correspond wish for visit; await response; accept invitation</li> <li>through various meetings, working groups, committees, industry associations, business forums, representatives from all sorts of organisations can meet and agree to visit each or one of the other, responsibility for organising first visit is agreed, and the first process above (organising pre-visit requirements) is generally stepped through.</li> </ul> <p>Visit:</p> <ul style="list-style-type: none"> <li>receive guests; complete attendance records; advise any specific WHS protocols; undertake visit as planned; tailor advice to visitor circumstances; recap day/event and agree on benefits and information gained; conclude visit.</li> </ul> <p>Post-visit:</p> <ul style="list-style-type: none"> <li>on behalf of visitor seek answers to questions unable to answered; provide answers to unanswered questions (as appropriate) to visitors; write summaries and reports as necessary.</li> </ul> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for four years as they:</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>Evidence visits that may have resulted in personal injury claims submitted as legal action by visitors. Section 11 of Limitation of Actions Act 1974 states that personal injury actions must be commenced within three (3) years of cause of action.</p> <p>With the date of the visit likely to be the last action completed date, caution dictates that we implement a three (3) years plus one (1) year rule to ensure that advice of personal injury claim is received and advice is disseminated through to relevant parts of the organisation.</p> <p><b>Previous schedules:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>General retention and disposal schedule</i> disposal authorisation 1096 Visits – other – 3 years after business action completed.</p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.36.1, 7.30.1, 8.14.1, 9.25.1.</p> <p><i>See Appendix C for further information.</i></p>

Function	Scope note
<b>LAND MANAGEMENT</b>	<i>The function of managing the State's land as defined by cadastral boundaries. Includes the authorisation of land tenure, the periodical valuation of land, the acquisition of land by the State for public purposes, the oversight of the acquisition of land by local government, disposal of state land, maintenance of state land, surveying, naming of places and the registration of freehold land and interests in freehold land. Also includes the coordination of the stock route network and implementation of the Queensland Stock Route Management Strategy. Use LANDSCAPE MANAGEMENT for activities relating to physical land resources and their interaction with other ecological processes. Use NATIVE TITLE for the resolution of native title claims. Use INDIGENOUS LAND MANAGEMENT for transfers, grants or claims of land under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991.</i>
<b>Activities</b>	
<ul style="list-style-type: none"> <li>2.1 Acquisition</li> <li>2.2 Accreditation</li> <li>2.3 Claims Management</li> <li>2.4 Disposal</li> <li>2.5 Registration</li> <li>2.6 Valuation</li> </ul>	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Acquisition</b>		
2.1.1	<p><b>Land and land rights</b></p> <p>Records relating to planning and managing the acquisition of land, associated with State interests, purposes and projects, or as a resolution of land-related conflicts between land owners or interest holders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• acquisition through purchase, compulsory acquisition (resumption), donation, sale, auction, tender, expressions of interest and changing areas and boundaries to effect acquisition of relevant parts</li> <li>• creation of easements</li> <li>• reserving land for public purposes</li> <li>• acquiring land-related improvements made to reserved land by trustees, owners or interest holders</li> <li>• appeals of land-related decisions, including appeals of value of land improvements by lessees, appeals of exclusions from land sale ballots.</li> </ul> <p>Includes significant acquisitions, projects and proposals that do not proceed, <i>e.g. Traveston Crossing Dam.</i></p> <p>Excludes non-significant acquisitions, projects and proposals that do not proceed.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• internal judicial review processes</li> <li>• leasing land</li> <li>• disposing land</li> <li>• developing leased land during leases.</li> </ul>	<p><b>Background/business process:</b></p> <p>Land acquisition records are created in regulatory processes of planning, identifying, resuming land. Includes assessment processes and research and studies (such as environmental impact statements, impact assessment studies) consultation, and approval processes. Includes paying for land and conducting land exchanges. Includes adding legal easements to land title as partial or whole resolution of process.</p> <p>Illustrative processes for development approvals:</p> <ul style="list-style-type: none"> <li>• identify land for resumption from approved planning documents, assess land for market and other values; commission studies as required; survey land as required, issue resumption notices; negotiate purchase or trade; settle on property purchase or trade; negotiate owner options, <i>e.g. staying on in property as tenant until works</i>; organise property management contracts; commission works to maintain property or prepare for coming works (as required).</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Starke Pastoral Holding Acquisition Act 1994</i> – s.5 (compensating land interest holders)</p> <p><i>Land Act 1994</i> – s.26 (changing land boundaries to effect acquisition of relevant parts); s.24 (reserving land for public purposes); s.19 (purchasing leased or freehold land); s.118 (appeals of exclusion from land ballots; s.249 (appeals of value of improvements on leased land paid for by lessee)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</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>Comments:</b> QSA already holds a large number of acquisition and disposal of land records, including resumption, of land records which support the land tenure rights and entitlements of citizens.</p> <p><b>Comparison with other schedules:</b> <i>Environment Protection Authority Protected Areas Management Acquisition 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> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653</i> various reference numbers 6.8.1, 6.9.1. <i>See Appendix C for further information.</i></p>
2.1.2	<p><b>Leasing land and land rights</b> Records relating to leasing land to facilitate development or activities associated with State interests, purposes and projects. Includes:</p> <ul style="list-style-type: none"> <li>• the acquisition of land-related rights, such as entitlements, licences, authorities, etc. through the leasing of the land</li> <li>• development work carried out on leased land during lease including obtaining development work permissions from landowner and relevant authorities</li> <li>• leasing land from third parties for future developments, <i>e.g. dam sites.</i></li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after lease ceases/expires.</p>	<p><b>Background/business process:</b> Land leasing records are created in regulatory processes of planning and identifying land for community developments, infrastructure and other projects, e.g. future dam sites. Includes assessment processes conducted prior to leasing relevant land and background research and studies (such as environmental impact statements, impact assessment studies). Includes activities of negotiating, approving and leasing land.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes</li> <li>• ensure that the records are retained in the event of a breach of contract which can be brought up to 6 years from the date of the cause of action in accordance with s.10 of the <i>Limitations of Actions Act 1974.</i></li> </ul> <p><b>Comparison with other schedules:</b> <i>General retention and disposal schedule</i> disposal authorisation 1004</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Agreements and contracts – not under seal – 7 years after expiry or termination of the agreement or contract.</p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 various reference number 6.19.1.</i>  <i>See Appendix C for further information.</i></p>
2.1.3	<p><b>Land – plans not proceeded with</b>  Records relating to planning and managing the acquisition of land, including holding, and improving of land, associated with State interests, purposes and projects, or as a resolution of land-related conflicts between land owners or interest holders, where:</p> <ul style="list-style-type: none"> <li>• plans and/or works are not proceeded with and the 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 significant acquisitions, projects and proposals, e.g. <i>Traveston Crossing Dam</i>.</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>Regulatory requirements:</b>  See above.</p> <p><b>Business requirements:</b>  Natural Resources of Department of Natural Resources and Mines (DNRM) 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 needs based on industry cycles of renewal and regeneration</li> <li>• cover the Department for risks associated with the government’s responsibility to plan, hold and maintain property for long term strategies</li> <li>• directly relate to or provide background information to significant construction, extension or improvement</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul>
<b>Accreditation</b>		
2.2.1	<p><b>Land-related systems, organisations and individuals</b>  Records relating to processing and approving applications for land-related accreditation including, but not limited to, accreditation for:</p> <ul style="list-style-type: none"> <li>• surveyors.</li> </ul> <p>Includes unsuccessful and withdrawn applications.</p> <p><b>Retention period &amp; trigger</b>  7 years after accreditation expired, withdrawn,</p>	<p><b>Background/business process:</b>  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;</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
	surrendered, cancelled or rejected.	<p>issue accreditation certification, transfer, suspend or cancel accreditation</p> <ul style="list-style-type: none"> <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>Business requirements:</b> 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:</b> <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 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> <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653 Reference 10.1.1 – accreditation of departmental laboratories and equipment – retain for 7 years after accreditation ceases.</i></p>
2.2.2	<p><b>Appeals – accreditation</b> Records relating to handling appeals of accreditation processes, including appealing decisions of rejections and approvals, <i>e.g. conditions</i>. Includes departmental records relating to judicial reviews of decisions.</p> <p><b>Retention period &amp; trigger</b> 13 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> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 13 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</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>review and other court processes under the <i>Limitation of Actions Act 1974</i>.</p> <p><b>Comments:</b></p> <p>Externally adjudicated cases of appeals would be kept by the body overseeing the appeal, e.g. Land Court. There is no requirement for these records to be retained permanently by the Department. Retention period of 13 years after action completed ensures records are available under section 13 of <i>Limitation of Actions Act 1974</i>, e.g. for land recovery purposes and under section 10(4), e.g. judgements allowing actions.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 Reference 6.4.2 Valuation appeals – Retain for 13 years after last action.</i></p> <p><i>General retention and disposal schedule disposal authorisation 1080 Judicial reviews – 7 years after business action completed.</i></p>
<b>Claims Management</b>		
2.3.1	<p><b>Land-related resumptions</b></p> <p>Records relating to resolving land resumption claims for compensation under land-related legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• land resumption claims for compensation for land resumed by Crown, local government or construction authorities</li> <li>• dealing with objections</li> <li>• discontinuations and revocations</li> <li>• granting advances on due compensation</li> <li>• granting unallocated State land exchanges, freehold leases</li> <li>• granting easements and transfers in lieu of compensation</li> <li>• taking resource interests (non-native title rights and interests)</li> </ul> <p>Includes appeals of land resumption related and</p>	<p><b>Background/business process:</b></p> <p>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> <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></p> <p><i>Land Act 1994 – s.216-233</i></p> <p><i>Acquisition of Land Act 1967 – s.19-20 (land compensation claims for land resumed by Crown, local government or construction authorities), s.18 (unallocated State land exchanges, freehold leases)</i></p> <p><i>Aboriginal Land Act 1967 – s.16-17 (discontinuations and revocations), s.23 (granting advances on due compensation), s.21 (granting easements and transfers in lieu of compensation), s.4B (taking resource interests – non-native</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>associated compensation claims.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• native title claims</li> <li>• claims for compensation relating to damage to land.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>title rights and interests)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Additionally:</p> <ul style="list-style-type: none"> <li>• these records complement records relating to the acquisition of land by providing additional information about land owners and provide significant information on land tenure in Queensland</li> <li>• the permanent retention period is also justified as a means of demonstrating the State's involvement in paying sufficient compensation to citizens whose land has been forcibly resumed in accordance with legislation.</li> </ul> <p><b>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Comments:</b></p> <p>QSA already holds a large number of acquisition and disposal of land records, including resumption, of land records which support the land tenure rights and entitlements of citizens.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 16.3.0 – The acquisition and disposal of land or real property for the purpose of public heritage, by lease purchase, exchange or compulsory acquisition. Includes evaluations, title details, agreements, contracts, compensation payments and rates of return against Treasury directions – Permanent.</i></p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.9.1.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		See Appendix C for further information.
<b>Disposal</b>		
2.4.1	<p><b>Land and improvements – significant</b></p> <p>Records relating to disposing of significant land and improvements associated with:</p> <ul style="list-style-type: none"> <li>significant State interests, purposes and projects and no longer required</li> <li>previously acquired land to resolve significant land related conflicts no longer relevant between land owners or interest holders</li> <li>significant reservations for public purposes no longer needed for purpose</li> <li>significant reservations for forest entitlement areas.</li> </ul> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>disposing of by various means including selling, exchange, transfers, donation, sale, auction, tender, expressions of interest, ballot etc.</li> <li>dealing with disposal of improvements made to reserved land by trustees, owners or interest holders, including the acquisition of improvements by other parties.</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>Disposal-related records are created during the disposal of land and property surplus to requirements and are done in line with legislative and procedural requirements, including transparency of disposal processes and community marketing, to ensure no due advantage is afforded to particular parties acquiring State land and property. Standard disposal processes exist for the various means of disposal, including selling, exchange, transfers, donation, sale, auction, tender, expressions of interest, ballot etc.</p> <p>Illustrative process may be to:</p> <ul style="list-style-type: none"> <li>seek valuation of land/property; seek selling agent; commission marketing campaign (as appropriate); selling agent would generally seek and vet prospective buyers, provide information to buyers, conduct sale inspections, prepare and provide written contracts; seek approvals/signatures of relevant authorised officers; initiate contracts of sale; settle contracts including financial disbursements to close sale transaction.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Land Act 1994</i> – s.26A (no longer needed), s. 55H (acquisition of improvements)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 16.3.0 – The acquisition and disposal of land or real property for the purpose of public heritage, by lease purchase, exchange or compulsory acquisition. Includes evaluations, title details, agreements, contracts, compensation payments and rates of return against Treasury directions – Permanent.</i></p>
2.4.2	<p><b>Land and improvements – other</b> Records relating to disposing of other land and improvements associated with:</p> <ul style="list-style-type: none"> <li>• State interests, purposes and projects and no longer required</li> <li>• previously acquired land to resolve land-related conflicts no longer relevant between land owners or interest holders</li> <li>• reservations for public purposes no longer needed for purpose</li> <li>• reservations for forest entitlement areas.</li> </ul> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• disposing of by various means including selling, exchange, transfers, donation, sale, auction, tender, expressions of interest, ballot etc.</li> <li>• dealing with disposal of improvements made to reserved land by trustees, owners or interest holders, including the acquisition of improvements by other parties.</li> </ul> <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>Regulatory requirements:</b> <i>Land Act 1994</i> – s.26A (no longer needed), s.55H (acquisition of improvements)</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 needs based on industry cycles of renewal and regeneration</li> <li>• cover the department for risks associated with the government’s responsibility to plan, hold and maintain property for long term strategies</li> <li>• directly relate to or provide background information to significant construction, extension or improvement</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul>
<b>Registration</b>		
2.5.1	<p><b>Pre-1994 land ownership records</b> Records relating to land ownership dated prior to 1994, including those submitted as evidentiary documents for the purpose of registering or effecting</p>	<p><b>Background/business process:</b> Prior to the introduction of the Automated Titles System (ATS) in 1994, under the Torrens Title System, the registrar was required to retain a copy of the certificate of title as proof of land ownership. Since the introduction of the ATS this is no</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>changes to land ownership information. Includes, but is not limited to registrations, transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• pre-1994 evidence of land ownership submitted and issued including original certificates of title, deeds of grant, leases, licences and permits</li> <li>• pre-1994 records of land titles and title information processes and registers.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>longer a requirement as the freehold land register is the proof of ownership. The provision under section 166 of the <i>Land Title Act 1994</i> that the registrar can destroy an instrument in the land registry if it is accurately evidenced in the freehold land register, does not apply to certificates of title issued on or before 24 April 1994.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>These records are key documents in determining land ownership prior to the introduction of the ATS and are therefore vital for land tenure history in Queensland.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <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:</b></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 16.1.4 – Notices of registration, heritage copy – Retain as State Archives.</i></p> <p><i>NSW Department of Lands, Geographic Names Board and Board of Surveying and Spatial Information Land and Property Information Management, Survey Regulation and Geographic Naming FA238 reference number 8.9.1 – Old Form Bound Torrens Title Register (1863–1961), including cancelled folios removed from the Old Form – Required as State Archives.</i></p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 reference number 6.14.7.</i></p> <p><i>See Appendix C for further information.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Valuation</b>		
2.6.1	<p><b>Land valuations</b></p> <p>Records relating to determining land valuations (<i>i.e. land values, rateable values, unimproved land values, site values</i>) and associated land based values under relevant legislation. Includes, but not limited to, determinations of:</p> <ul style="list-style-type: none"> <li>• statutory valuations</li> <li>• commissioned valuations, <i>e.g. clients</i></li> <li>• annual valuations</li> <li>• maintenance valuations</li> <li>• whole-of-government valuations</li> <li>• rating valuations, <i>e.g. for local government rates</i></li> <li>• valuations for other legislation, regulatory instruments and bodies, <i>i.e. other state agencies, federal and local governments, e.g. land tax valuations, e.g. approved scheme land valuations, e.g. site valuations</i></li> <li>• eligibility for value dependent activities.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• assessing, reviewing, amending and approving land valuations</li> <li>• assessing, approving, amending, renewing, cancelling suppression directions for land valuation register/roll</li> <li>• assessing and approving information received from various parties (<i>e.g. the State revenue commissioner, land registrar (titles), Supreme Court registrar, public service officers, local governments, etc.</i>) to be included in registers</li> <li>• requesting amendments from land registrar (titles), <i>e.g. removal of site improvement deductions from</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Valuation records are created when the department accepts a job to handle the valuation, surveying, cartography or calibration requirements of the client.</p> <p>Illustrative process for statutory valuations:</p> <ul style="list-style-type: none"> <li>• identify job requirements; plan and schedule job; determine valuation methodology to be used; complete methodology using available factors and calculations such as site values of improved land, weighted bond rates, site improvements, value of improvements, unimproved value of improved/unimproved land, site value, existing uses and highest/best uses; compile valuation report/s; seek approvals/quality checks as necessary; publish approved valuations.</li> </ul> <p>Illustrative process for client commissioned valuations:</p> <ul style="list-style-type: none"> <li>• identify job request/requirements; research client needs and client particulars/circumstances; plan and schedule job; determine background information required; collect information; determine environmental information impacting valuation; determine valuation methodology to be used; complete methodology using available information; tailor and package valuation report to client circumstances; write reports and seek approvals/quality checks as necessary; seek payment; forward payments (as appropriate) to finance personnel; provide job outputs to client.</li> </ul> <p>Valuations includes determining valuation elements, including:</p> <ul style="list-style-type: none"> <li>• factors, <i>e.g. market conditions, location, features, views, most valuable use, zoning, heritage restrictions, use constraints, features, nearby development and infrastructure</i></li> <li>• weighted bond rates, <i>i.e. increasing value of costs over time</i></li> <li>• surface areas values, <i>e.g. square metre area values for resource tenures</i></li> <li>• site improvements, <i>e.g. clearing, rehabilitating</i></li> <li>• non-site improvements, <i>e.g. building approvals</i></li> <li>• farm improvements, <i>e.g. sheds, structures, plant</i></li> <li>• value of land based rights (increasing/decreasing valuations), and restrictions on use of rights, <i>e.g. stock grazing permits, land tenures,</i></li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>land title</i></p> <ul style="list-style-type: none"> <li>• managing, assessing and approving applications and amendments from:               <ul style="list-style-type: none"> <li>○ land valuation objections, reviews, and amendments</li> <li>○ land valuation conferences to resolve valuation objections (including conference papers, offers, appointments, disclosures, information requests, actions)</li> <li>○ defective valuation notices from appeal</li> <li>○ amendments from appeals, further repeals, and appeal response amendments, <i>e.g. Land Court appeals, defective valuation appeal notices</i></li> <li>○ site improvement deductions (applications) from land owners (paid over eligible statutory periods) including transitional offsets</li> <li>○ submissions from land owners to maintain currency of valuations</li> </ul> </li> <li>• documenting decisions and advice from local government, groups and industry consultation supporting/rejecting exceptions (in unusual circumstances) to annual valuation requirements.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• handling appeals of valuations</li> <li>• handling appeals of Land Court decisions</li> <li>• valuation register.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Retain by agency.</p>	<p><i>leases, licences, permits or permissions to occupy, water leases, licences, permits, authorities, heritage agreements, heritage restrictions, native title determinations, Aboriginal and Torres Strait Islander land use agreements.</i></p> <p>Valuations includes determining amendments, based on changes to land value, from:</p> <ul style="list-style-type: none"> <li>• separation/combination of valuations for different parcels in lots</li> <li>• separation of adjoining lots in same valuation</li> <li>• uniformity with comparable land parcels</li> <li>• additional public works, services or undertakings</li> <li>• administrative errors and omissions legislative changes to basis of calculations</li> <li>• changes to purposes, zoning, conditions or areas of rights included in land value</li> <li>• value impacts of native title determinations and Aboriginal and Torres Strait Islander land use agreements</li> <li>• adverse naturally caused damage to land (of permanent nature), <i>e.g. flood, cyclone</i></li> <li>• acquisition or cessation of rights and laws relating to land, including:               <ul style="list-style-type: none"> <li>○ material use, <i>e.g. exclusive use rights</i></li> <li>○ residential, industrial or rural related rights</li> <li>○ changes to planning schemes</li> </ul> </li> <li>• local laws, actions and decisions.</li> </ul> <p><b>Regulatory requirements:</b> <i>Land Valuation Act 2010 – s.5-6, 38, 85-96, 105, 120-142, 144-145, 157-170, 186-195, 258, 274</i></p> <p><i>References also made to calculations made under/for Land Tax Act, Sanctuary Cove Resort, Integrated Resort Act (not administered by Natural Resources).</i></p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently by their agency 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
		<ul style="list-style-type: none"> <li>document the history of the department's significant work.</li> </ul> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.35.2, 6.35.3.</i>  <i>See Appendix C for further information.</i></p>
2.6.2	<p><b><i>Land-related prices and price structures</i></b>  Records relating to determining and reviewing prices and pricing structures, including rent, of land, property, products and services, including land leases, licences and permits.  Includes:</p> <ul style="list-style-type: none"> <li>setting and adjusting rents for leases and licences, including factors (e.g. multipliers of rent payable), concessions, deferred rents (e.g. instalments or deferrals from natural disasters), designated set rents, minimum and maximum rents, discounts, allowances and taxes</li> <li>reviews based on revocation of concessions, deferrals, discounts etc., due to changed circumstances</li> <li>using pre-calculated valuations as an element to determine prices</li> <li>prices and structures for trustee leases and permits.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>payments, reconciliations, overpayments, defaults and overdue penalties and interest on rent and instalments</li> <li>determining land and property valuations.</li> </ul> <p><b>Retention period &amp; trigger</b>  7 years after business action completed.</p>	<p><b>Background/business process:</b>  Land-related pricing records are created in activity of determining the rental prices and pricing structures (including rent) of land, property, products and services, including land leases, licences and permits. Prices for different land-related products will have unique and product-specific pricing processes and calculations, although some rely on land valuation outcomes and processes.  Illustrative process:</p> <ul style="list-style-type: none"> <li>research the marketplace, the consumer, e.g. <i>price buyers, value buyers, relationship buyers</i>, and the political environment, e.g. <i>fairer pricing, cost reductions promised</i>; understand the valuation of land including fixed and variable costs and calculations, including providing and maintaining infrastructure; determine price units, unit volumes, price positions, sale targets given particular demand; calculate break-even point and profit margin, convert to pricing 'mechanism', e.g. <i>formula or code</i> (translatable into cost to different consumers for different land and land products).</li> </ul> <p><b>Regulatory requirements:</b>  <i>Land Act 1994 – s.63, 193, 500, 503</i></p> <p><b>Business requirements:</b>  Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 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 price setting</li> <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>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>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.6.9.</i>  <i>See Appendix C for further information.</i></p>
2.6.3	<p><b>Appeals – valuations</b>  Records relating to handling appeals of land valuations, including appealing decisions of valuation objection processes.  Excludes:</p> <ul style="list-style-type: none"> <li>• original valuation objection submission and related material, <i>e.g. reasons, calculations – see 2.6.1. Valuations</i></li> <li>• records relating to content and merit of objections, and resulting judgements and changes to valuations.</li> </ul> <p><b>Retention period &amp; trigger</b>  13 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>  Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained 13 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>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.4.2.</i>  <i>See Appendix C for further information.</i></p>

