

Appraisal log

Forestry Retention and Disposal Schedule

Department of Agriculture and Fisheries

Date: December 2015

Function No	Title	Scope Note
1	FORESTRY MANAGEMENT	<p><i>The function of acquiring, declaring, managing, sustainably using and enhancing, areas which have significant values for conserving forests, and which come under the stewardship of the organisation. Includes forest areas under the Forestry Act 1959 and other lands, under the Land Act 1994 which have timber production values. The management and development of the forestry industry aiming to accelerate the growth of Queensland's emerging tropical and subtropical hardwoods plantation sector by delivering products and services that increase plantation productivity, increase the potential area suitable for hardwood deployment and increase the value of existing and new plantation products. Key investment areas include development and commercial release of new elite hardwood clonal material, development of effective plantation management strategies, identification of effective control strategies for endemic pests and diseases, development of profitable and sustainable early return wood products and production processes including sustainable systems to protect the products from deterioration in service. Also includes administering programs to support the commercial production of forestry crop, assisting industry growth and development, encouraging businesses to adopt innovative practices, processes and products and providing advice on cultivation methods and business management to improve competitiveness.</i></p>
Activities		
<ul style="list-style-type: none"> 1.1 Advice 1.2 Agreements 1.3 Appointments 1.4 Authorisation 1.5 Claims Management 1.6 Complaints 1.7 Declarations 1.8 Development 1.9 Disposal 1.10 Enforcement 1.11 Incident and Emergency Responses 1.12 Inspections 1.13 Investigations 	<ul style="list-style-type: none"> 1.14 Licensing 1.15 Mapping 1.16 Modelling 1.17 Monitoring and Surveillance 1.18 Partnerships 1.19 Planning 1.20 Pricing 1.21 Prosecution 1.22 Registration 1.23 Research 1.24 Stakeholder Engagement 1.25 Testing and Identification 1.26 Training 	

Ref. No	Description of record and retention period	Justification for retention period
1.1	Advice	
1.1.1	<p>Forestry management advice Records relating to the provision of forest management 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"> • private and public forestry • hardwood and softwood plantations • timber and wood processing • timber and wood products. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: Advice records are created across many processes, and in many roles, for example developing forestry based industries, and providing customised advice to industry members and members of the public, potential foresters and land owners. Advice records class was sourced via file plan analysis with provision of advice crossing all forestry management processes. Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.1.1 Tourism and travel industries advice – Retain for 7 years after action completed <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.2.1 Advice – Retain for 7 years after action completed <i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.02.01 Land management advice – Destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.2	Agreements	
1.2.1	<p>Agreements – proceeded with</p> <p>Records relating to making agreements for the sale or dealing of forest products and quarry materials sourced from State plantation forests.</p> <p>Includes:</p> <ul style="list-style-type: none"> • agreements with licensees and sub-licensees about the use, maintenance and management of the plantation licence areas • establishing, negotiating, maintaining, and reviewing agreements. <p>Disposal action – Retain for 12 years after agreement terminated or expired.</p>	<p>Background/business process:</p> <p>Agreements are created during forestry management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Agreements under this class may include agreements with landholders for the landholders to graze livestock over forestry land including forests, easements, fire breaks etc., with benefits for department and forestry plantations involve keeping grass and other bushfire-flammable material low.</p> <p>Regulatory requirements: <i>Forestry Act 1959 – Part 6B, s. 61QA-QB, 61QE-61QF, 61QO-QP</i></p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 12 years longer than the 7 years in other comparison schedules as they:</p> <ul style="list-style-type: none"> • Forest Consent Agreements have rights and obligations over the use and management of the land • some of the agreements are registered as profit a prendre (right of persons to share in the land owned by another) • support the decisions of the business including ongoing requirements of the department under current agreements • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • Reference 1.1.2 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 • Reference 1.1.3 Land rentals agreements between Forestry Plantations Queensland and private landowners for the establishment of State forest plantations on private land – Retain for 7 years after expiry of agreement • Reference 1.1.4 Services agreements between Forestry Plantations Queensland and other parties for the provision of plantation related services – Retain for 7 years after expiry of agreement • Reference 4.1.1 Sales agreements – Retain for 7 years after expiry of agreement • Reference 9.2.1 Property management agreements – Retain for 7 years after expiry of agreement. <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.1 Agreements made – Retain for 7 years after agreement terminated or expired</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> 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 & Management DA2297</i> Reference 04.03.02 Land management agreements – Destroy 7 years after expiry, completion or termination of agreement.</p>
1.2.2	<p>Agreements – not proceeded with</p> <p>Records relating to making agreements for the sale or dealing of forest products and quarry materials sourced from State plantation forests, where agreements were not proceeded with.</p> <p>Disposal action – Retain for 2 years after decision not to proceed.</p>	<p>Background/business process:</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>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> • meet the department’s short-term obligations for accountability and information accessibility • provide evidence of the decision by the department or another body not to approve an agreement • ensure short-term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc. <p>Comparison with other schedules:</p>

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		<p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v1</i></p> <ul style="list-style-type: none"> Reference 1.1.5 Unsuccessful agreements – Retain for 2 years after last action Reference 4.1.2 Unsuccessful agreements – Retain for 2 years after last action <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.2 Agreements not proceeded with – Retain for 2 years after decision to not proceed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed.</p>
1.3	Appointments	
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to appointing, and terminating appointments of authorised officers and other officers with powers, functions, authorities and duties under the <i>Forestry Act 1959</i>.</p> <p>Roles may include, but is not limited to:</p> <ul style="list-style-type: none"> forest officers plantation officers. <p>Includes allocating conditions, and varying and terminating appointments.</p> <p>Disposal action – Retain for 25 years after appointment ceases.</p>	<p>Background/business process:</p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> 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. <p>These appointments relate to non-department employees who are appointed under the <i>Forestry Act 1959</i>. Any department staff that are appointed under this Act will have their records sentenced under the GRDS.</p> <p>Regulatory requirements:</p> <p><i>Forestry Act 1959 – s17, 84(3), 119, s61QG, 61QQ</i></p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> given the long term nature of forests, which have long term growth and harvesting requirements the business area accepted it would be relevant to keep appointment records longer than 7 years provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments

