

Forestry Retention and Disposal Schedule

Responsible public authority: Department of Agriculture and Fisheries

Queensland Disposal Authority Number (QDAN)	725	Version	1
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Approved by A/State Archivist	Adrian Cunningham		
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Scope of retention and disposal schedule

This schedule applies to forestry management responsibilities, including overseeing the management of private native and plantation forests, researching forestry, wood uses and products, and timber pests and diseases, selling State owned quarry materials in State owned forests, managing State native forest harvesting and selling of products, issuing apiary and stock grazing permits in defined forest areas, regulating forest and timber industries, and overseeing the safety of visitors and workers in State native forests.

This schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records* (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation, if the context permits.

The Department of Agriculture and Fisheries is the responsible agency for the Forestry Retention and Disposal Schedule at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Record Formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

Queensland State Archives

Department of Science, Information Technology and Innovation

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of Agriculture Fisheries and Forestry should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 623 Department of Natural Resources Water – Forest Products (as commercialised business unit within agency)

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 –

INFORMATION MANAGEMENT of the General Retention and Disposal Schedule for Administrative Records for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Records created before 1950

Records described in QDAN725 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: Pre-1950s public records which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Department of Agriculture Fisheries and Forestry' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on Transferring Public Records to Queensland State Archives available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au for further details.

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1. FORESTRY MANAGEMENT

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 business to adopt innovative practices, processes and products and providing advice on cultivation methods and business management to improve competitiveness.

Reference	Description of records	Status	Disposal action
1.1	<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i></p>		
1.1.1	<p>Forestry management advice</p> <p>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.</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • research notes, advice notices, fact sheets • copies of policies, standards and procedures. <p><i>See Enforcement for records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p> <p><i>See Stakeholder Engagement for records relating to case files.</i></p>		
1.2	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding • negotiation papers. 	Temporary	Retain for 12 years after agreement terminated or expired.

Reference	Description of records	Status	Disposal action
	<p>See <u><i>Agreements-not proceeded with</i></u> for records relating to agreements that do not go ahead.</p> <p>See <u><i>Partnerships</i></u> for records relating to partnership agreements.</p> <p>See <u><i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i></u> for records relating to sealed contracts.</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>Records include but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. <p>See <u><i>Agreements-proceeded with</i></u> for records relating to agreements that went ahead.</p> <p>See <u><i>Partnerships</i></u> for records relating to partnership agreements.</p>	Temporary	Retain for 2 years after decision not to proceed.
1.3	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the agency. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p>See the <u><i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i></u> for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008 and delegations appointing departmental officers as representatives of the Chief Executive Officer in meetings of the Board and similar bodies.</p>		
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to appointing, and terminating appointments of authorised officers and</p>	Temporary	Retain for 25 years after appointment ceases.

Reference	Description of records	Status	Disposal action
	<p>other officers with powers, functions, authorities and duties under the <i>Forestry Act 1959</i>. Roles may include, but 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments • qualifications and experience statements • records of termination or resignation. <p>See <u><i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i></u> for <i>employment history</i>.</p>		
1.4	<p>AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights. Includes rejected and withdrawn applications.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices. <p>See <u><i>Licensing</i></u> for records relating to approving and issuing forestry related leases, licences and permits under relevant legislation and unsuccessful applications.</p>	Temporary	Retain for 7 years after authority ceased or expired.

Reference	Description of records	Status	Disposal action
1.4.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for forestry related authorisations under relevant legislation.</p> <p>Includes refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful or withdrawn) • assessments • information notices. 	Temporary	Retain for 2 years after authority refused or withdrawn.
1.5	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from exercise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p>		
1.5.1	<p><i>Compensation claims</i></p> <p>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.</p> <p>Includes claims for events in plantation licence or licenced areas.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications • claim approvals and advice payments. 	Temporary	Retain for 7 years after claim determined.
1.6	<p>COMPLAINTS</p> <p><i>The activities associated with handling complaints and working towards informal and voluntary resolution and conciliation of complaints. See Investigations for records relating to making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p>		
1.6.1	<p><i>Complaint resolution</i></p>	Temporary	Retain for 7 years after action