Function	Scope note
<b>INDIGENOUS LAND MANAGEMENT</b>	<i>The function of managing land interests under the provisions of the Aboriginal Land Act 1991, and the Torres Strait Islander Land Act 1991. Includes the transfer of land that has been declared transferable from one trustee to a group of Aboriginal people or a group of Torres Strait Islander people as trustees to hold the land for the benefit of Aboriginal people or Torres Strait Islander people. Also includes the grant or lease of land that has been declared, claimable. Use NATIVE TITLE REGULATION for the resolution of native title claims.</i>
Activities	
3.1 Claims Management	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Claims Management</b>		
3.1.1	<p data-bbox="353 312 1025 376"><b>Aboriginal and Torres Strait Islander land claims</b></p> <p data-bbox="353 392 1025 488">Records relating to resolving native title claims for land rights and compensation under land-related legislation.</p> <p data-bbox="353 504 1025 536">Includes, but not limited to:</p> <ul data-bbox="353 552 1025 1465" style="list-style-type: none"> <li data-bbox="353 552 1025 616">• Aboriginal and Torres Strait Islander land dealings <ul data-bbox="398 632 1025 1238" style="list-style-type: none"> <li data-bbox="398 632 1025 695">○ assessing expressions of interest for transferable land</li> <li data-bbox="398 711 1025 839">○ referring and assessing applications submitted to Land Tribunals, including National Native Title Tribunal, (as government representatives)</li> <li data-bbox="398 855 1025 951">○ vetting advice from Land Tribunals about grounds for claimable lands relating to specific claims</li> <li data-bbox="398 967 1025 1031">○ approving claims for claimable land and associated dealings</li> <li data-bbox="398 1046 1025 1206">○ granting land to registered native title body corporates, land trust and Aboriginal and Torres Strait Islander corporations (under the <i>Corporations (Aboriginal and Torres Strait Islander) Act</i>)</li> <li data-bbox="398 1222 1025 1254">○ transferring land</li> </ul> </li> <li data-bbox="353 1270 1025 1350">• appeals of Aboriginal and Torres Strait Islander land claims, including transferable and claimable land</li> <li data-bbox="353 1366 1025 1430">• permitted dealings with transferred and granted land</li> <li data-bbox="353 1445 1025 1465">• consultation with Aboriginal and Torres Strait</li> </ul>	<p data-bbox="1043 312 2143 344"><b>Background/business process:</b></p> <p data-bbox="1043 360 2143 456">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 data-bbox="1043 472 2143 504">Illustrative process:</p> <ul data-bbox="1043 520 2143 584" style="list-style-type: none"> <li data-bbox="1043 520 2143 584">• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p data-bbox="1043 600 2143 632"><b>Regulatory requirements:</b></p> <p data-bbox="1043 647 2143 711"><i>Aboriginal Land Act 1991</i> – s.56-60 (claims for claimable land and associated dealings)</p> <p data-bbox="1043 727 2143 791"><i>Torres Strait Islander Land Act 1991</i> – s.36 (granting land to registered native title body corporates, land trust and Aboriginal and Torres Strait Islander corporations)</p> <p data-bbox="1043 807 2143 839"><b>Business requirements:</b></p> <p data-bbox="1043 855 2143 919">Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p> <ul data-bbox="1043 935 2143 999" style="list-style-type: none"> <li data-bbox="1043 935 2143 967">• provide long-term reference value</li> <li data-bbox="1043 983 2143 999">• document the history of the Department's significant work.</li> </ul> <p data-bbox="1043 1015 2143 1046"><b>Comments:</b></p> <p data-bbox="1043 1062 2143 1465">Previous appraisal work conducted for development of QDAN653 (via QSA09/403 DERM Appraisal Report) conceded that Aboriginal and Torres Strait Islander interests and responsibilities for land have not been adequately recognised by law in the past, contributing to a general failure of previous policies in relation to Aboriginal and Torres Strait Islander people. Legislation, via the <i>Aboriginal Land Act 1991</i> and <i>Torres Strait Islander Land Act 1991</i>, was introduced to correct this and the Department has a current and ongoing involvement in protecting Aboriginal and Torres Strait Islander land interests with recent work endeavouring to rectify the consequences of past injustices. The community interest in the historical value of these records over the longer term, especially in context of past historical failures since English settlement, is significant with future generations expected to be interested in events over the passage of time and the changing relationships and</p>