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		<ul style="list-style-type: none"> • forestry and plantation officers make significant decisions as they have regulatory powers and can be a delegate for a Chief Executive • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>IT Partners did suggest a 10 year retention period to the business, but the business unit specifically asked the retention period to be 25 years.</p> <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.4.1 Authorised and accredited officers – Retain for 7 years after appointment ceased.</p>

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1.4	Authorisation	
1.4.1	<p>Granted rights</p> <p>Records relating to assessing and granting authorities to undertake particular actions in relation to managing forests under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Disposal action – Retain for 7 years after authority ceased or expired.</p>	<p>Background/business process:</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"> • receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks e.g. check histories such as 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. <p>Regulatory requirements:</p> <p><i>Forestry Act 1959</i> – s. 35, 56, 61QR-QT, 61RA-RC, Part 10 , Schedule 2</p> <p><i>Forestry Regulation 1998</i> – Schedule 6 s. 36</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated with granting rights • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v1</i> Reference 2.3.1 Authorisation-environmentally relevant activities – Retain for 7 years after approval cancelled or superseded</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.5.1 Authorisation – Granted rights – Retain for 7 years after authorisation ceased or expired</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.05.01 Land management authorisation – Destroy 15 years after superseded or revoked</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258 Reference 2.2.3</i> 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.</p>
1.4.2	<p><i>Unsuccessful and withdrawn applications</i> Records relating to unsuccessful and withdrawn applications for forestry related authorisations under relevant legislation. Includes refusals. Disposal action – Retain for 2 years after authority refused or withdrawn.</p>	<p>Background/business process: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> • meet the department’s short-term obligations for accountability and information accessibility • support the decisions of the business as evidence of the reasons for an application refusal. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v1 Reference 2.3.2</i> Unsuccessful applications – Retain for 2 years after last action <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.5.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</p>

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1.5	Claims Management	
1.5.1	<p>Compensation claims Records relating to processing applications for compensation received for costs, damage or loss incurred for responsibilities and negligence, including loss or damage incurred from exercise of inspectorate power. Includes claims for events in plantation licence or licences areas.</p> <p>Disposal action – Retain for 7 years after claim determined.</p>	<p>Background/business process: 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 exercise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim. <p>Regulatory requirements: <i>Forestry Act 1959 – s. 61F, 61RH-RK, 88A, 89</i></p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions made in support of claims • remain available for potential repeat and overlapping claims for compensation • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined.</p>

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1.6	Complaints	
1.6.1	<p>Complaint resolution Records relating to handling complaints, including mediating complaints and referring complaints for further investigation or to tribunal or court hearings.</p> <p>Complaints may include, but are not limited to:</p> <ul style="list-style-type: none"> • forestry incidents • particular persons or organisations. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: 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>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business by providing evidence of complaint outcomes • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.7.1 Complaint resolution – Retain for 7 years after action completed <i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i> Reference 7.5.2 Public Reaction – Detailed – Destroy 5 years after administrative use has concluded.</p>

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1.7	Declarations	
1.7.1	<p>Declarations</p> <p>Records relating to making declarations about areas of land, forest products or quarry material.</p> <p>Declarations include but are not limited to:</p> <ul style="list-style-type: none"> • sources, destinations, quantities and descriptions of forest products or quarry material • holding, treatment, consignment, export and disposal of forest products or quarry material • Crown land, land, forest areas and timber reserves as "state forests" • State forest land as 'state forest plantations', 'feature protection areas', 'forest drives', 'scientific areas', 'state forest parks', 'state plantation forests', 'timber reserves'. <p>Includes revoking declarations, removing areas from declared areas and amalgamating, or dividing areas of, and as, declared land.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process:</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 forest area fire bans following excessive dry periods.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations. <p>Regulatory requirements:</p> <p><i>Forestry Act 1959 – s. 25, 25A, 28, 32AA, 32A, Schedule s. 2</i></p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • document business processes associated with declarations on property titles • protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property • are required for reference purposes once the declaration has been lifted • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	Development	
1.8.1	<p>Significant *</p> <p>Records relating to implementing significant forestry industry development initiatives designed to support the forestry industry and assist the forestry sector's growth, including analysis, evaluation, and development of potential markets (e.g. import, export markets) and products (e.g. pulp, chip wood, sandalwood, sawn logs).</p> <p>Significant development includes, but is not limited to:</p> <ul style="list-style-type: none"> • identifying and examining significant business opportunities • research of economic and environmental conditions • significant timber market feasibility studies. <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Development and development planning plays a key role in facilitating economic growth, progress and investment opportunities for forestry related industries including revitalising existing assets with redevelopment applications.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • research development environment and markets; determine broad direction appropriate to environment and markets; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department for projects which continue over many years e.g. long-term strategies to grow the forestry industry • document the history of the department's work in facilitating and implementing significant forestry industry development. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 3 - Enduring rights and entitlements • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.9.1 Development-significant – Permanent</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> Reference 2.8.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans for controlling outbreaks or the spread of disease or major infestations on pests, non-indigenous animals or noxious weeds – Required as State archives Reference 9.1.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans to support the development of domestic and export markets – Required as State archives Reference 10.9.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans for the management of natural resources and environmental management programs – Required as State archives.
1.8.2	<p>Other ~ Records relating to implementing other industry development initiatives, business opportunities, market feasibility studies, economic and environmental research, not covered by reference number 1.8.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> have less significance than those projects covered in reference number 1.8.1 are required for future business enhancement and improvement support the decisions of the business for future projects ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v1</i> Reference 1.2.1 Records documenting the identification and examination of business opportunities and initiatives which lead to the completion of business deals – Retain for 10 years after last action <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.4.2 Business development-other – Retain for 7 years after action completed <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.9.2 Development-other – Retain for 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> Reference 2.8.2 Records documenting the development, establishment, implementation, evaluation and review of programs designed to control local outbreaks of disease or occurrences or to eradicate