Reference	Description of records	Status	Disposal action
	<p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint investigations • complaint resolution reports. 		completed.
1.7	<p>DECLARATIONS</p> <p><i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		
1.7.1	<p>Declarations</p> <p>Records relating to making declarations about areas of land, forest products or quarry material.</p> <p>Declarations may 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • declaration notices • gazette notices and public advertisements. 		
1.8	<p>DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p> <p><i>See Planning for records relating to forestry related development initiatives, programs, strategies, priorities and activities for improved community outcomes.</i></p> <p><i>See Stakeholder Engagement for records relating to conducting consultative and engagement processes with external stakeholders.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development plans • implementation plans • stakeholder consultation. <p><small>* Refer to Appendix: Definition of Significant versus Other</small></p>	Permanent	Retain permanently.
1.8.2	<p>Other ~</p> <p>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>Records may include, but are not limited to:</p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> ● development plans ● implementation plans ● stakeholder consultation. <p>~ Refer to Appendix: Definition of Significant versus Other</p>		
1.9	<p>DISPOSAL</p> <p><i>The activities associated with the process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p> <p><i>See <u>Enforcement</u> for records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation.</i></p> <p><i>See <u>Inspections</u> for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See <u>Investigations</u> for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p>		
1.9.1	<p><i>Disposal of seized property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> ● disposal authorisations ● destruction orders ● evidence seizure receipts. 	Temporary	Retain for 7 years after action completed.
1.10	<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>Disposal</i> for records relating to the disposing of property, products and waste seized under relevant legislation.</p> <p>See <i>Inspections</i> for making official examinations to check compliance and identify standard offences or breaches of legislation.</p> <p>See <i>Investigations</i> for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</p> <p>See <i>Monitoring and Surveillance</i> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p>		
1.10.1	<p>Regulatory enforcement</p> <p>Records relating to issuing directives, orders, fines, penalties, exemptions and other enforcement actions under relevant legislation.</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	Temporary	Retain for 7 years after action completed.
1.11	<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks.</i></p>		
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 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • natural disasters, e.g. floods • exposure to substances with terminal or serious health risks such as asbestos, coal dust, DDT, lead, or nuclear radiation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>* Refer to Appendix: Definition of Significant versus Other</p>		
1.11.2	<p>Other ~</p> <p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 1.11.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.12	<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p><i>See Disposal for records relating to the disposing of property, products and waste seized under relevant legislation.</i></p> <p><i>See Investigations for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i></p> <p><i>See Monitoring & Surveillance for 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.</i></p>		
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</p>	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p>* Refer to Appendix: Definition of Significant versus Other</p>		
1.12.2	<p>Other ~</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.13	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p> <p>See <u>Complaints</u> for the management and handling of complaints not related to specific legislation.</p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>Disposal</i> for records relating to the disposing of property, products and waste seized under relevant legislation.</p> <p>See <i>Inspections</i> for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation which can be handled mostly via enforcement notices.</p> <p>See <i>Monitoring & Surveillance</i> for 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>		
1.13.1	<p>Significant *</p> <p>Records relating to investigating significant events e.g. fire, and offences under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>* Refer to Appendix: Definition of Significant versus Other</p>	Permanent	Retain permanently.
1.13.2	<p>Other ~</p> <p>Records relating to investigating other offences under relevant legislation not covered under 1.13.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.14	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p> <p>See <i>Monitoring & Surveillance</i> for 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</p>		

Reference	Description of records	Status	Disposal action
	<i>generally under relevant legislation.</i>		
1.14.1	<p><i>Granted leases, licences and permits</i> Records relating to approving and issuing forestry related leases, licences and permits under relevant legislation. 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 • imposing forestry related provisions, reservations or conditions on other leases, licences, permits, rights and authorities (e.g. mining) • renewing, cancelling, transferring or surrendering licences. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices. <p><i>See Authorisation for forestry related authorities and rights.</i></p>	Temporary	Retain for 7 years after lease, licence or permit ceases or expires.
1.14.2	<p><i>Unsuccessful and withdrawn applications</i> Records relating to unsuccessful and withdrawn applications for forestry related leases, licences and permits under relevant legislation. Includes refusals. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) 	Temporary	Retain for 2 years after licence or permit refused or withdrawn.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • assessments • information notices. 		
1.15	<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
1.15.1	<p>Original and historical significance *</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p><small>* Refer to Appendix: Definition of Significant versus Other</small></p>	Permanent	Retain permanently.
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps 	Temporary	Retain whilst current and then 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • survey plans and land descriptions • property information reports. <p>~ Refer to Appendix: Definition of Significant versus Other</p>		
1.16	<p>MODELLING</p> <p><i>The processes in designing, testing and evaluating sample model profiles of systems under analysis.</i></p> <p>See <i>Research</i> for records relating to discover facts, theories and principles to support improved community outcomes and business activities.</p> <p>See <i>Testing and Identification</i> for records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials.</p>		
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.</p> <p>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 trees and logs, e.g. inventory assessments and projections • modelling silviculture production • modelling ecological performance of monocultures. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • flowcharts, schematics and diagrams • test design parameters and results • research data and reports. 	Temporary	Retain for 7 years after action completed.
1.17	<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure a transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		