	<p>Islander people about claimable land.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• native title claims</li> <li>• land resumption compensation claims.</li> <li>• claims for compensation relating to damage to land.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>recognitions of the rights of Aboriginal and Torres Strait Islander people.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653 Reference 1.5.6 Prior authorisation – Records relating to applications for the approval of measures that avoid or minimise harm to cultural heritage that were previously approved under another Act prior to the commencement of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>. Includes designated landscape areas – Retain permanently.</i></p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 various reference numbers 4.4.2, 4.4.3, 4.6.2, 4.6.3. See Appendix C for further information.</i></p>
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Function	Scope note
<b>NATIVE TITLE REGULATION</b>	<p><i>The function of implementing the Commonwealth Native Title Act 1993 and administering the Native Title (Queensland) Act 1993 within the State. Includes the provision of policy advice on native title matters and the resolution of native title claims. Also includes the negotiation and facilitation of Indigenous Land Use Agreements (ILUAs) and Right to Negotiate (RTN) agreements.</i></p> <p><i>Use INDIGENOUS LAND MANAGEMENT for transfers, grants or claims of land, under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991.</i></p>
<b>Activities</b>	
<p>4.1 Claims Management</p> <p>4.2 Registration</p>	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Claims Management</b>		
4.1.1	<p><b>Native title claims</b></p> <p>Records relating to resolving native title claims for land rights and compensation under land-related legislation including the <i>Commonwealth Native Title Act 1993</i> and similar legislation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• native title claims, including: <ul style="list-style-type: none"> <li>○ submitting native title claims to the Federal Court</li> <li>○ assessing native title compensation payable by the State</li> <li>○ recording compensation payable by State</li> <li>○ making reparations or payments as determined</li> </ul> </li> <li>• appeals of native title claims</li> <li>• reviews of native title claim applications including significant background research on native title claims.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• background research into native title claims and matters that is not significant to claims</li> <li>• consultation with regions for native title input into land tenures</li> <li>• Aboriginal and Torres Strait Islander land claims</li> <li>• land resumption compensation claims</li> <li>• claims for compensation relating to damage to land.</li> </ul>	<p><b>Background/business process:</b></p> <p>This record class relates to compensation claims payable by the State in accordance with the <i>Commonwealth Native Title Act 1993</i>. Under section 22G of the <i>Commonwealth Native Title Act 1993</i>, a native title holder may recover compensation under the Act from a state or territory government.</p> <p>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></p> <p><i>Commonwealth Native Title Act 1993</i> – s.61 (federal court native title claims, native title compensation payable by the State), 75 (land tribunal applications)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Comments:</b></p> <p>Previous appraisal work conducted for development of QDAN653 (via QSA09/403 DERM Appraisal Report) conceded that Aboriginal and Torres Strait Islander interests and responsibilities for land have not been adequately recognised by law in the past, contributing to a general failure of previous policies in relation to Aboriginal and Torres Strait Islander people. Legislation, via the <i>Aboriginal Land Act 1991</i> and <i>Torres Strait Islander Land Act 1991</i>, was introduced to correct this and the Department has a current and ongoing involvement in protecting Aboriginal and Torres Strait Islander land interests with recent work endeavouring to rectify the consequences of past injustices. The community interest in the historical value of these records over the longer term, especially in context of past historical failures since English settlement, is significant with future generations expected to be interested in events over the passage of time and the changing relationships and recognitions of the rights of Aboriginal and Torres Strait Islander people.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</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>State Records New South Wales Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information (Land and Property Information Management, Survey Regulation and Geographic Naming FA238 Reference 8.8.2 – Records relating to claims for compensation from the Torrens Assurance Fund which are settled by direction or approval of the Minister, are precedent-setting in nature, or result in significant changes to the agency's policy and/or procedures for managing claims – Required as State Archives.</i></p> <p><i>State Records New South Wales Department of Lands – Crown Lands Division FA253 Reference 6.4.2 Records relating to claims for Crown lands under State Aboriginal land rights legislation – Required as State Archives.</i></p> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 6.4.1, 8.4.1.</i> <i>See Appendix C for further information.</i></p>
<b>Registration</b>		
4.2.1	<p><b>Search enquiries – native title</b> Search enquiries of native title related registers, including searches requested by the Federal Court.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• cover the Department for risks associated with the government's responsibility to manage claims for land based native title rights.</li> </ul> <p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN 653 Reference 8.3.5.</i></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>See Appendix C for further information.</i>

Function	Scope note
<b>LANDSCAPE MANAGEMENT</b>	<i>The function of sustainably managing the State's natural resources from the perspective that, the links between various landscape processes impact upon the condition and trend of natural, resources as a whole, and focuses on the interaction of ecosystems. Includes research into and the management of; salinity, acid sulphate soils, land degradation, catchment, assessment and modelling, climate impacts, greenhouse gases, community based natural, resource management and mine site rehabilitation. Also includes activities relating to programs designed to achieve enhanced natural resource management outcomes and the development of community engagement and capacity building within natural resource management. Includes activities relating to the application of the State interest, check to local and regional planning schemes and strategies.</i>
<b>Activities</b>	
<ul style="list-style-type: none"> <li>5.1 Accreditation</li> <li>5.2 Conservation</li> <li>5.3 Modelling</li> <li>5.4 Resource Assessment</li> <li>5.5 Restoration</li> <li>5.6 Testing and Identification</li> </ul>	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Accreditation</b>		
5.1.1	<p><b><i>Land industries and resources related systems, organisations and individuals</i></b></p> <p>Records relating to assessing systems, organisations and/or individuals for accreditation and certification as competent to fulfil roles in industries with land management responsibilities, under relevant legislation. Includes assessment of farm management systems.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• applications, renewals, changes, suspensions, cancellation and terminations</li> <li>• appeals of accreditation decisions, <i>e.g. refusal, conditions.</i></li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>25 years after accreditation expired, surrendered, cancelled, rejected, withdrawn.</p>	<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><i>Valuers Registration Act 1992</i> – s. 30 (qualifications)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• cover the Department for risks associated with the government's responsibility to plan, hold and maintain property for long-term strategies</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>Comparison with other schedules:</b></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 Reference 2.1.1</i> – 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.</p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.14.14</i> – Register of surveyors – Retain permanently by department.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653 reference number 7.6.5.</i>  <i>See Appendix C for further information.</i></p>
<b>Conservation</b>		
5.2.1	<p><b><i>Land, landscapes and associated natural resources</i></b></p> <p>Records relating to the preservation, protection, restoration and enhancement of land, landscapes and associated natural resources, environments, places and sites, including:</p> <ul style="list-style-type: none"> <li>• natural landscapes, including restoration or rehabilitation of areas, <i>e.g. ecological important sites, mining rehabilitation sites</i></li> <li>• land care operations by landholders, land managers and other interest holders.</li> </ul> <p><b>Retention period &amp; trigger</b>            Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b>            Land preservation, protection and enhancement activities planned and designed to conserve land and environments in ways that enhances their environmental and community heritage value.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• research conservation techniques, products, tools and trades; research development or project-specific validity of designs, works and specifications; research ecological considerations; draft planning documents; consult with stakeholders; approve planning documents; map activities; develop task lists and work schedules of conservation work; run conservation work as per other business processes; monitor performance of contractors; develop maintenance schedule; monitor work of maintenance schedule; review plans; prepare conservation information resources and exhibits detailing work before/after, new/old (as appropriate).</li> </ul> <p><b>Business requirements:</b>            Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b>            Meets the following characteristics of the QSA Appraisal Statement:</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>General retention and disposal schedule</i> disposal authorisation 1188 contaminated agency property – restoration – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Modelling</b>		
5.3.1	<p><b>Significant *</b></p> <p>Records relating to designing, testing and evaluating sample model profiles of significant land-related supply and distribution infrastructure and systems, and natural resource systems and elements, to test, illustrate or allow repeatable analysis of systems and elements.</p> <p>Includes modelling of:</p> <ul style="list-style-type: none"> <li>• erosion</li> <li>• salinity</li> <li>• land care efforts.</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>Modelling is used to calculate, describe and represent particular outcomes, <i>e.g. estimates, projections</i>, with causal components and relationships identified and used to provide numbers, statistics and dollar values around particular scenarios, <i>e.g. forest productivity yields where weather patterns (e.g. rainfall) and species growth rates allow particular regeneration rates.</i></p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify need for model, develop and design model/program, build model/program, collect data for model/program, process data, analyse data, present data (<i>e.g. create a flowchart, diagram, table, 3-D representation</i>), disseminate data, review/evaluate model.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326 Reference number 8.0.1</i> Records relating to the analysis, collection and manipulation of data, and compilation of reports, during and after a bushfire. Includes data on resident behaviour, construction standards, structure types and number of losses – Required as State archives.</p>
5.3.2	<p><b>Other~</b></p> <p>Records relating to designing, testing and evaluating other sample model profiles of land-related supply and distribution infrastructure and systems, natural water resource systems and elements under analysis, to test,</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>illustrate or allow repeatable analysis of systems and elements, not covered by reference number 5.3.1.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed</p>	<p>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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326:</i></p> <ul style="list-style-type: none"> <li>• reference number 8.0.3 Records relating to the production of fire predictive maps and fire behaviour modelling that are used for fire management planning and resource allocation. Retain minimum of 25 years after action completed, then destroy</li> <li>• reference number 8.0.4 Records relating to the acquisition, input, analysis, or production of maps or models for staff for specific localities or activities, such as community engagement activities – Retain minimum of 5 years after action completed, then destroy.</li> </ul>
<b>Resource Assessment</b>		
5.4.1	<p><b>Land and land-related resources</b></p> <p>Records relating to assessing the condition and trend of the State's land resources, including assessing:</p> <ul style="list-style-type: none"> <li>• condition of vegetation to determine overall condition of state vegetation resources</li> <li>• impacts of proposed state developments, management plans and other proposals upon natural land resources</li> <li>• impacts of land and landscape management plans and proposals on state land and associated natural resources</li> <li>• impacts of regional planning and local government planning schemes on state land</li> <li>• best tenure, use and priority developments for state land, given state, regional and local planning strategies and policies and legislative objectives</li> <li>• success of land management strategies, plans and</li> </ul>	<p><b>Background/business process:</b></p> <p>Resource assessment records are created to support various land management processes by identifying and tracking the condition of landscapes and natural resources. The processes feed other processes, such as informing decisions in licensing, authorities, permits, development approvals and research activities. Natural land resources assessments often measure quantity and quality in a system, including data collection, data validation, and assessment techniques, using both ground and remote sensing. However, some assessments include the status of surrounding resources such as soil, silt, river bed rock, and animal and plant life, to provide a picture of overall environmental health, and report on associated high profile outcomes such as land care, erosion and pollution.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• collect data (field measurements and observations), take samples for testing, collect pre-collected available data (rainfall, weather, meter data etc.), examine available, relevant models and modelling data, validate data, test samples, analyse test results, examine all data, formulate findings, compile report.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>proposals, <i>e.g. land care programs</i>.</p> <p>Includes resource assessments for:</p> <ul style="list-style-type: none"> <li>• determining the condition of land resources</li> <li>• determining state interest positions for various legislative and policy positions taken by the Department</li> <li>• checking state interest is served by local government and regional planning schemes and strategies</li> <li>• using a range of diagnostic tools to assess condition of particular land parcels, land areas, and natural land-related resources</li> <li>• collecting current information/data to keep resource condition records up-to-date.</li> </ul> <p>Also includes resource assessments conducted to respond to development applications submitted to the Department to which the Department provides advice.</p> <p>Excludes testing and analysis records where results are meaningfully translated and compiled into resource assessment reports.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Comments:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 references 5.11.1, 5.11.2, 5.11.3, 5.11.4 for development applications relating to resource assessments are no longer valid as changes to whole of government business processes for development applications means the Department only has advice agency/third party referral agency role.</i></p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 7.24.1, 7.24.2, 7.24.3, 7.24.4, 7.24.5, 7.24.6, 7.24.7, 9.19.1.</i></p> <p><i>See Appendix C for further information.</i></p>
<b>Restoration</b>		
5.5.1	<p><b>Land areas</b></p> <p>Records relating to planning, undertaking, reviewing and approving remedial works for damaged land areas. Includes, but not limited to, the rehabilitation and restoration of:</p> <ul style="list-style-type: none"> <li>• contaminated land, <i>e.g. mining waste, chemical and fuel spills</i></li> <li>• soil erosion and sediment control areas</li> </ul>	<p><b>Background/business process:</b></p> <p>Land restoration, repair, remediation and rehabilitation activities planned and designed to return land and environments to their optimum environmental condition in ways that enhance their environmental and community heritage value.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• research restoration, repair, remediation and rehabilitation techniques, products, tools and trades; research development or project-specific validity</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>land subject to landslips/landslides</li> <li>flood damage made to land and waterways</li> <li>depleted tree and animal habitats</li> <li>properties adjoining national parks and protected areas</li> <li>acid sulphate soil areas on government owned land</li> <li>relevant land areas and projects conducted in community best interest and repairing and assisting local, state and federal government infrastructure initiatives.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>of designs, works and specifications; research ecological considerations; draft planning documents; consult with stakeholders; approve planning documents; map activities; develop task lists and work schedules of conservation work; run conservation work as per other business processes; monitor performance of contractors; develop maintenance schedule; monitor work of maintenance schedule; review plans; prepare remediation information resources and exhibits detailing work before/after, new/old (as appropriate).</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</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>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule QDAN653 various reference numbers 7.21.1.</i> <i>See Appendix C for further information.</i></p>
<b>Testing and Identification</b>		
5.6.1	<p><b>Significant *</b> Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results are significant, including for purposes of, but not limited to:</p> <ul style="list-style-type: none"> <li>land, e.g. <i>salinity testing</i></li> <li>landscapes and vegetation, e.g. <i>soil, plant and water testing.</i></li> </ul> <p>Excludes sampling and testing records which are not</p>	<p><b>Background/business process:</b> Testing and identification records are created in scientific and technical processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>take samples; package, receipt and test samples; record test results; register significant test results; dispose samples (at appropriate point).</li> </ul> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>significant, or have been collated or duplicated in research/test reports.</p> <p>Excludes client case files for commissioned testing, analysis and calibrations.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>provide long-term reference value to the department especially those that provide a significant result, e.g. first of its kind</li> <li>document the history of the Department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03 Reference number 4.4.2.1 – major reporting that sets a precedent, has general public notoriety or raises systemic issues. Research methodologies used, stack test reports, analytical data, instrument charts, external laboratory reports, air quality control inventory – retain permanently.</i></p>
5.6.2	<p><b>Other ~</b></p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or substances in test materials, where research or test results have other importance, and where testing is not covered by reference number 5.6.1.</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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>provide evidence of the processes used when testing and identification ensuring all findings and results, and subsequent decisions are based on accurate findings and results</li> <li>reduce risks associated with incorrect sampling or testing by providing evidence of repeatable processes</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:</b></p> <p><i>State Records New South Wales Food Safety Management Retention and</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Disposal Schedule/Authority</i> FA284 Reference number 1.7.1 – records relating to the analysis, diagnosis and testing of food samples – retain minimum of 7 years after last action, then destroy.</p> <p><i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority</i> PROS 02-03 Reference number 4.4.2.2 – reporting not covered by 4.4.2.1, research methodologies used, stack test reports, analytical data, instrument charts, external laboratory reports, air quality control inventory – destroy 7 years after administrative use is concluded.</p>
5.6.3	<p><b><i>Collated research or test results</i></b></p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results have been previously collated or duplicated into research and test reports.</p> <p><b>Retention period &amp; trigger</b> Until business use ceases.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained until reference ceases as they have no ongoing value to the business area as the results are included in other documentation.</p> <p><b>Comparison with other schedules:</b> <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority</i> PROS 02-03 Reference number 4.4.1 – testing required for analysis, review and forecasting purposes. Sample testing, smog alert reviews, test records (calculations, observations), test summary sheets, laboratory work books, field work books, surveillance – destroy after test results have been incorporated into a report.</p>