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		<p>diseases, pests, non-indigenous animals or noxious weeds – Retain minimum of 7 years after last action, then destroy</p> <ul style="list-style-type: none"><li data-bbox="792 347 2136 480">• Reference 9.1.3 Records relating to the development, establishment, implementation and evaluation of operational plans or of programs designed to develop or promote new and existing markets, both domestic and export, in which to sell primary produce and resources – Retain minimum of 5 years after last action, then destroy.<li data-bbox="792 491 2136 592">• Reference 10.9.2 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, then destroy.

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1.9	<i>Disposal</i>	
1.9.1	<p><i>Disposal of seized property, products and waste</i> Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation. Includes dealing with and disposing by selling, destroying and other means of:</p> <ul style="list-style-type: none"> • plant and property • forest products • seized and forfeited evidence and property • waste. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes e.g. inspections, investigations, prosecution and disposal of such items in line with legislative and procedural requirements for handling said items. Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 7.1.2 Explosives - destruction - Retain for 7 years after last action. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 2.1.1 Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed.</p>

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1.10	Enforcement	
1.10.1	<p>Regulatory enforcement Records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation. Includes:</p> <ul style="list-style-type: none"> • approving and erecting notices for fire bans or controls • issuing fines for breaches of legislation, conditions of tenements and compliance directions issued by inspectorate • seizing subject property as evidence or to inhibit unlawful activities • issuing penalties for breaches of conditions • referring reports of designated accidents and incidents to inspectors. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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 • 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. <p>Regulatory requirements: <i>Forestry Act 1959 – Forestry Regulation 1998 - s. 11, 61SV-SY, 70-88A</i></p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> • 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 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 7.4.1 Records relating to the enforcement of regulations through the issue of infringement notices – Retain minimum of 7 years after last action, then destroy <i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.19.01 Land management infringements – Destroy 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<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>

Ref. No	Description of record and retention period	Justification for retention period
1.11	<i>Incident and Emergency Responses</i>	
1.11.1	<p>Significant *</p> <p>Records relating to managing significant incidents, emergencies and natural disasters (e.g. bushfires and floods) that impact on State forests and plantations, with consequences for human health and welfare including, but not limited to:</p> <ul style="list-style-type: none"> • significant damage to forestry industry production with significant economic losses • natural disasters, e.g. floods • outbreaks of disease transmission to humans • exposure to substances with terminal or serious health risks such as asbestos, coal dust, DDT, lead, or nuclear radiation. <p>Disposal action – Retain permanently</p>	<p>Background/business process:</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"> • 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. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value for future incidents • provide evidence of the department’s response in the event of legal challenges • document the history of the department’s work in their response to significant incidents. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 3 - Enduring rights and entitlements • 4 - Significant impact on individuals. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.7</i> Reference number 2.1.1 Accidents and incidents – major – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.1 Incident and emergency responses - significant – Retain permanently</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • 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 • 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 <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.5.3 Incident investigation reporting – Destroy 30 years after date of last access.</i></p>
1.11.2	<p>Other ~ Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 1.11.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement of emergency and incident response handling • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.7 Reference number 2.1.2 Accidents and incidents - minor – Retain for 7 years after last action</i> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.12.2 Incident and emergency responses - other – Retain for 7 years after action completed</i> <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258 Reference 2.7.2 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</i> <i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.5.1 Incident notification – Destroy 7 years after date of last access.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.12	Inspections	
1.12.1	<p>Significant *</p> <p>Records relating to conducting significant inspections of forestry related premises, land, leases, licences, authorities, permits, products and materials for compliance under relevant legislation.</p> <p>Significant inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • brands or marks used of any forest products or quarry material • naming, classifying, and grading of timber and other forest products for export or local use • kinds, sizes, and quantities of any forest products or quarry material • seizing evidence • prohibiting the removal of any forest products or quarry material until branded or marked, or otherwise permitted. <p>Disposal action – Retain for 25 years after action completed.</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements:</p> <p><i>Forestry Act 1959 – s. 82C</i></p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> • are required for long-term business needs based on industry cycles of renewal and regeneration of forests • cover the department for risks associated with the government’s responsibility to check and catch problems. Inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections • directly relate to or provide background information to significant incidents or investigations • represent industry cycles required for reference to effectively assess long-term impacts including environmental impacts and outcomes. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections - significant – Retain for 25 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.12.2	<p>Other ~ Records relating to conducting other inspections of forestry related premises, land, leases, licences, authorities, permits, products and materials for compliance under relevant legislation, not covered by reference number 1.12.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.2 Inspections - other – Retain for 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.13	Investigations	
1.13.1	<p>Significant * Records relating to investigating significant events (e.g. fire) and offences under relevant legislation.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: 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> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors. <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • are required for long-term business needs based on industry cycles of renewal and regeneration • 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 • provide evidence of decisions, support actions, and provide a history of the investigations relating to forestry and other properties • are required for long-term reference for generational change • support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 3 - Enduring rights and entitlements • 4 - Significant impact on individuals. <p>Comparison with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 3.4.1 Investigations - major fires - Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.14.1 Investigations - significant – Retain permanently</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> • 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 • 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
1.13.2	<p>Other ~</p> <p>Records relating to investigating other offences under relevant legislation not covered under 1.13.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 2.1.2 Investigations - minor fires – Retain for 5 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.14.2 Investigations - other – Retain for 7 years after action completed</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 2.7.2 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>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 8.5.2 Investigation – Destroy 7 years after date of last access.</i>