Function	Scope note
<b>VEGETATION MANAGEMENT</b>	<p><i>The function of implementing a comprehensive framework for native vegetation management across the state to protect and maintain biodiversity, prevent land degradation and reduce, greenhouse gas emissions. Includes the development of policy and Regional Vegetation Management Codes to regulate the ongoing clearing of native vegetation and the implementation of a structural adjustment program based on financial assistance and incentives. Also includes the collection, management and dissemination of natural resources information on the state of native, vegetation, the monitoring of vegetation clearing and regulatory compliance, the investigation, of non-compliant incidents and the finalisation of restoration plans.</i></p> <p><i>Includes the authorisation of Property Maps of Assessable Vegetation (PMAV) and the registration of Forest Practice Notices.</i></p>
<b>Activities</b>	
6.1 Modelling	

Disposal authorisation	Record class and retention period	Justifying the retention period
<b>Modelling</b>		
6.1.1	<p><b>Significant *</b></p> <p>Records relating to designing, testing and evaluating sample model profiles of significant vegetation related systems and elements to test, illustrate or allow repeatable analysis of systems and elements.</p> <p>Includes modelling of:</p> <ul style="list-style-type: none"> <li>• native vegetation growth</li> <li>• rehabilitation scenarios.</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>Modelling is used to calculate, describe and represent particular outcomes, <i>e.g. estimates, projections</i>, with causal components and relationships identified and used to provide numbers, statistics and dollar values around particular scenarios, <i>e.g. timber productivity yields where weather patterns (e.g. rainfall) and species growth rates allow particular tree harvest rates.</i></p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify need for model, develop and design model/program, build model/program, collect data for model/program, process data, analyse data, present data (<i>e.g. create a flowchart, diagram, table, 3-D representation</i>), disseminate data, review/evaluate model.</li> </ul> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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></p> <p><i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326 Reference number 8.0.1</i> Records relating to the analysis, collection and manipulation of data, and compilation of reports, during and after a bushfire. Includes data on resident behaviour, construction standards, structure types and number of losses. Records include surveys, photographs and video and reports (such as Bushfire Impact Analysis reports) prepared using the data with additional information on bush fire and risk mitigation activities – Permanent. Required as State archives.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
6.1.2	<p><b>Other~</b> Records relating to designing, testing and evaluating other sample model profiles of vegetation related systems and elements under analysis, to test, illustrate or allow repeatable analysis of systems and elements, not covered by reference number 6.1.1.</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> Natural Resources of Department of Natural Resources and Mines (DNRM) 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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>NSW Rural Fire Service Functional Retention and Disposal Authority FA326:</i></p> <ul style="list-style-type: none"> <li>• reference 8.0.3 Records relating to the production of fire predictive maps and fire behaviour modelling that are used for fire management planning and resource allocation. Retain minimum of 25 years after action completed, then destroy</li> <li>• reference 8.0.4 Records relating to the acquisition, input, analysis, or production of maps or models for staff for specific localities or activities, such as community engagement activities. Includes bush fire prone land statistics and smoke plume modelling. Retain minimum of 5 years after action completed, then destroy.</li> </ul>

Function	Scope note
<b>LEGACY RECORDS</b>	<i>This section covers select legacy records of the Department of Natural Resources and Mines. These records have required an extraordinary amount of research and the results are documented here.</i>
<b>Records</b>	
7.1 Office of Valuer General 7.2 Brigalow Land Scheme 7.3 Broadscale Land Clearing 7.4 Change of Ownership of Land Registration Forms – Valuation Roll 7.5 Valuation Data 7.6 Surveyors Field Notebooks 1870 onwards	

Disposal authorisation	Description of records	Justifying the retention period
7.1.1	<p><b>Office of the Valuer-General</b></p> <p>Records relating to the establishment and decommissioning of the Office of the Valuer-General, and strategic management, and high level planning and reporting of the Office.</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>The Office of the Valuer-General currently sits within the State Valuation Service in the Department of Natural Resources and Mines, but has seen different administrative arrangements. For example, in 1944 the <i>Valuation of Land Act 1944</i> was proclaimed creating the office of the Valuer-General and conferring jurisdiction on the Land Court to hear and determine appeals against valuations for rating and taxing purposes. The primary role today of the Valuer-General's office is to provide fair and transparent land values as well as giving specialist valuation and property advice to government. Legacy records have been identified for the Office of the Valuer-General. These records include:</p> <ul style="list-style-type: none"> <li>• those relating to the establishment and decommissioning of each office</li> <li>• official executive orders</li> <li>• strategic management, high level planning and reporting</li> <li>• regulation, management and valuation related core business files.</li> </ul> <p><b>Business requirements:</b></p> <p>These permanent records will provide a historical insight into the valuation processes in Queensland. Among these records, which will have a high historical value, could be records relating to significant office appointments, along with records for key projects.</p> <p>Further, Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation &amp; Structure of Government</li> <li>• 2 – Primary Functions &amp; Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comments:</b></p> <p>Records align with various significant records classes in this schedule</p>

Disposal authorisation	Description of records	Justifying the retention period
		<p>including:</p> <ul style="list-style-type: none"> <li>• Significant agreements 1.2.1</li> <li>• Significant mapping 1.17.1</li> <li>• Significant surveying 1.18.1</li> <li>• Significant partnerships 1.19.1</li> <li>• Significant planning 1.20.1</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>General Retention and Disposal Schedule</i> disposal authorisation 1211 Restructures – significant. Records relating to significant reviews and restructures of an entire agency or major functional sections of it. Includes the establishment and development of a new agency structure and the sale or outsourcing of government functions. Permanent.</p>
7.2.1	<p><b><i>Brigalow Corporation Agreement – post war</i></b></p> <p>Records relating to the Brigalow Corporation Agreement.</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>The Brigalow Land Scheme was a significant land development scheme involving 11 million acres across many shires in country Queensland (former shires of Banana, Bauhinia, Broadsound, Duaringa, Nebo, Peak Downs and Taroom), west of Rockhampton and part of the Fitzroy Basin. Land blocks averaged 9,000 acres whose new settlers lived in tents or tin sheds whilst getting established. The brigalow scrub was crushed, burnt off, sprayed and ploughed.</p> <p>Brigalow Land Scheme was large scale development over 2 million hectares (nearly 5 million acres). Records evidence part of land development history for land dating up to 1970s in clearing brigalow shrub/trees by settlers to Darling Downs. Brigalow was/is a hardy persistent plant which was found in areas west of the Great Dividing Range. It interfered with productive use of land for agriculture, e.g. wheat, sorghum and cattle pastures, but its loss caused unforeseen environmental problems, such as decline in a previously rich biodiversity. Brigalow ecosystems are now endangered.</p> <p><b>Business requirements:</b></p> <p>These permanent records will provide a historical insight into the land settlement processes in Queensland. Further, Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently as they:</p>



Disposal authorisation	Description of records	Justifying the retention period
		<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>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</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 and Change.</li> </ul> <p><b>Previous schedules:</b> <i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 6.3.1</i></p>
7.2.2	<p><b><i>Brigalow Land Scheme – post war</i></b> Other records relating to the Brigalow Land Scheme including land scheme establishment, land maps, surveys, plans, registrations, authorisations.</p> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> See above.</p> <p><b>Permanent retention criteria (where applicable):</b> See above.</p> <p><b>Comments:</b> Records align with various significant records classes in this schedule including:</p> <ul style="list-style-type: none"> <li>• Significant agreements 1.2.1</li> <li>• Significant mapping 1.17.1</li> <li>• Significant surveying 1.18.1</li> <li>• Significant partnerships 1.19.1</li> <li>• Significant planning 1.20.1</li> </ul>
7.3.1	<p><b><i>Broadscale Clearing Ballot Tribunal – 1997–2006</i></b> Records relating to establishment of the Broadscale Clearing Ballot Tribunal (and similarly named bodies with same functions), established under section 4.2.1 of <i>Integrated Planning Act 1997</i> as a building and development tribunal. Records from 1997 to 2006</p>	<p><b>Background/business process:</b> The Broadscale Clearing Ballot Tribunal was established in 1997 under legislation. Broadscale clearing of remnant vegetation for agriculture in Queensland ended midnight on 31 December 2006. This marked significant social and</p>

Disposal authorisation	Description of records	Justifying the retention period
	<p>approximately, but not limited to.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>economic impacts for the community with environmental significance for new practices surrounding tree clearing, land clearing and vegetation management. A ballot was held for the allocation of 500,000 hectare transitional cap of land with remnant vegetation protected on freehold land. The Tribunal was set up to arbitrate disputes about decisions on vegetation clearing applications and appeals.</p> <p><b>Business requirements:</b></p> <p>These records provide a historical insight into the land settlement processes in Queensland. Further, Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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 and Change.</li> </ul> <p><b>Comments:</b></p> <p>Records align with various significant records classes in this schedule including:</p> <ul style="list-style-type: none"> <li>• Significant agreements 1.2.1</li> <li>• Significant mapping 1.17.1</li> <li>• Significant surveying 1.18.1</li> <li>• Significant partnerships 1.19.1</li> <li>• Significant planning 1.20.1</li> </ul>
7.3.2	<p><b><i>Broadscale clearing applications – successful – 1997 to 2006</i></b></p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Retain by agency.</p>	<p><b>Background/business process:</b></p> <p>Broadscale clearing applications were made for permissions to clear vegetation, and also formed part of broadscale clearing ballots for regional allocations of land with land area caps, as a fair way of determining who could clear their properties of relevant, assessable vegetation.</p>

Disposal authorisation	Description of records	Justifying the retention period
		<p><b>Business requirements:</b></p> <p>These records provide a historical insight into the land settlement processes in Queensland. Further, Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained permanently by the agency 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>Previous schedules:</b></p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 5.11.1 Assessment manager/concurrence agency. Records relating to development applications submitted to the department as an assessment manager or concurrence agency. Records may include, but are not limited to: vegetation clearing applications. Permanent Retain permanently by department.</i></p>
7.3.3	<p><b><i>Broadscale clearing applications – unsuccessful and withdrawn – 1997 to 2006</i></b></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>Natural Resources of Department of Natural Resources and Mines (DNRM) 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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule QDAN 653 reference number 4.4.6. Land claim associations and land trusts – unsuccessful. Records relating to unsuccessful applications for incorporation where no other interest is registered. Temporary Retain for 7 years after last action</i></p>