Ref. No	Description of record and retention period	Justification for retention period
1.14	Licensing	
1.14.1	<p>Granted leases, licences and permits</p> <p>Records relating to approving and issuing forestry related leases, licences and permits under relevant legislation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • licences to get timber, extract quarry material and other material in State forests plantations, timber reserves, forest entitlement areas, Crown land, land and roads • permits for conducting commercial, charitable, cultural, educational, environmental or scientific activities • stock grazing, camping, occupation and apiary permits • licensing and sub-licensing forest plantations and products • licensing rights for carbon abatement products 	<p>Background/business process:</p> <p>Licensed records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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. <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>Regulatory requirements:</p> <p><i>Forestry Act 1959 – s. 35, 56, 61QR-QT, 61RA-RC, Part 10 , Schedule 2</i></p> <p><i>Forestry Regulation 1998 - Schedule 6 s. 36</i></p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 4.4.1 Licensing – Retain for 7 years after the refusal, cancellation or expiry of the permit or licence</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.1 Granted licences and permits – Retain for 7 years after licence/permit ceased or expired</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.23.01 Records documenting the licensing process for successful applications to license Crown Land – Retain in agency until land disposed of then sentence under the appropriate activity</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i> Reference 8.1.0 Licence registration – Permanent.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • imposing forestry related provisions, reservations or conditions on other leases, licences, permits, rights and authorities (e.g. mining) • renewing, cancelling, transferring, surrendering licences. <p>Disposal action – Retain for 7 years after lease, licence or permit ceases or expires.</p>	
1.14.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for forestry related leases, licences and permits under relevant legislation.</p> <p>Disposal action – Retain for 2 years after licence or permit refused or withdrawn.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 2.3.2 Unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> - Retain for 2 years after last action. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297 Reference 04.23.02</i> Records documenting the licensing process involved in applications to license Crown Land that are not successful – Destroy 2 years after action completed</p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i></p> <ul style="list-style-type: none"> • Reference 8.2.1.2 Unsuccessful timber licences – Destroy 5 years after last access • Reference 8.2.1.3 Unsuccessful other licences (commercial access to resources) – Destroy 2 years after last access.
1.15	Mapping	
1.15.1	<p>Original and historical significance * Records relating to original forestry maps of historical significance.</p> <p>Significant sites include, but are not limited to:</p> <ul style="list-style-type: none"> • boundaries, roads, waterways and other features • surrounding properties • State forest and plantation areas • classified areas of state forests, forest reserves, and protected areas. <p>Disposal action – Retain permanently.</p>	<p>Background/business process: 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"> • identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (required by statute or local ordinance), register surveys, overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas. <p>Regulatory requirements: <i>Forestry Act 1959 – s. 39A, 61QM-QN</i></p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • 3 - Enduring rights and entitlements • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference number 6.6.2 Mapping – Original working maps used in the preparation of published maps and any subsequently scanned electronic copies – Retain for 10 years after last action</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 10.8.1 Original maps created by the agency or annotated maps relating to broad classification of land – Required as State archives.</p>
1.15.2	<p>Other ~</p> <p>Records relating to creating maps, including inspecting, surveying, photographing and assessing sites that are not covered under 1.15.1.</p> <p>Maps may include, but are not limited to:</p> <ul style="list-style-type: none"> • boundaries, roads, waterways and other features • surrounding properties • State forest and plantation areas • classified areas of State forests, forest reserves, and protected areas. <p>Disposal action – Retain whilst current and then 7 years after action completed.</p>	<p>Background/business process:</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"> • identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (as 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. <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p data-bbox="745 272 1803 304"><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i></p> <ul data-bbox="792 316 2107 454" style="list-style-type: none"><li data-bbox="792 316 2029 379">• 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 data-bbox="792 391 2107 454">• Reference 6.6.1 Mapping records used for calculating the commercial value of plantation timber – Retain for 5 years after last action.

Ref. No	Description of record and retention period	Justification for retention period
1.16	Modelling	
1.16.1	<p>Forestry modelling</p> <p>Records relating to designing, testing and evaluating sample model profiles of native, state and plantation forest systems and elements under analysis. Includes:</p> <ul style="list-style-type: none"> • forest resource models to test, illustrate or allow repeatable analysis of systems and elements, e.g. growth models • modelling results for harvest volume calculations for tree and logs e.g. inventory assessments and projections • modelling silviculture production • modelling ecological performance of monocultures. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process:</p> <p>Modelling is used to calculate, describe and represent particular outcomes, e.g. estimates, projections, with causal components and relationships identified and used to provide numbers, statistics and dollar values around particular scenarios e.g. timber productivity yields where weather patterns such as rainfall and species growth rates allow particular tree harvest rates.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify need for model, develop and design model/program, build model/program, collect data for model/program, process data, analyse data, present data e.g. create a flowchart, diagram, table, 3-D representation, disseminate data, review/evaluate model. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 6.3.1 Forestry resources – Records relating to the development of forest resource models (e.g. growth models) used to underpin volume calculations in support of the plantation management function – Retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.17	<i>Monitoring and Surveillance</i>	
1.17.1	<p><i>Monitoring licence holders and areas</i></p> <p>Records relating to monitoring and administering compliance of industry, businesses and individuals to regulatory requirements for forestry management (and forestry related licensees with licence conditions) and compliance of the community generally under relevant legislation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • monitoring fire and road maintenance requirements • developing, implementing and maintaining compliance programs. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process:</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"> • gather and analyse enforcement related data e.g. remote sensors, offence demographics, report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program e.g. authorised officers duty rosters, collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes e.g. reductions/increases, review enforcement outcomes e.g. recommendations for next program. <p>Regulatory requirements:</p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities.</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i></p> <ul style="list-style-type: none"> • Reference number 3.6.1 Prescribed burnings – Records relating to the development, management and application of prescribed burning programs – Retain for 7 years after last action • Reference 4.2.1 Records relating to the planning, monitoring and management of State forest plantation product customer entitlements – Retain for 7 years after last action <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.16.1 Monitoring licence holders and areas – Retain for 7 years after action completed</p> <p><i>Retention and Disposal Authority for the Records of the Department of Primary Industries PROS04/01</i> Reference 8.4.0 Compliance monitoring – Destroy 7 years after last access.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.18	Partnerships	
1.18.1	<p>Significant *</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 forestry management.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</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 forestry industry development responsibilities, activities and programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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) <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 1.1.1 Joint ventures – significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.1 Partnerships – significant – Retain permanently</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.20.01 Joint ventures-master copy of final reports – Permanent.</p>
1.18.2	Other ~	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to managing other joint operations by the State with other organisations (private sector and government) not covered by reference number 1.18.1.</p> <p>Disposal action – Retain for 10 years after partnership expires.</p>	<p>See above.</p> <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 10 years instead of 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • some partnerships are with land owners for the use non-state owned land for forest products • need to be retained to support the decisions of the business due to the longevity of Forestry Industry Products, e.g. timber and wood • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 1.1.2 Joint ventures – other – Retain for 7 years after expiry of agreement</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.2 Partnerships – other – Retain for 7 years after partnership expires</p> <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297</i> Reference 04.20.03 Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts – Destroy 7 years after completion or termination of agreement or contract.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.19	Planning	
1.19.1	<p>Significant *</p> <p>Records relating to planning significant initiatives, programs, strategies, priorities and activities for improved community and safety outcomes, and business activities, including planning consultation processes with community and key stakeholders, for:</p> <ul style="list-style-type: none"> • forestry management • management of State forests, timber reserves and forest entitlements areas in wild river areas. <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Planning records are created during planning, reviewing and evaluating forestry management industry processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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; and review plans. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • 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 • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 - Primary functions and programs of government • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 6.7.4 Plantation design units – significant – Retain permanently</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.9.1 Tourism and travel industry planning – significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.1 Planning – significant – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> • Reference 2.8.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans for controlling outbreaks or the spread of disease or major infestations on pests, non-indigenous animals or noxious weeds – Required as State archives • Reference 9.1.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans to support the development of domestic and export markets – Required as State archives • Reference 10.9.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans for the management of natural resources and environmental management programs – Required as State archives <p><i>Functional records of the Tasmanian Department of Primary Industries, Parks, Water & Management DA2297 Reference 04.25.01 Records documenting the development and revision of plans relating to the Land Management function, including final version of plans – Permanent</i></p> <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 1.1.0 High-level planning and reporting – Permanent.</i></p>
1.19.2	<p>Other ~ Records relating to planning other initiatives, programs, strategies, priorities and activities for improved community and safety outcomes, and business activities, including planning consultation processes with community and key stakeholders, not covered by 1.19.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 6.7.5</i> Plantation design units – other – Retain for 10 years after last clear fall <i>Tourism Retention and Disposal Schedule QDAN709 v.1 Reference 1.9.2</i> Tourism and travel industry planning – other – Retain for 10 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p data-bbox="745 268 2136 331"><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.2 Planning – other – Retain for 7 years after action completed</p> <p data-bbox="745 341 1995 373"><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul data-bbox="792 389 2136 778" style="list-style-type: none"> <li data-bbox="792 389 2136 523">• Reference 2.8.2 Records documenting the development, establishment, implementation, evaluation and review of programs designed to control local outbreaks of disease or occurrences or to eradicate diseases, pests, non-indigenous animals or noxious weeds – Retain minimum of 7 years after last action, then destroy <li data-bbox="792 533 2136 667">• Reference 9.1.3 Records relating to the development, establishment, implementation and evaluation of operational plans or of programs designed to develop or promote new and existing markets, both domestic and export, in which to sell primary produce and resources – Retain minimum of 5 years after last action, then destroy <li data-bbox="792 676 2136 778">• Reference 10.9.2 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, then destroy <p data-bbox="745 788 2024 884"><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i> Reference 1.2.0 Routine planning and reporting – Destroy once administrative use is concluded.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.20	Pricing	