Disposal authorisation	Description of records	Justifying the retention period
7.3.4	<p><b>Broadscale clearing ballots – 1997 to 2006</b></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>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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 under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 9.5.5.</i> Records relating to the ballot process for broadscale clearing conducted between 2004 and 2006 under section 22F of the <i>Vegetation Management Act 1999</i>. Records may include, but are not limited to ballot results. Retain for 7 years after last action.</p>
7.4.1	<p><b>Change of owner details and other amendments of land registrations (valuations) in valuations rolls (pre-QVAS information) – amendments to valuation rolls (pre-1992)</b></p> <p>Records relating to forms and supporting documentation updating the Valuation Roll and land valuation registrations, <i>e.g. changes and corrections to valuations, owner details, change of address and other amendments</i>. Includes details used by local government for distribution of rates and mortgage advice to land owners. Includes forms submitting changes and corrections to the valuation roll, including VG1s, VG7s, VG8s, VG48s, VG100s.</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>VG form records for business processes were in place from approximately 1975 up until 1992. The current electronic valuation roll information register (QVAS) contains information from 1992. Prior to 1992 the valuation roll updates were made to the hard copy valuation rolls and old VG/Sales system, with inconsistencies in how the forms were retained making them difficult to retrieve. There are over 2000 archive boxes of VG forms.</p> <p>VG forms are:</p> <ul style="list-style-type: none"> <li>• notice of changes, including ownership, to the valuation roll</li> <li>• stored by batch, by area and date and therefore are not a searchable dataset based on land title</li> <li>• not permanent records and have been reappraised as temporary records by State Archives</li> <li>• not updates to the automated titles system. They contain similar information but have a different format and different originating purpose</li> <li>• not mandatory retrievals under <i>Land Valuation Act 2010</i>. Under section 183 the Valuer General must provide a copy of the certified copy of</li> </ul>

Disposal authorisation	Description of records	Justifying the retention period
		<p>unprotected valuation roll information. Section 185 allows for the discretionary provision of other related information (including ownership changes).</p> <p><b>Business requirements: *</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• do not need to be retained to support the decisions of the business past this time</li> <li>• do not pose a legal risk or possible liability to the State if the records are not retrievable</li> <li>• are not the designated permanent record (valuation rolls are the permanent record) and are temporary feeder documents</li> <li>• have extremely limited retrieval requests.</li> </ul> <p><b>Comparison with other schedules: *</b></p> <p><i>Local Government Sector Retention and Disposal Schedule QDAN480 v.4</i> reference number 25.4.1 Change of ownership Records relating to changes of ownership and amendments to rate records. Records may include, but are not limited to, VG1 forms and mortgage advices. Temporary Retain for 1 year after last action.</p> <p><i>NSW Department of Lands, Geographic Names Board and Board of Surveying and Spatial Information Land and Property Information Management, Survey Regulation and Geographic Naming FA238</i> reference number 9.3.1 Records supporting routine updates of the Register of Land Values, including copies of notices of sales or transfer of land provided by Councils, other change of ownership advice, change of address and advice from landowners concerning minor matters such as correction of personal, address or property description details and reports of mismatches between Register of Land Values and Register of Land Titles databases. Retain for minimum of 6 months after amendments of Register of Land Values have been made.</p> <p><i>SA Department for Planning, Transport and Infrastructure Lands Vehicle Registration and Licensing Land Services Group</i> reference number 6.1.16 Assessment – Records which update the valuation database, documenting changes and correction to valuations. Includes changes of ownership and</p>

Disposal authorisation	Description of records	Justifying the retention period
7.5.1	<p><b>Statistical analysis – valuation databases</b></p> <p>Records relating to statistical analysis of valuation data from valuation related systems including Queensland Valuation and Sales (QVAS) database and QVAS_IVAS databases where records cannot be reproduced electronically, including, for example:</p> <ul style="list-style-type: none"> <li>• issue of Annual Land Valuation 1998–2000 – land valuation amounts and percentage increases for local governments, local government localities and broad land use</li> <li>• various Land Use and Zoning of Rateable Land – 1990–1999 – relating to all local governments and local government localities</li> <li>• sales Statistics from VL23 and VG23 Forms Data – 1979–1996 – relating to all local governments and local government localities</li> </ul> <p>Dated approximately 1979–2000 (but not limited to).</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>advice from local government authorities. Destroy 2 years after last action.</p> <p><b>Background/business process:</b></p> <p>Queensland valuation and sales data records are part of the statistical analysis of valuation data in valuation related systems and are once-off copies of historical data that cannot be reproduced electronically. These records provide a historical insight into the land valuation processes in Queensland.</p> <p><b>Business requirements:</b></p> <p>Further, Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Comments:</b></p> <p>Under QDAN653, this class was to be ‘Retain[ed] permanently by department’. This was based on the permanent retention of rates and valuation records created by local governments (ref. 25.8.1 of QDAN480 v.4). However, it is now felt that having a consolidated statistical record will allow for more effective comparisons between different areas in Queensland and will be an easier source for future researchers to refer to. It is also consistent with the permanent archival retention of the valuation registers (1.24.6).</p> <p><b>Previous schedules:</b></p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 6.14.20 Valuation registers</i> Records relating to the register of valuations including records held in Queensland Valuations and Sales (QVAS). Records may include, but are not limited to grievance history, valuation rolls, owner information, sales information. Retain permanently by department.</p>

Disposal authorisation	Description of records	Justifying the retention period
7.6.1	<p><b>Surveyor's field notebooks dated 1870 onwards</b></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>Early Queensland surveyors field notebooks from 1870. These records provide a historical insight into the land valuation processes in Queensland.</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM) 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>Additionally, they are interesting historical artefacts.</p> <p><b>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</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>Previous schedules:</b></p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 6.29.1 Data – significant. Research materials and data created or generated during the conduct of significant scientific and technical investigations. Significance...includes...the project makes a significant contribution to the body of knowledge on a particular subject. Records may include but are not limited to field and laboratory notebooks, datasets, observations. Retain permanently.</i></p> <p>Permanent QSA series: 8884 Coastal Survey Field Books 24/10/1823 to 12/10/1824.</p>
7.7.1	<p><b>Surveyors and valuers registers/registrations (by department, not boards)</b></p> <p>Records relating to registration of surveyors and valuers made in registers dated pre-administration by Boards. Boards include the <i>Board of Surveyors</i>, and <i>Valuers Registration Board of Queensland</i> (and all subsequent entity name changes). Includes post-Board administration where administrative arrangements shift responsibility back to Department.</p>	<p><b>Background/business process:</b></p> <p>See 1.24.5 for illustrative processes (i.e. similar to Board registration processes for same records in different administrative arrangements).</p> <p><b>Regulatory requirements:</b></p> <p><i>Valuers Registration Act 1992</i> – s.59 (land/property valuers), s.42A (specialist retail valuers), s.59, 61 (approved register entries)</p> <p><b>Business requirements:</b></p> <p>Natural Resources of Department of Natural Resources and Mines (DNRM)</p>

Disposal authorisation	Description of records	Justifying the retention period
	<p><b><i>Retention period &amp; trigger</i></b>            Permanent. Transfer to QSA after business action completed.</p>	<p>requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support business activities.</li> </ul> <p><b>Comments:</b>            Permanent records of registration of surveyors and valuers are retained by the Board of Surveyors and the Valuers Registration Board of Queensland (and including all subsequent entity name changes). The Department keeps these records for its own business convenience/activities under 1.24.5 (temporary retention) and in previous administrative arrangements was the entity responsible for management of these records. Under these previous administrative arrangements, the records created for the registration of surveyors and valuers are permanent records, as per current retention and disposal schedule (QDAN615 v2 reference 4.1.1).</p> <p><b>Permanent retention criteria:</b>            Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary functions</li> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Surveyors Board of Queensland retention and disposal schedule QDAN615 v.1 reference 4.1.8 – Register of Surveyors – Permanent.</i></p> <p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule QDAN653 Reference 6.14.14</i>  <i>See Appendix C for further information.</i></p>



## Appendix A: 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**

## Appendix B:

**Further Examples of Register Information Entries for 1.24.6 Land and Land-Related Registers** – includes, but is not limited to:

- land dealings, and consents to dealings including acquisitions, granting, transfers, creation of interests, resumptions, amendments, surrenders, forfeiting, renewing (leases/licences/permits etc.), exemptions, mortgaging, selling, disposing, extinguishing
- land titles, including issuing certificates of title ● freehold land instruments, *e.g. model freehold schedules, special lease purchases (freehold)*
- state land ● unallocated state land ● Aboriginal reserve land ● claimable lands ● transferred lands ● transferable land, *e.g. Torres Strait Island reserve land, Deeds of Grant in Trust land (DOGITs) community and trust administering reserves and missions*
- leases, including subleases, *e.g. leases freehold land, subleases of Crown land, etc.* ● grazing homestead freeholding or perpetual leases ● land owners, including joint landholders ● land tenure/lease holders ● land related authority/license/permit holders ● land resources related tenures and leases, *e.g. mining leases, geothermal tenures, GHG authorities* ● resource interests
- land-related rights, authorities, licences and permits ● deeds (retained under *Property Law Act 1974*) ● deeds of grant ● land trusts, *e.g. Aboriginal trust land and land held by TSI entities* ● trust dealings ● land related entities ● Aboriginal land trusts Torres Strait Island land holding entities, *e.g. Commonwealth Aboriginal and Torres Strait Islander corporations* ● native title body corporates
- community title schemes, layered arrangements and community management statements ● building unit and group titles, plans and conversions, variations, extinguishments ● place names including reserved names
- survey controls including survey marks ● mapping and surveying information ● calibration baselines ● planning schemes ● approved plans, including subdivision plans ● building management statements ● public use land ● roads, including access, road dedications and closures
- agreements, including lease agreements, *e.g. management and use of lease land* ● indigenous land use agreements
- native title rights, including compulsory acquisitions (of rights and interests) ● Aboriginal and Torres Strait Islander land matters ● Aboriginal and Torres Strait Islander cultural interests ● Aboriginal and Torres Strait Islander transferable/claimable land, interests and dealings ● landscape/vegetation, *e.g. property maps of assessable vegetation (PMAV)*
- deaths ● covenants ● easements ● caveats ● power of attorney ● mortgages ● liens ● transmission, *e.g. to devisees/legatees* ● property settlements ● port and harbour land ● foreign ownership, including disclosures of interests, acquisition and disposal, changes to foreign status ● foreign ownership forfeitures and sales ● roads ● dedicated roads ● declared beach areas (as roads) ● easements, *e.g. maintenance, water drainage, utility services, infrastructure* ● covenants ● statutory instruments ● caveats ● writs of execution ● encumbrances
- declarations, *e.g. available state land as tidal land, transferrable land, claimable land, Aboriginal resource land, etc.* ● mortgage priorities, priority of charges
- powers of attorney ● personal representatives ● beneficiaries (lease, subleases, licences) ● bankruptcy transmissions (interests) ● substitute instruments
- profit a prendres, *i.e. rights to take natural resources such as petroleum, minerals, timber, etc. from land* ● carbon abatement interests ● adverse possession rights, *i.e. applications for change of ownership due to uninterrupted and exclusive possession of land for extended period, e.g. 15 years*
- valuations ● indexes (control records of register)