1.20.1	<p>Price determination</p> <p>Records relating to determining and reviewing prices and pricing structures of forestry related products and services.</p> <p>Includes:</p> <ul style="list-style-type: none"> • setting prices for the sale of forest products or quarry material • working out chargeable rates for services • working out apportionment of costs of works amongst respective owners and customers • reviewing prices • recommending pricing structures and plans including increases, caps and reductions • setting associated contract prices including upset prices, minimum royalties, stumpages, or fixed charges. <p>Disposal action – Retain for 25 years after action completed.</p>	<p>Background/business process:</p> <p>Pricing records are created where there is a responsibility or requirement, as overseeing authority, to set or know prices for product and services in the forestry management industry.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • determine forestry products, determine markets (including domestic and export markets), determine price formulas for products in market, determine production costs (as applicable) and other formula elements, run formulas • determine marketing agreements (long-term supply commitments with price indexation formulas, harvest timings) or spot sales for harvest events • make calculations based on harvest yields, products (sizes, quality, finishing, point of sale e.g. stump, fixed, mill door), additional levies and charges • determining contract clauses and charges (e.g. harvest areas, clean-up standards, harvest products, log prices, payment details, relevant costs). <p>A register of final price determinations are not kept. The prices are recorded on the contract of sale.</p> <p>Regulatory requirements:</p> <p>The actual prices, methodologies and formulas for calculating prices are not mandated by legislation, however the ability to set prices is set out in various passages, with responsibility generally given to the Chief Executive Officer, Minister and their delegated officers. These passages include:</p> <p>Section 9 of the Forestry Act indicates ability to “prescribe and regulate the method and the procedure for the sale, whether by auction, tender, or otherwise, of forest products or quarry material, and enabling upset prices or minimum royalties, stumpages, or charges to be fixed. It also provides for the drawing up from time to time of price lists for various timbers and other forest products and various classes and specifications of timbers and other forest products whether in the forest or converted in any way or delivered to any place”.</p> <p>Section 10 indicates ability to.... “prescribe the procedure for the sale by auction or tender or otherwise of rights, stock grazing permits, occupation permits, or apiary permits, and enabling upset prices or minimum charges to be fixed”.</p> <p>Sections 46-50 mentions pricing related activities including... “for the sale of forest products or quarry material, the chief executive officer can make decisions regarding sales, including agreements, auctions, tenders, and decisions about prices, rates, terms, conditions, reservations etc. that could impact on pricing”.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility as this relates to the right to sell State Owned Forest Products under the <i>Forestry Act 1959</i> • under s26(3) of the <i>Forestry Act 1959</i>, a sales permit of getting native forest hardwood sawlogs or native forest cypress sawlogs may be granted for a period of not more than 25 years • indicate pricing that relates to long-term sales permits for standing trees • directly relate to or provide background information to significant incidents or investigations • represent industry cycles over time required for reference to effectively assess long-term impacts including consumer impacts and outcomes. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 4.6.1 Pricing - Records documenting the determination of prices, including periodic and general price (value) reviews, for natural forest products – Retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.21	Prosecution	
1.21.1	<p>Significant *</p> <p>Records relating to prosecuting significant offences under relevant legislation. Includes precedent setting cases.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Prosecution records are created when charging persons/parties with offences under relevant legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments. Significant cases include those that set a precedent or are the first of its kind.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Regulatory requirements:</p> <p><i>Forestry Act 1959 – s. 11, 61SV-SY, 70-88A</i></p> <p>Permanent retention criteria:</p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring rights & entitlements • 4 – Significant impact on individuals. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders • provide long-term reference for generational change • set a precedent. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.1 Prosecution – significant – Retain permanently.</i></p>
1.21.2	<p>Other ~</p> <p>Records relating to prosecuting other offences under relevant</p>	<p>Background/business process:</p> <p>See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>legislation, not covered by 1.21.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Regulatory requirements: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.2 Prosecution – other – Retain for 7 years after action completed <i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01</i> Reference 6.1.0 Litigation – Destroy 7 years after administrative use has concluded.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.22	Registration	
1.22.1	<p>Investigations and prosecutions registers Records relating to keeping registers of investigations and prosecutions, and results of investigating and prosecuting offences under relevant legislation.</p> <p>Disposal action – Retain for 25 years after action completed.</p>	<p>Background/business process: Registration activities may be completed as an integral part of the investigation and prosecution processes, without a separate, identifiable registration process. Exceptions may be changes or deletions of register information, where controls have been implemented. However, the investigator or prosecutor may be authorised to complete amendments and delete case notations as a normal part of business, without a formal registration process including approvals for action.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> • 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 • document the history of the department’s work • significant investigations are being kept permanently and the Courts hold significant case files permanently or 12 years for non-significant cases. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.1 Registration – Investigations and prosecutions registers – Retain for 25 years after action completed.</p>
1.22.2	<p>Licence registers Records relating to the registering of:</p> <ul style="list-style-type: none"> • forestry and plantation land area licences and sub-licences • forestry and plantation licensees and sub-licensees. <p>Includes transfers, renewals, releases, changes, surrenders,</p>	<p>Background/business process: Land area related and licence holder registration records are created in forestry related licensing processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive registration application, assess registration application, request further information, approve registration application, register entry • receive change/transfer/cancellation request, assess request, request further information, approve request, register entry • receive deletion request (internally approved request of external advice), delete entry. <p>Regulatory requirements: <i>Forestry Act 1959 – s. 61RM-RT,61RZ, 61RY-SD, 61SH, 61SI-SS, 61TB-TI</i> Recordkeeping notes: <i>Forestry Act 1959 – s. 61RZ A registered document operates as a deed.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>cancellations and terminations under the relevant legislation.</p> <p>Disposal action – Retain permanently.</p>	<p><i>Forestry Act 1959 – s. 61RT On registration of a document in the register, the document forms part of the register.</i></p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • document the history of the department’s significant work • provide long-term reference value as a register of plantation licences need to be kept according to s61RM of the <i>Forestry Act 1959</i> • plantation licensees and sub-licensees register an interest in the land and it includes mortgage rights that can be transferred • provide a generational change for enduring rights and entitlements. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 - Enduring rights and entitlements • 4 - Significant impact on individuals • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 6.1.1 Registration – Land areas registers – Retain permanently</i> <i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01:</i></p> <ul style="list-style-type: none"> • Reference 8.1.0 Licence registration – Permanent • Reference 10.1.0 Natural resource inventory – Permanent.