## Appendix C: Further information for Previous Schedule References (Justification for Retention Period)

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.1.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.1.1 Land Tribunals Records relating to advice received from the Land Tribunals on the grounds for claimable land under the <i>Aboriginal Land Act 1991</i> and <i>Torres Strait Islander Land Act 1991</i>. Permanent Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.1.2 ADVICE Records relating to significant advice issued and received by the department on Indigenous land management matters. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.2.1 ADVICE Significant advice – Records relating to advice issued and received on land management matters that has a significant impact on the policies and strategic direction of the department. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.2.1 ADVICE Records relating to landscape management advice which has a significant impact on State land. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.1.1 ADVICE Records relating to advice issued and received on native title by head office and regional offices. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.2.1 ADVICE Records relating to significant advice issued and received on vegetation management matters. Retain permanently.</li> </ul>
1.1.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.2.2 ADVICE Surveyors – Records relating to advice provided to surveyors regarding survey specifications in accordance with section 55 of the <i>Survey and Mapping Infrastructure Act 2003</i>. Retain for 13 years after last action.</li> </ul>
1.2.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• NATIVE TITLE Reference number 8.2.1 AGREEMENTS Indigenous land use agreements – Records relating to Indigenous land use agreements required by the State to carry out a dealing in accordance with the <i>Commonwealth Native Title Act 1993</i>. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.2.2 AGREEMENTS Right to negotiate agreements – Records relating to right to negotiate (RTN) agreements in accordance with section 31 of the <i>Commonwealth Native Title Act 1993</i> including any expedited procedure processes. Retain permanently</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.3.1 AGREEMENTS – significant – Records relating to landscape management agreements which have a significant impact on State land. Retain permanently</li> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.2.1 AGREEMENTS Records relating to agreements on Indigenous land management. Retain permanently.</li> </ul>
1.2.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.3.2 AGREEMENTS – minor – Records relating to landscape management agreements which have a minor impact on State land excluding farm management systems accreditation agreements. Retain for 7 years after agreement expires</li> <li>NATIVE TITLE Reference number 8.2.4 AGREEMENTS Commonwealth agreements – Agreements with the Commonwealth Government on financial assistance relating to native title. Retain for 13 years after agreement expires.</li> </ul>
1.2.3	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.6.4 AUTHORISATION Cost sharing – Records relating to cost sharing arrangements with landowners for the implementation of approved property plans. Retain for 7 years after last action.</li> </ul>
1.3.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.4.4 Trustees Records relating to the appointment, removal and suspension of trustees in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Permanent Retain permanently</li> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.6.2 Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 28 (3) of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine the appointment of trustees. Permanent Retain permanently</li> <li>LAND MANAGEMENT Reference number 6.6.5 AUTHORISATION Land trustees – Records relating to the approval of a trustee’s auditor, financial statements of trustees and management of trustees. Retain permanently</li> <li>INDIGENOUS LAND MANAGEMENT Reference number 4. 4.7 AUTHORISATION Audit approvals – Records relating to the approval of auditors to audit the accounts of a land trust. Retain for 7 years after approval ceases.</li> </ul>
1.4.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.5.1 AUDIT Trustees – Records relating to audits undertaken by the department of financial records of trustees. Retain permanently.</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.4.2	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.5.2 AUDIT Scientific and technical investigation facilities – Records relating to audits of scientific and technical investigation facilities for compliance with licensing and accreditation requirements. Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.5.1 AUDIT Scientific and technical investigation facilities – Records relating to audits of scientific and technical investigation facilities for compliance with licensing and accreditation requirements. Retain for 7 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.4.1 AUDIT Scientific and technical investigation facilities – Records relating to audits of scientific and technical investigation facilities for compliance with licensing and accreditation requirements. Retain for 7 years after last action.</li> </ul>
1.5.1	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.1 Transferable land Records relating to the transfer of land under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Permanent Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.2 AUTHORISATION Permitted dealings – Records relating to permitted dealings with transferred and granted land in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.3 Claimable land Records relating to the approval of claims for claimable land and associated dealings under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Permanent Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.5 AUTHORISATION Land claim associations and land trusts – successful – Records relating to the incorporation of Indigenous land claim associations and land trusts in accordance with the <i>Aboriginal Land Regulation 1991</i> and the <i>Torres Strait Islander Land Regulation 1991</i>. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.2 AUTHORISATION Allocation of land – Records relating to the allocation of leased land and land reserved for a public purpose including associated dealings in accordance with the <i>Land Act 1994</i> – See Reference number 6.14.21 for eLVAS. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.3 AUTHORISATION Cemeteries – Records relating to the opening, closing and transfer of cemeteries on trust land. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.4 AUTHORISATION Exhumations – Records relating to exhumations within cemeteries on trust land. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.6 AUTHORISATION Road closures – Records relating to the approval of permanent</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>and temporary road closures. Retain permanently</p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.6.8 AUTHORISATION Foreign ownership of land – Records relating to the approval of dealings of foreign ownership of land. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.7 Land sales Records relating to the selling of land by the State at public auction, by tender or ballot. Permanent Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.6.14 Place names Records relating to the approval of place names. See reference number 6.14.12 for place names database. Permanent Retain permanently.</li> </ul>
1.5.2	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.6.1 AUTHORISATION Auctioneers – Records relating to the authorisation of a person to auction land without the requirement to hold an auctioneers licence in accordance with the <i>Land Act 1994</i>. Retain for 7 years after authorisation ceases</li> <li>• LAND MANAGEMENT Reference number 6.6.11 AUTHORISATION Survey marks – Records relating to authorisation to interfere with a permanent survey mark in accordance with section 43 of the <i>Survey and Mapping Infrastructure Act 2003</i>. Retain for 7 years after the expiry or refusal of the authorisation</li> <li>• LAND MANAGEMENT Reference number 6.6.12 AUTHORISATION Survey plans – Records relating to the pre-examination and approval of plans to be lodged in appropriate registers. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.6.13 AUTHORISATION Exemptions – Records relating to applications for exemptions to follow survey standards under section 18 of the <i>Survey and Mapping Infrastructure Act 2003</i>. Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.6.6 AUTHORISATION Landcare consultants – Records relating to the approval of consultants to assess Landcare applications. Retain for 7 years after expiry of approval</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.8 RESOURCE ASSESSMENT Landcare applications – Records relating to the assessment of Landcare applications submitted by landholders to the Australian Taxation Office. Retain for 7 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.5.4 AUTHORISATION Notices – Records relating to the written notice given to the Registrar of Titles of a property map for assessable vegetation. Retain for 7 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.5.5 AUTHORISATION Broad scale clearing – Records relating to the ballot process for broad scale clearing conducted between 2004 and 2006 under section 22F of the <i>Vegetation Management Act 1999</i>. Retain for 7 years after last action.</li> </ul>
1.5.3	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.6 AUTHORISATION Land claim associations and land trusts –</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	unsuccessful – Records relating to unsuccessful applications for incorporation where no other interest is registered. Retain for 7 years after last action.
1.5.4	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.4.1 Records relating to the appeal processes available under the <i>Soil Conservation Act 1986</i>. Temporary Retain for 13 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.3.1 Records relating to the appeal processes available under the <i>Vegetation Management Act 1999</i>. Temporary Retain for 13 years after last action.</li> </ul>
1.6.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.7.1 CLAIMS – Claims made for compensation under the <i>Vegetation Management Act 1999</i> – retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.8.1 CLAIMS – Records relating to claims for compensation under the <i>Soil Conservation Act 1986</i> – Retain for 7 years after last action.</li> </ul>
1.8.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.10.1 Scientific and technical investigations Records relating to the department's compliance with standards or statutory requirements relating to the administration and conduct of scientific and technical investigations. Includes documentation required to comply with accreditation and licensing conditions. Permanent Retain permanently by department</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.9.1 COMPLIANCE Scientific and technical investigations – Records relating to the department's compliance with standards or statutory requirements relating to the administration and conduct of scientific and technical investigations. Includes documentation required to comply with accreditation and licensing conditions. Retain permanently by department</li> <li>• VEGETATION MANAGEMENT Reference number 9.8.1 COMPLIANCE Scientific and technical investigations – Records relating to the department's compliance with standards or statutory requirements relating to the administration and conduct of scientific and technical investigations. Includes documentation required to comply with accreditation and licensing conditions. Retain permanently by department.</li> </ul>
1.8.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.1.1 ACCREDITATION Laboratories and equipment – Records relating to the</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>accreditation of departmental laboratories and equipment used for scientific and technical investigation purposes. Includes accreditation by the National Association of Testing Authorities (NATA) and other licensing agencies. Retain for 7 years after accreditation ceases</p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.7.1 CALIBRATION Scientific equipment and instrumentation – Records relating to the calibration of equipment and instrumentation used for scientific and technical investigations. Retain for 5 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.1.1 ACCREDITATION Laboratories and equipment – Records relating to the accreditation of departmental laboratories and equipment used for scientific and technical investigation purposes. Includes accreditation by the National Association of Testing Authorities (NATA) and other licensing agencies. Retain for 7 years after accreditation ceases</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.7.1 CALIBRATION Scientific equipment and instrumentation – Records relating to the calibration of equipment and instrumentation used for scientific and technical investigations. Retain for 5 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.1.1 ACCREDITATION Laboratories and equipment – Records relating to the accreditation of departmental laboratories and equipment used for scientific and technical investigation purposes. Includes accreditation by the National Association of Testing Authorities (NATA) and other licensing agencies. Retain for 7 years after accreditation ceases</li> <li>• VEGETATION MANAGEMENT Reference number 9.6.1 AUTHORISATION Scientific equipment and instrumentation – Records relating to the calibration of equipment and instrumentation used for scientific and technical investigations. Retain for 5 years after last action.</li> </ul>
1.9.1	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.10.1 NOTIFICATION Gazettals – Records relating to gazettals under the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991. Retain permanently by department</li> <li>• LAND MANAGEMENT Reference number 6.22.1 NOTIFICATION Gazettals – Records relating to the gazettal requirements under the Land Act 1994. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.6.7 AUTHORISATION Wild river declarations – Records relating to the declaration of a wild river under the Wild Rivers Act 2005. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.22.1 REPORTING Wild river reports – Records relating to reports prepared in accordance with the <i>Wild Rivers Act 2005</i>. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.2.3 AGREEMENTS Ministerial determinations – Records relating to State Minister determinations issued in accordance with section 36A and section 42 of the <i>Commonwealth Native Title Act 1993</i>. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.3.1 Native title determinations Records relating to native title determinations submitted to the Federal Court in accordance with section 61 of the <i>Commonwealth Native Title Act 1993</i>. Permanent Retain permanently. See</li> </ul>



Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>reference number 8.4.1 for compensation records</p> <ul style="list-style-type: none"> <li>• NATIVE TITLE Reference number 8.3.6 Nominations Records relating to the nomination of equivalent bodies by the State. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.10.1 NOTIFICATION Records relating to notification processes of native title matters – Records may include, but are not limited to – right to negotiate. Master set of native title procedures required under native title legislation. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.5.2 AUTHORISATION Declarations – Records relating to declarations of areas of high nature conservation and areas vulnerable to land degradation in accordance with the <i>Vegetation Management Act 1999</i>. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.15.2 NOTIFICATION Master set of Gazette notices of declarations under the <i>Vegetation Management Act 1999</i>. Retain permanently by department.</li> </ul>
1.9.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.22.2 NOTIFICATION Place names – Records relating to the notification of place names. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.22.4 NOTIFICATION Survey standards and guidelines – Records relating to the gazettal of survey standards and guidelines. Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT 7.18.1 Records relating to notification processes of landscape management matters. Records may include, but are not limited to – soil conservation property plan notices, soil conservation project plan notices. Temporary Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT 7.18.2 Wild rivers Records relating to notices required for wild river declarations in accordance with the <i>Wild Rivers Act 2005</i> Temporary Retain for 7 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.15.1 Records relating to notification processes for vegetation management draft codes. Temporary Retain for 7 years after last action.</li> </ul>
1.13.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT reference number 6.17.1 – significant incidents on State land including cyclones and bush fires where significant damage occurs – retain permanently.</li> </ul>
1.13.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.17.2 Minor incidents Records relating to minor incidents on State land including</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>cyclones and bush fires where minor damage occurs. Temporary Retain for 7 years after last action</p> <ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.15.1 Records relating to landscape management incidents. Temporary Retain for 7 years after last action.</li> </ul>
1.14.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.18.1 INVESTIGATIONS Surveying and valuation breaches – Records relating to investigations into alleged surveying and valuation breaches and offences under the <i>Survey and Mapping Infrastructure Act 2003</i> and the <i>Valuation of Land Act 1944</i> including information contained in the Compliance Incident Reporting and Management System (CIRaM) – Excludes investigations relating to land matters. Retain for 7 years after last action</li> <li>LANDSCAPE MANAGEMENT Reference number 7.16.1 INVESTIGATIONS Records relating to investigations into alleged landscape management breaches and offences under the <i>Soil Conservation Act 1986</i> including information contained in the Compliance Information Register and Management System (CIRaM). Includes investigations into farm management systems. Retain for 7 years after last action</li> <li>VEGETATION MANAGEMENT Reference number 9.13.1 INVESTIGATIONS Records relating to investigations into alleged vegetation management breaches and offences under the <i>Vegetation Management Act 1999</i> including information contained in the Compliance Information Register and Management System (CIRaM). Retain for 7 years after last action.</li> </ul>
1.15.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.4.1 Land appeals Records relating to the appeal processes available under the <i>Land Act 1994</i>. Permanent Retain permanently.</li> </ul>
1.17.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.23.1 PLANNING Records relating to whole of government valuation, place name and survey planning which has a significant impact on the State. Retain permanently</li> <li>VEGETATION MANAGEMENT Reference number 9.5.3 AUTHORISATION Property maps of assessable vegetation – Records relating to property maps of assessable vegetation (PMAV) certified by the department in accordance with the <i>Vegetation Management Act 1999</i>. Retain permanently.</li> </ul>
1.18.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.11.2 COMPLIANCE MONITORING Land matters – Records relating to the monitoring of compliance with conditions of leases, licences or permits and the foreign ownership of land. Retain permanently</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.24.7 Land conditions Records relating to the monitoring of land conditions and trends which have an impact on State land. Permanent Retain permanently.</li> </ul>
1.18.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.5.1 COMPLIANCE MONITORING Records relating to the monitoring of compliance with the <i>Aboriginal Land Act 1991</i> or the <i>Torres Strait Islander Land Act 1991</i>. Retain for 13 years after last action</li> <li>NATIVE TITLE Reference number 8.5.1 COMPLIANCE MONITORING Records relating to the monitoring of compliance with native title matters and reports received from the presiding member. Retain for 7 years after last action.</li> </ul>
1.18.3	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.11.1 COMPLIANCE MONITORING Place names and surveying standards – Records relating to the monitoring of compliance with place names and surveying standards. Retain for 7 years after last action</li> <li>LAND MANAGEMENT Reference number 6.34.8 Records relating to other authorities responsibilities to maintain survey marks. Temporary Retain for 7 years after last action</li> <li>LANDSCAPE MANAGEMENT Reference number 7.10.1 COMPLIANCE MONITORING Records relating to the monitoring of compliance with landscape management requirements, farm management systems and land and water management plans including information contained in the Compliance Information Register and Management System (CIRaM). Retain for 7 years after last action</li> <li>VEGETATION MANAGEMENT Reference number 9.9.1 COMPLIANCE MONITORING Records relating to the monitoring of compliance with the <i>Vegetation Management Act 1999</i> including information contained in the Compliance Information Register and Management System (CIRaM). Retain for 7 years after last action.</li> </ul>
1.20.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.23.1 PLANNING Records relating to whole of government valuation, place name and survey planning which has a significant impact on the State. Retain permanently</li> <li>LAND MANAGEMENT Reference number 6.23.2 PLANNING Records relating to land planning. Retain permanently</li> <li>LANDSCAPE MANAGEMENT Reference number 7.19.1 PLANNING Records relating to landscape management planning which has a significant impact on State land, including State land plan. Retain permanently</li> <li>LANDSCAPE MANAGEMENT Reference number 7.24.5 RESOURCE ASSESSMENT Regional planning – Records relating to the assessment of regional planning and local government planning schemes which have an impact on State land. Retain permanently</li> <li>LANDSCAPE MANAGEMENT Reference number 7.6.1 Soil conservation property plans Records relating to the approval of soil conservation property plans in accordance with the <i>Soil Conservation Act 1986</i>. See reference number 7.13.1.for the NOTINGS</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>database (NDB). Permanent Retain permanently</p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.6.2 Project plan preparation Records relating to the preparation of project plans by the department before an area is constituted a project area under the <i>Soil Conservation Act 1986</i>. See reference number 7.13.1 for the NOTINGS database (NDB). Permanent Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.6.3 Project plans Records relating to property plans developed by the department for landowners prior to the introduction of the <i>Soil Conservation Act 1986</i>. Permanent Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.16.1 PLANNING – significant – Records relating to vegetation management planning with a significant impact on vegetation. Retain permanently.</li> </ul>
1.20.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.16.2 PLANNING – minor – Records relating to vegetation management planning which has a minor impact on vegetation. Retain for 7 years after last action.</li> </ul>
1.21.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.24.1 Records relating to land policy in accordance with the <i>Land Act 1994</i>. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.25.1 Master set of procedures relating to land management required by legislation including: land practice manual, land title practice manual, State valuation service (SVS) practice manual, survey standards and guidelines. Retain permanently by department</li> <li>• LAND MANAGEMENT Reference number 6.25.2 Scientific handbooks and manuals Master set of internal handbooks and manuals detailing procedures that support scientific and technical investigations. Copies of external procedures can be disposed of as ephemeral documents in accordance with the General Retention and Disposal Schedule. Retain permanently by department</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.20.1 Master set of landscape management procedures required under legislation. Records may include, but are not limited to soil conservation manual. Retain permanently by department</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.20.2 Scientific handbooks and manuals Master set of internal handbooks and manuals detailing procedures that support scientific and technical investigations. Copies of external procedures can be disposed of as ephemeral documents in accordance with the General Retention and Disposal Schedule. Retain permanently by department</li> <li>• NATIVE TITLE Reference number 8.11.1 Master set of native title procedures required under native title legislation. Permanent Retain permanently by department</li> <li>• VEGETATION MANAGEMENT Reference number 9.5.1 Development codes Records relating to the approval of vegetation codes and native forest practice codes in accordance with the <i>Vegetation Management Act 1999</i>. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.17.1 Scientific handbooks and manuals Master set of internal handbooks and</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	manuals detailing procedures that support scientific and technical investigations. Copies of external procedures can be disposed of as ephemeral documents in accordance with the General Retention and Disposal Schedule. Retain permanently by department.
1.21.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.31.1 Research methodology – significant Records relating to the development and selection of research methodology and processes for significant scientific and technical investigations. Significance may be determined by the following factors; the department is the lead agency in a joint venture with another government agency or private organisation the research substantially changes or influences government policy or direction, the research results in a significant government project or program, the project makes a significant contribution to the body of knowledge on a particular subject. Permanent Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.23.1 Research methodology – significant Records relating to the development and selection of research methodology and processes for significant scientific and technical investigations. Significance may be determined by the following factors: the department is the lead agency in a joint venture with another government agency or private organisation; the research substantially changes or influences government policy or direction; the research results in a significant government project or program; the project makes a significant contribution to the body of knowledge on a particular subject. Permanent. Retain permanently.</li> </ul>
1.21.3	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.31.2 Research methodology – minor Records relating to the development and selection of research methodology and processes for scientific and technical investigations that are not considered significant. Temporary Retain for 20 years after completion of research</li> <li>• VEGETATION MANAGEMENT Reference number 9.23.2 Research methodology – minor Records relating to the development and selection of research methodology and processes for scientific and technical investigations that are not considered significant. Temporary Retain for 20 years after completion of research.</li> </ul>
1.21.5	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.33.1 Records relating to design standards and industry guidelines for land management including contributions. Temporary Retain until reference ceases.</li> </ul>
1.24.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT VEGETATION MANAGEMENT Reference number 9.15.3 Native forest practices Notifications of native forest practices submitted to the department in accordance with s.20A of the <i>Vegetation Management Act 1999</i>. Retain permanently.</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.24.3	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.14.22 CONTROL Research register – Register or summary record of scientific and technical investigations conducted by the department. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.13.3 CONTROL Research register – Register or summary record of scientific and technical investigations conducted by the department. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.11.1 CONTROL Research register – Register or summary record of scientific and technical investigations conducted by the department. Retain permanently.</li> </ul>
1.24.4	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.13.2 CONTROL Register of Landcare consultants – Register of consultants who are approved to assess Landcare applications. Retain for 7 years after entry qualifies for removal.</li> </ul>
1.24.5	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.14.14 CONTROL Register of surveyors – Register of surveyors for accreditation by the department and for departmental use only. Excludes records relating to Board of Surveyors registration processes. Retain permanently by department.</li> </ul>
1.24.6	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT – Reference number. 4.7.1 Transferable land database – Entries in the transferable land database used as a management information system (MIS) to track the approval of interest and dealings of Indigenous transferable land processes. Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.7.2 Claimable land database – Entries in the claimable land database used as a management information system (MIS) to track the approval of interest and dealings of Indigenous claimable land processes. Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.7.3 Creation of interest database - Entries in the creation of interest database. Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.7.4 Land trust register - Records relating to the land trust register established under section 35F of the Aboriginal Land Regulation 1991 and the Torres Strait Islander Land Regulation 1991. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.4.1 Land appeals Records relating to the appeal processes available under the <i>Land</i></li> </ul>