Ref. No	Description of record and retention period	Justification for retention period
1.23	Research	
1.23.1	<p>Significant *</p> <p>Records relating to researching and enquiring into significant areas relating to forestry management to discover facts, theories and principles to support improved community outcomes and business activities. Research could focus on improving forest productivity, carbon balance and quality, developing sustainable support systems, developing new wood products and wood protection and processing systems.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of forestry management products and processes and increasing knowledge of forestry nursery care. Research can endeavour to solve a problem, such as cure a disease, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes. Includes research such as studying pests and diseases such as insecticide resistant wood borers.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department upon which future research is built • cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments • document the history of the department's significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 - Substantial contribution to community memory. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i></p> <ul style="list-style-type: none"> • Reference 2.9.1 Research – Records of original research to support the development of significant environmental management programs within Forestry Plantations Queensland – Retain permanently • Reference 3.7.1 Research – Records of original research to support the development of significant fire management programs – Retain permanently

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> • Reference 5.3.1 Research – Records of original research, including method trials, to support the development of significant nursery management programs – Retain permanently • Reference 6.9.1 Research – Records of original research to support the development of significant plantation management programs within Forestry Plantations Queensland – Retain permanently • Reference 8.3.1 Research – Records of original research to support the development of significant seed management programs within Forestry Plantations Queensland – Retain permanently <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.21.1 Research – significant – Retain permanently</i></p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> • Reference 2.11.2 Records relating to externally or internally funded research and development projects into methods of pest and disease control – Required as State archives • Reference 9.3.1 Final reports of externally or internally funded research and development projects looking into markets and market development opportunities – Required as State archives • Reference 10.12.2, 11.9.3 Records relating to externally or internally funded research and development projects which have national, State-wide or industry-wide impact, have potential long-term impact, impact on broader government policies or national industry standards, are innovative or award winning – Required as State archives <p><i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 11.5.1 High public interest research outcomes – Permanent.</i></p>
1.23.2	<p>Other ~</p> <p>Records relating to researching and enquiring into other research areas relating to forestry management not covered by 1.23.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process:</p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which for the innovation, introduction and improvement of chemical products and processes and increasing knowledge of safe chemical and contaminant management. Research can endeavour to solve a problem, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • 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. <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i></p> <ul style="list-style-type: none"> • Reference 2.9.2 Research – Records relating to other environmental management research projects – Retain for 5 years after last action • Reference 3.7.2 Research – Records of other research projects relating to the fire management function – Retain for 5 years after last action • Reference 5.3.2 Research – Records of other nursery management research projects – Retain for 5 years after last action • Reference 6.9.2 Research – Records relating to other plantation management research projects – Retain for 5 years after last action • Reference 8.3.2 Research – Records relating to other seed management research projects – Retain for 5 years after last action <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.21.2 Research - other – Retain for 7 years after action completed</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> • 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 • Reference 9.3.2 Records of background papers etc related to the conduct of research – Retain minimum of 7 years after publication of results, completion of project or expiry of contractual obligations, whichever is the longer, then destroy • Reference 10.12.3, 11.9.5 Records of all other accepted externally or internally funded projects - Retain minimum of 7 years after publication of results, completion of project or expiry of contractual obligations, whichever is the longer, then destroy

Ref. No	Description of record and retention period	Justification for retention period
		<i>Retention and Disposal Authority for the Records of the Victorian Department of Primary Industries PROS04/01 Reference 11.5.3 Other research outcomes – Destroy 15 years from date of issue.</i>

Ref. No	Description of record and retention period	Justification for retention period
1.24	Stakeholder Engagement	
1.24.1	<p>Significant *</p> <p>Records relating to conducting significant consultative and engagement processes with stakeholders where an ongoing active relationship and two-way flow of information exists.</p> <p>Includes:</p> <ul style="list-style-type: none"> • significant issues of public interest, precedents or matters • significant impact on the agency's decisions to initiate, develop and operate forestry management initiatives. <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</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"> • 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). <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department's significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 - Substantial contribution to community memory. <p>Comparison with other schedules:</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.1 Stakeholder engagement – Consultation and engagement – significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.23.1 Stakeholder engagement – significant – Retain permanently.</p>
1.24.2	<p>Other ~</p> <p>Records relating to conducting other consultative and engagement processes with stakeholders where an ongoing</p>	<p>Background/business process:</p> <p>See above.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>active relationship and two-way flow of information exists, not covered by 1.24.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.2 Stakeholder engagement – Consultation and engagement – other – Retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> 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 & Management DA2297</i> 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>

Ref. No	Description of record and retention period	Justification for retention period
1.25	Testing and Identification	
1.25.1	<p>Significant * 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"> • chemicals, toxins and poisons in forestry environments • other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain permanently.</p>	<p>Background/business process: Testing and identification records are created in scientific and technical processes. Illustrative process:</p> <ul style="list-style-type: none"> • take samples; package, receipt and test samples; record test results; register significant test results; dispose samples (at appropriate point*). <p>*Appropriate point recognises there are medical and technical best practices from international and national standards, which could keep samples in accordance with medical and technical capabilities to enable re-testing of samples, for example, if test results were questioned. As the samples themselves are not records, their disposal would be deemed out the scope of the RDS.</p> <p>Regulatory requirements: <i>Forestry Act 1959</i></p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department especially those that provide a significant result e.g. first of its kind • document the history of the department's significant work. <p>Permanent retention criteria: Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 - Substantial contribution to community memory • 6 - Environmental management and change. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.1 Testing and identification - significant – Retain permanently <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 8.2.1 Records relating to the analysis, diagnosis and testing which results in significant findings – Required as State archives.</p>
1.25.2	Other ~	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<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 1.25.1.</p> <p>Disposal action – Retain for 7 years after action completed.</p>	<p>See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • 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 • reduce risks associated with incorrect sampling or testing by providing evidence of repeatable processes • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.2 Testing and identification – other – Retain for 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 8.2.2 Records relating to routine analysis, diagnosis and testing – Retain minimum of 7 years after last action, then destroy.</p>
1.25.3	<p><i>Test results previously collated into research and test reports</i></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>Background/business process: See above.</p> <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, 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>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.3 Testing and identification – Test results previously collated into research and test reports – Retain until reference ceases.</p>

Ref. No	Description of record and retention period	Justification for retention period
	Disposal action – Retain until reference ceases.	

Ref. No	Description of record and retention period	Justification for retention period
1.26	Training	
1.26.1	<p>Master curricular for formal qualifications (National Framework)</p> <p>Records relating to master curricular for training qualifications for national training frameworks for including, but not limited to:</p> <ul style="list-style-type: none"> • forestry management • other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain for 25 years after action completed.</p>	<p>Background/business process:</p> <p>Master curricular (training) records are created in national qualification framework training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • review existing curricular; research developing knowledge bases; research developing industry practices; develop draft master curricular; prepare consultation information; invite industry review; receive consultation submissions; redraft and finalise master curricular. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.1 Training – Master curricular for formal qualifications (National Framework) – Retain for 25 years after action completed</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 6.4.1 Master set of approved curricula, course guides and handbooks for courses leading to formal degree/recognised qualification – Required as State archives.</p>
1.26.2	<p>Master curricular not linked to formal qualifications</p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks, and training courses to develop management skills and knowledge in staff and clients (internally and externally) e.g. investigations and prosecutions training, for including but not limited to:</p>	<p>Background/business process:</p> <p>Master curricular (training) records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular. <p>Business requirements:</p> <p>Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> forestry management other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain for 7 years after curricular superseded.</p>	<ul style="list-style-type: none"> ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.2 Training – Master curricular not linked to formal qualifications – Retain for 7 years after curricular superseded <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 6.1.1 Records documenting the internal accreditation of courses not linked to a national qualification – Retain minimum of 7 years after last action, then destroy.</p>
1.26.3	<p>Master curricular development material Records relating to developing and reviewing master curricular for training qualifications and to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> forestry management other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain for 7 years after action completed.</p>	<p>Background/business process: Master curricular (training) development records are created in training processes, both formally and informally. Illustrative process:</p> <ul style="list-style-type: none"> review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular. <p>Business requirements: Fisheries and Forestry Division (DAF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.3 Training – Master curricular development material – Retain for 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 6.4.3 Records relating to the development of curriculum and study programs – Retain minimum of 5 years after curriculum is superseded, then destroy.</p>
1.26.4	<p>Training course guides, presentations, assessment and supporting materials</p>	<p>Background/business process: Training course records are created in training processes. Illustrative process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to developing, delivering and assessing training courses for training qualifications for national training frameworks and to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> forestry management other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain for 7 years after training course superseded.</p>	<ul style="list-style-type: none"> review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools e.g. workbooks , test training session plan, review training session plan. <p>Business requirements: Fisheries and Forestry Division (DAFF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.4 Training course guides, presentations, assessment and supporting materials – Retain for 7 years after training course superseded <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 6.3.1 Subject resources and material used in course delivery – Retain minimum of 7 years after delivery of course ceases or after material superseded, then destroy.</p>
1.26.5	<p><i>Skills development support programs, materials and resources</i></p> <p>Records relating to developing, delivering and assessing skills development support programs such as coaching, mentoring, job shadowing and other programs, strategies, learning experiences for including, but not limited to:</p> <ul style="list-style-type: none"> forestry management 	<p>Background/business process: Skills development support program records are created in forestry labour support processes. Illustrative process:</p> <ul style="list-style-type: none"> identify labour shortages, identify job entry requirements, identify job applicant types, identify likely job applicants, identify barriers to job entry, identify programs to remove barriers, develop programs, run programs source jobs, source job applicants, match job applicants to jobs, provide application support, administer applicable program elements. <p>Business requirements: Fisheries and Forestry Division (DAFF), specifically the Forestry business unit, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> other subjects relating to forestry relevant to the State and State priorities. <p>Disposal action – Retain for 7 years after action completed.</p>	<ul style="list-style-type: none"> need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.5 Training – Skills development support programs, materials and resources – Retain for 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 6.6.2 Records relating to the development, establishment, implementation and evaluation of operational plans or of programs to support the delivery of training and education services and courses – Retain minimum of 5 years after last action, then destroy.</p>

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- substantial changes or influences government policy or direction
- results in a significant government project or program
- significant contribution to the body of knowledge on a particular subject
- considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- public reaction or sensitivity
- serious impact or consequence (e.g. deaths, a large case)
- precedent setting prosecutions, court cases (e.g. first of its kind)

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

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

~ Other

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

- lesser in size, scope or importance
- represents one individual’s opinion on topic of low value to community
- not serious i.e. routine, duplicable, low value, short applicability, short-term relevance
- not resulting in changes to Government or agency policy, or minor changes only
- not generating or outlaying significant funds
- not substantial public interest in the context of the definitions of ‘significant’ above
- low value to community
- inconsequential or low risk if records not kept
- minor operational details
- routine matters
- working papers, audio, video or other recordings used as working notes only

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

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