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## Justifying the retention period – Previous Schedules – further information

*Act 1994.* Permanent Retain permanently

- LAND MANAGEMENT Reference number 6.14.1 Electronic records for title registration – Records submitted to the department for the purpose of title registration and held in electronic format within the Automated Titles System. Retain permanently
- LAND MANAGEMENT Reference number 6.14.3 Electronic supporting documentation for title registration – Documentation submitted to the department in support of the title registration process and held in electronic format within the Automated Titles System. Retain permanently
- LAND MANAGEMENT Reference number 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
- LAND MANAGEMENT Reference number 6.14.9 Survey plans – Survey plans submitted to the department for registration in accordance with the *Land Act 1994*, the *Land Title Act 1994*, the *Survey and Mapping Infrastructure Act 2003* or other legislation. - Includes original survey plans and electronic images contained within the Computer Inventory of Survey Plans (CISP). Retain permanently
- LAND MANAGEMENT Reference number 6.14.10 Land registers – Land registers held in the Automated Titles System in accordance with legislation administered by the department including the *Land Title Act 1994*, the *Land Act 1994* and the *Water Act 2000*. Registers include - freehold land register - power of attorney register - leasehold land register - reserves and trustees of trust land - licences and permits - unallocated State land - State housing leases - Harbour Board leases - foreign ownership of land register - water allocations. Retain permanently
- LAND MANAGEMENT Reference number 6.14.11 Register of deeds – Register of deeds retained in accordance with the Property Law Act 1974. Retain permanently
- LAND MANAGEMENT Reference number 6.14.12 Queensland place names database – Records relating to the Queensland place names database (PNDB) – Records may include, but are not limited to – place name gazetteer. Retain permanently
- LAND MANAGEMENT Reference number 6.14.13 Survey control register – Survey control register maintained in accordance with the *Survey and Mapping Infrastructure Act 2003* containing information on permanent survey marks. Retain permanently
- LAND MANAGEMENT Reference number 6.6.14 Place names Records relating to the approval of place names. See reference number 6.14.12 for place names database. Permanent Retain permanently
- LAND MANAGEMENT Reference number 6.14.15 State calibration baselines register – Records relating to the State calibration baselines register. Retain permanently
- LAND MANAGEMENT Reference number 6.14.16 State digital cadastral dataset – Records relating to the State digital cadastral dataset. Retain permanently
- LAND MANAGEMENT Reference number 6.14.17 Administrative area boundary dataset – Records relating to the administrative area boundary dataset. Retain permanently
- LAND MANAGEMENT Reference number 6.14.18 State remotely sensed image library – Records relating to the State remotely sensed image library. Retain permanently

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.14.19 Other surveying and mapping infrastructure datasets. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.14.20 Valuation registers – Records relating to the register of valuations including records held in Queensland Valuations and Sales (QVAS). Retain permanently by department</li> <li>• LAND MANAGEMENT Reference number 6.14.21 Index – Index to control documents and records relating to land and vegetation applications dealt with in the electronic land and vegetation administration system (eLVAS). Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.13.1 CONTROL Register of approved plans – Database of approved plans known as NOTINGS (NDB) retained in accordance with section 33 of the <i>Soil Conservation Act 1986</i>. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.6.1 CONTROL Native title registers – Registers relating to native title including - current and past tenure reports database - annotated leases register - register of dealings - native title claim summary database/register - Queensland Native Title Information Management Environment (QNTIME). Retain permanently.</li> </ul>
1.24.7	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.8.1 ENQUIRIES Access requests – Records relating to search requests of the Indigenous land management registers. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.16.1 ENQUIRIES Access requests – Records relating to search requests of the land management registers and manuals. Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.14.1 Access requests Records relating to search requests of the landscape management registers and manuals. Temporary Retain for 7 years after last action</li> <li>• NATIVE TITLE Reference number 8.8.1 ENQUIRIES Access requests – Records relating to search requests of the native title registers excluding Federal Court requests. Retain for 7 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.12.1 ENQUIRIES Access requests – Records relating to search requests of the vegetation management registers and manuals. Retain for 7 years after last action.</li> </ul>
1.24.8	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.14.5 CONTROL Evidentiary documentation – Evidentiary documentation submitted to the department in support of the title registration process excluding wills. Return original record to owner after copying and lodgement</li> <li>• LAND MANAGEMENT Reference number 6.14.6 Wills Original wills submitted to the department in support of the title registration process. Permanent Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.14.8 CONTROL Surrendered land ownership records – Surrendered duplicate certificates of title or state leases, permits and licences returned to the department for cancellation. Retain for 1 year after duplicate copy is received by the department for cancellation.</li> </ul>



Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.24.9	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INTEGRATED DEVELOPMENT ASSESSMENT SYSTEM (IDAS) Reference number 5.11.5 Copies of development approvals provided to the Land Registrar in accordance with the <i>Vegetation Management Act 1999</i></li> <li>• LAND MANAGEMENT Reference number 6.14.2 Paper records for title registration Original paper records submitted to the department for the purpose of title registration. Records may include, but are not limited to: same records included in 6.14.1. Temporary Retain for 28 days after the accuracy of the digitised image has been verified</li> <li>• LAND MANAGEMENT Reference number 6.14.4 CONTROL Paper supporting documentation for title registration – Original paper records submitted to the department in support of the title registration process excluding original evidentiary documentation. Retain for 28 days after the accuracy of the digitised image has been verified.</li> </ul>
1.24.10	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• NATIVE TITLE Reference number 8.3.2 Records relating to other applications submitted to the Federal Court in accordance with section 69 of the <i>Commonwealth Native Title Act 1993</i>. Permanent Retain permanently.</li> </ul>
1.24.11	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.6.10 AUTHORISATION Suppression directions (valuation rolls) – Records relating to the approval of directions for the suppression of information in the valuation rolls. Retain for 7 years after the expiry or refusal of the suppression direction</li> <li>• LAND MANAGEMENT Reference number 6.15.1 DISTRIBUTION Land valuation notices – Records relating to the distribution of land valuation notices. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.22.3 NOTIFICATION Land valuations – Records relating to notifications required by the Valuation of Land Act 1944. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.35.4 VALUATION Returns – Records relating to return statements. Retain for 7 years after last action.</li> </ul>
1.24.12	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.35.1 Unimproved land valuations Records relating to the determination of the unimproved value of land. Records may include, but are not limited to: fixation of dates, alteration of valuations. See reference number 6.14.20 for valuation registers (QVAS). Retain for 1 year after being added to valuations register.</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.24.13	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.13.3 INVESTIGATIONS Notices – Records relating to written notice of compliance given to Registrar of Titles. Retain until notice of removal from title register is received.</li> </ul>
1.25.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.11.2 Tenure history Records relating to research into tenure history and investigations. Permanent Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.26.1 REPORTING Reports – significant – 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</li> <li>• LAND MANAGEMENT Reference number 6.29.1 INVESTIGATION DATA – significant – Research materials and data created or generated during the conduct of significant scientific and technical investigations. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.30.1 INVESTIGATION DATA ANALYSIS – significant – Records relating to the analysis and assessment of significant scientific and technical investigations. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.31.1 INVESTIGATION DESIGN Research methodology – significant – Records relating to the development and selection of research methodology and processes for significant scientific and technical investigations. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.32.1 INVESTIGATION DEVELOPMENT Successful proposals – significant – Records relating to proposals and applications which result in the approval of significant scientific and technical investigations. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.22.2 REPORTING Reports – significant – 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</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.27.1 INVESTIGATION DATA ANALYSIS – significant – Records relating to the analysis and assessment of significant scientific and technical investigations. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.29.1 INVESTIGATION DEVELOPMENT Successful proposals – significant – Records relating to proposals and applications which result in the approval of significant scientific and technical investigations. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.18.1 REPORTING Reports – significant – 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</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.21.1 Data – significant Research materials and data created or generated during the conduct of significant scientific and technical investigations. Permanent Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.22.1 INVESTIGATION DATA ANALYSIS – significant – Records relating to the analysis and assessment of significant scientific and technical investigations. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.24.1 INVESTIGATION DEVELOPMENT Successful proposals – significant – Records relating to proposals and applications which result in the approval of significant scientific and technical investigations. Retain permanently.</li> </ul>
1.25.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.26.2 REPORTING Reports – other – Final reports of scientific and technical investigations conducted by the department that are not considered significant and where the report has not been subject to legal deposit requirements. Retain for 20 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.29.2 INVESTIGATION DATA – other – Research materials and data created or generated during the conduct of scientific and technical investigations that are not considered significant. Retain for 20 years after completion of research</li> <li>• LAND MANAGEMENT Reference number 6.30.2 INVESTIGATION DATA ANALYSIS – non-significant – Records relating to the analysis and assessment of scientific and technical investigations that are not considered significant. Retain for 20 years after completion of research</li> <li>• LAND MANAGEMENT Reference number 6.31.2 INVESTIGATION DESIGN Research methodology – minor – Records relating to the development and selection of research methodology and processes for scientific and technical investigations that are not considered significant. Retain for 20 years after completion of research</li> <li>• LAND MANAGEMENT Reference number 6.32.2 INVESTIGATION DEVELOPMENT Successful proposals – minor – Records relating to proposals and applications which result in the approval of scientific and technical investigations that are not covered by reference number 6.32.1. Retain for 20 years after completion of research</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.22.3 REPORTING Reports – minor – Final reports of scientific and technical investigations conducted by the department that are not considered significant and where the report has not been subject to legal deposit requirements. Retain for 20 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.23.1 RESEARCH Records relating to research into landscape management issues. Retain for 5 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.27.2 INVESTIGATION DATA ANALYSIS – minor – Research methodology – Records relating to the analysis and assessment of scientific and technical investigations that are not considered significant. Retain for 20 years after completion of research</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.29.2 INVESTIGATION DEVELOPMENT Successful proposals – minor –</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>Records relating to proposals and applications which result in the approval of scientific and technical investigations that are not covered by Reference number 7.29.1. Retain for 20 years after completion of research</p> <ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.18.2 REPORTING Reports – minor – Final reports of scientific and technical investigations conducted by the department that are not considered significant and where the report has not been subject to legal deposit requirements. Retain for 20 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.21.2 INVESTIGATION DATA – Data – minor Research materials and data created or generated during the conduct of scientific and technical investigations that are not considered significant. Temporary Retain for 20 years after completion of research</li> <li>• VEGETATION MANAGEMENT Reference number 9.22.2 INVESTIGATION DATA ANALYSIS – non-significant – Records relating to the analysis and assessment of scientific and technical investigations that are not considered significant. Retain for 20 years after completion of research</li> <li>• VEGETATION MANAGEMENT Reference number 9.24.2 INVESTIGATION DEVELOPMENT Successful proposals – other – Records relating to proposals and applications which result in the approval of scientific and technical investigations that are not covered by Reference number 9.24.1. Retain for 20 years after completion of research.</li> </ul>
1.25.3	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.27.1 RESEARCH Background research – Records relating to background research for land management issues. Temporary. Retain until reference ceases</li> <li>• NATIVE TITLE Reference number 8.12.1 Background research – Records relating to background research for native title issues. Temporary. Retain until reference ceases.</li> </ul>
1.25.4	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.32.3 Unsuccessful proposals Records relating to unsuccessful proposals and applications for scientific and technical investigations. Temporary. Retain for 5 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.29.3 Unsuccessful proposals Records relating to unsuccessful proposals and applications for scientific and technical investigations. Temporary. Retain for 5 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.24.3 INVESTIGATION DEVELOPMENT Unsuccessful proposals – Records relating to unsuccessful proposals and applications for scientific and technical investigations. Retain for 5 years after last action.</li> </ul>
1.26.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.12.1 Programs and projects – major Records relating to major reviews of</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>Indigenous land management programs and projects. Permanent. Retain permanently</p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.28.2 Lease condition review Records relating to the review of lease agreements in accordance with the Land Act 1994. Permanent. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.28.3 Records relating to reviews into registers held by the Land Registry. Records may include, but are not limited to: referrals to the Supreme Court. Permanent. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.25.1 Reviews – significant Records relating to reviews of landscape management programs and projects which have a significant impact on State land. Permanent. Retain permanently</li> <li>• NATIVE TITLE Reference number 8.13.1 Records relating to reviews of native title matters and claim applications to establish trends in the use of provisions of the Commonwealth Native Title Act 1993. Permanent. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.20.1 Reviews – significant Records relating to reviews of vegetation management programs and projects which have a significant impact on vegetation. Permanent. Retain permanently.</li> </ul>
1.26.2	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.12.2 Minor reviews Records relating to minor reviews of Indigenous land management issues. Temporary Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.28.1 Programs and projects Records relating to reviews of valuation, surveying and place name programs and projects. Temporary Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.25.2 Reviews – minor Records relating to reviews of landscape management programs and projects which have a minor impact on State land Temporary Retain for 13 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.20.2 Reviews – minor Records relating to reviews of vegetation management programs and projects which have a minor impact on State land Temporary Retain for 13 years after last action.</li> </ul>
1.27.1	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.6.1 CONSULTATION Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.6.3 CONSULTATION Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 18 of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine if land should be claimable land. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.10.1 CONSULTATION Records relating to consultation required for codes under the <i>Vegetation Management Act 1999</i>. Retain permanently.</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
1.27.2	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.9.1 LIAISON Records relating to liaison between the department and other organisations including other government departments and agencies regarding Indigenous land management issues. Retain for 3 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.12.1 CONSULTATION Records relating to consultation processes with stakeholders involved in land management matters. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.20.1 LIAISON Records relating to liaison between the department and other organisations including other government departments and agencies regarding land management issues. Retain for 3 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.11.1 CONSULTATION Records relating to consultation with stakeholders excluding the consultation process for farm management systems. Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.17.1 LIAISON Records relating to liaison between the department and other organisations including other government departments and agencies regarding landscape management issues. Retain for 3 years after last action</li> <li>• NATIVE TITLE Reference number 8.7.1 CONSULTATION Records relating to consultation with native title stakeholders. Retain for 7 years after last action</li> <li>• NATIVE TITLE Reference number 8.9.1 LIAISON Records relating to liaison between the department and other organisations including other government departments and agencies regarding native title issues. Retain for 3 years after last action</li> <li>• NATIVE TITLE Reference number 8.3.4 Regional input Records relating to native title input on land tenure by regions. Temporary Retain for 3 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.10.2 CONSULTATION Records relating to vegetation management consultation which is not related to codes. Retain for 3 years after last action</li> <li>• VEGETATION MANAGEMENT Reference number 9.14.1 LIAISON Records relating to liaison between the department and other organisations including other government departments and agencies regarding vegetation management issues. Retain for 3 years after last action.</li> </ul>
1.28.1	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• VEGETATION MANAGEMENT Reference number 9.5.3 AUTHORISATION Property maps of assessable vegetation – Records relating to property maps of assessable vegetation (PMAV) certified by the department in accordance with the Vegetation Management Act 1999. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.23.1 PLANNING Records relating to whole of government valuation, place name and</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>survey planning which has a significant impact on the State. Retain permanently</p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.34.1 SURVEYING Survey mark plan – Records relating to the permanent survey mark plan. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.34.2 Survey plans – Records relating to survey plans required to effect an administrative action under the provisions of an Act. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.34.3 Survey reports - Surveyors reports relating to changes to ambulatory boundaries for freehold and state land including non-tidal rivers and creeks, tidal rivers and creeks, tidal foreshore. Retain permanently</li> <li>• LAND MANAGEMENT Reference number 6.34.7 State control surveys – Records relating to State control surveys and other surveys. Retain permanently.</li> </ul>
1.28.2	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.6.12 Survey plans Records relating to the pre-examination and approval of plans to be lodged in appropriate registers. Temporary. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.21.1 MAINTENANCE Land markings – Records relating to the maintenance of land markings including survey marks. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.34.4 SURVEYING Survey standards – Records relating to the development of survey standards. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.34.5 SURVEYING Consultation – Records relating to the consultation process for survey standards. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.34.6 SURVEYING Survey errors – Records relating to the correction of survey errors. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.34.8 SURVEYING Records relating to other authorities responsibilities to maintain survey marks. Retain for 7 years after last action.</li> </ul>
1.28.3	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.4.3 Internal review processes – surveying Temporary. Retain for 13 years after last action.</li> </ul>
1.29.1	<p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.12.1 CONTRACTING SERVICES Records relating to contracting services</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>provided by the department to clients for analysis, tests and advice. Retain for 7 years after last action</p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.13.1 Records relating to contracting services provided by the department for valuation, surveying, cartography and calibration services. Temporary. Retain for 7 years after last action.</li> </ul>
1.29.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.13.1 Records relating to contracting services provided by the department for valuation, surveying, cartography and calibration services. Temporary Retain for 7 years after last action.</li> </ul>
1.29.3	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.13.1 Records relating to contracting services provided by the department for valuation, surveying, cartography and calibration services. Temporary Retain for 7 years after last action</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.12.1 CONTRACTING SERVICES Records relating to contracting services provided by the department to clients for analysis, tests and advice. Retain for 7 years after last action.</li> </ul>
1.29.4	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.12.1 CONTRACTING SERVICES Records relating to contracting services provided by the department to clients for analysis, tests and advice. Retain for 7 years after last action</li> <li>• LAND MANAGEMENT Reference number 6.13.1 Records relating to contracting services provided by the department for valuation, surveying, cartography and calibration services. Temporary Retain for 7 years after last action.</li> </ul>
2.1.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.8.1 CASES 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</li> <li>• LAND MANAGEMENT Reference number 6.9.1 Land resumption claims Records relating to claims for compensation for land resumed by a construction authority and/or the Crown in accordance with the <i>Land Act 1994</i>, and the <i>Acquisition of Land Act 1967</i>. Permanent. Retain permanently.</li> </ul>
2.1.2	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.19.1 Dam sites Records relating to the leasing of land from third parties for future dam sites. Temporary Retain for 7 years after cancellation or expiry of lease.</li> </ul>



Disposal authorisation	Justifying the retention period – Previous Schedules – further information
2.3.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.9.1 Land resumption claims Records relating to claims for compensation for land resumed by a construction authority and/or the Crown in accordance with the <i>Land Act 1994</i>, and the <i>Acquisition of Land Act 1967</i>. Permanent Retain permanently.</li> </ul>
2.5.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 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.</li> </ul>
2.6.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.35.2 VALUATION Background information – Background information required to determine the valuation of land. Retain permanently by department</li> <li>• LAND MANAGEMENT Reference number 6.35.3 VALUATION Objections – Records relating to objections to land valuations. Retain permanently by department.</li> </ul>
2.6.2	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.6.9 AUTHORISATION Setting of rents – Records relating to setting of rents in accordance with the <i>Land Act 1994</i>. Retain for 7 years after the last rent amount was determined.</li> </ul>
2.6.3	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LAND MANAGEMENT Reference number 6.4.2 Valuation appeals Records relating to the appeal processes available under the <i>Valuation of Land Act 1944</i>. Temporary Retain for 13 years after last action.</li> </ul>
3.1.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.2 Permitted dealings Records relating to permitted dealings with transferred and granted land in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Permanent Retain permanently</li> <li>• INDIGENOUS LAND MANAGEMENT Reference number 4.4.3 Claimable land Records relating to the approval of claims for claimable land and associated dealings under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. Permanent</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<p>Retain permanently</p> <ul style="list-style-type: none"> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.6.2 Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 28 (3) of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine the appointment of trustees. Permanent. Retain permanently.</li> <li>INDIGENOUS LAND MANAGEMENT Reference number 4.6.3 Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 18 of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine if land should be claimable land. Permanent. Retain permanently.</li> </ul>
4.1.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LAND MANAGEMENT Reference number 6.4.1 Land appeals Records relating to the appeal processes available under the <i>Land Act 1994</i>. Permanent. Retain permanently</li> <li>NATIVE TITLE Reference number 8.4.1 Records relating to compensation payable by the State under the <i>Commonwealth Native Title Act 1993</i>. Permanent. Retain permanently</li> <li>VEGETATION MANAGEMENT Reference number 9.7.1 – claims made for compensation under the <i>Vegetation Management Act 1999</i> – retain for 7 years after last action.</li> </ul>
4.2.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>NATIVE TITLE Reference number 8.3.5 CLAIM RESOLUTION Search requests – Requests to search native title registers received from the Federal Court – See Reference number 8.8.1 for search requests of Queensland native title registers. Retain for 13 years after last action.</li> </ul>
5.1.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.6.5 AUTHORISATION Farm management systems Records relating to the accreditation of farm management systems. Retain for 13 years after accreditation expires.</li> </ul>
5.5.1	<p><b>Previous schedules:</b> <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>LANDSCAPE MANAGEMENT Reference number 7.24.1 RESOURCE ASSESSMENT State interest check – Records relating to the application of the state interest check to planning schemes and strategies which have an impact on State land. Retain permanently</li> <li>LANDSCAPE MANAGEMENT Reference number 7.24.2 RESOURCE ASSESSMENT Land resource assessments – Records relating to the assessment of the impact upon the State's natural resources of management plans and other proposals which have an impact on State land. Retain permanently</li> </ul>

Disposal authorisation	Justifying the retention period – Previous Schedules – further information
	<ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.3 RESOURCE ASSESSMENT Risk assessment – Records relating to landscape management risk assessments which have an impact on State land. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.4 RESOURCE ASSESSMENT Environmental impact statements – Records relating to the assessment of environmental impact studies outside of DAS. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.5 Regional planning Records relating to the assessment of regional planning and local government planning schemes which have an impact on State land. Permanent Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.6 RESOURCE ASSESSMENT Land evaluation studies – Records relating to land evaluation studies and reports under section 16 of the Land Act 1944 which have an impact on State land. Retain permanently</li> <li>• LANDSCAPE MANAGEMENT Reference number 7.24.7 RESOURCE ASSESSMENT Land conditions – Records relating to the monitoring of land conditions and trends which have an impact on State land. Retain permanently</li> <li>• VEGETATION MANAGEMENT Reference number 9.19.1 RESOURCE ASSESSMENT Records relating to the assessment of vegetation which has significant impact on determining the condition of the States vegetation. Retain permanently.</li> </ul>
5.6.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> <li>• LANDSCAPE MANAGEMENT Reference number 7.21.1 REMEDIATION Records relating to remediation projects conducted by the department including the restoration of acid sulphate soil areas on Government owned land. Retain permanently.</li> </ul>
7.7.1	<p><b>Previous schedules:</b>  <i>Queensland Department of Environment and Resource Management Schedule/Authority QDAN653:</i></p> <p>LAND MANAGEMENT Reference number 6.14.14 CONTROL Register of surveyors – Register of surveyors for accreditation by the department and for departmental use only. Excludes records relating to Board of Surveyors registration processes. Retain permanently by department.</p>