Reference	Description of records	Status	Disposal action
	See Licensing for records relating to approving and issuing forestry related leases, licences and permits under relevant legislation and unsuccessful applications.		
1.17.1	<p>Monitoring licence holders and areas</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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 	Temporary	Retain for 7 years after action completed.
1.18	<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i></p> <p>See Agreements for records relating to making agreements for the sale or dealing of forest products and quarry materials sourced from State plantation forests.</p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • funding proposals. <p>* Refer to Appendix: Definition of Significant versus Other</p>		
1.18.2	<p>Other ~</p> <p>Records relating to managing other joint operations by the State with other organisations (private sector and government) not covered by reference number 1.18.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 10 years after partnership expires.
1.19	<p>PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p> <p><i>See Development for records relating to planning and implementing significant forestry industry development initiatives designed to support the forestry industry and assist the forestry sector's growth.</i></p> <p><i>See Stakeholder Engagement for records relating to conducting consultative and engagement processes with external stakeholders.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix: Definition of Significant versus Other		
1.19.2	<p>Other ~</p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.20	<p>PRICING</p> <p><i>The activities associated with determining and reviewing the prices of products and/or services, and making recommendations for legislative and other processes to enable price setting or capping. Includes industry consultation, submission reviews, financial analysis, economic forecasting and price formula setting.</i></p>		
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>Records may include, but are not limited to:</p>	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • formulas, mathematics and diagrams • industry submissions • research data and reports. 		
1.21	<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the department, in front of the relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
1.21.1	<p>Significant *</p> <p>Records relating to prosecuting significant offences under relevant legislation. Includes precedent setting cases. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>* Refer to Appendix: Definition of Significant versus Other</p>	Permanent	Retain permanently.
1.21.2	<p>Other ~</p> <p>Records relating to prosecuting other offences under relevant legislation, not covered by 1.21.1. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.22	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		

Reference	Description of records	Status	Disposal action
1.22.1	<p><i>Investigations and prosecutions register</i></p> <p>Records relating to keeping registers of investigations and prosecutions, and results of investigating and prosecuting offences under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	Temporary	Retain for 25 years after action completed.
1.22.2	<p><i>Licence registers</i></p> <p>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, cancellations and terminations under the relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • • statutory declarations. 	Permanent	Retain permanently.
1.23	<p>RESEARCH</p> <p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research, etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p> <p>See <i>Modelling</i> for records relating to designing, testing and evaluating sample model profiles of native, State and plantation forest systems and elements under analysis.</p> <p>See <i>Testing and Identification</i> for records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials.</p>		

Reference	Description of records	Status	Disposal action
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p>* Refer to Appendix: Definition of Significant versus Other</p>	Permanent	Retain permanently.
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.
1.24	<p>STAKEHOLDER ENGAGEMENT</p> <p><i>The activities associated with conducting ongoing community engagement and consultative processes with stakeholders with an active, two-way relationship and information flow, potentially crossing a wide range of issues and activities. Stakeholders can include countries, corporations, governments, associations, officials or persons. Includes correspondence and submissions from stakeholders about departmental legislation, policies, programs, projects, processes, procedures, etc.</i></p> <p><i>See Development for records relating to planning and implementing significant forestry industry development initiatives designed to support the forestry industry and assist the forestry sector's growth.</i></p> <p><i>See Planning for records relating to forestry related development initiatives, programs, strategies, priorities and activities for improved community outcomes.</i></p>		
1.24.1	Significant *	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p>NOTE: A case file may cross a wide range of issues and activities (e.g. planning, development, reviewing, legislation, etc.).</p> <p>* Refer to Appendix: Definition of Significant versus Other</p>		
1.24.2	<p>Other ~</p> <p>Records relating to conducting other consultative and engagement processes with stakeholders where an ongoing active relationship and two-way flow of information exists, not covered by 1.24.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain 7 years after action completed.
1.25	<p>TESTING AND IDENTIFICATION</p> <p><i>The activities associated with sampling, testing and diagnostic activities designed to confirm or exclude the presence of known or suspected objects or organisms. Includes testing, checking, measuring and calibrating instruments to correct standards. Also includes laboratory, entomology and pathology tests; sample specimens; processing, transportation and storage.</i></p> <p><i>See Modelling for records relating to designing, testing and evaluating sample model profiles of native, State and plantation forest systems and</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>elements under analysis.</i></p> <p>See <u>Research</u> for records relating to enquiring into areas relating to forestry management.</p>		
1.25.1	<p>Significant *</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 are significant, including for purposes of, but not limited to:</p> <ul style="list-style-type: none"> • chemicals, toxins and poisons in forestry environments • forestry growth trials • market imperatives including export and import requirements • quality and strength testing of timbers • diseases and disease outbreaks • quarantine clearances • tree harvesting and dendrology. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. <p>* Refer to Appendix: Definition of Significant versus Other</p>	Permanent	Retain permanently.
1.25.2	<p>Other ~</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or substances in test materials, where research or test results have other importance, and where testing is not covered by reference number 1.25.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. <p>~ Refer to Appendix: Definition of Significant versus Other</p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
1.25.3	<p><i>Test reports 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. 	Temporary	Retain until reference ceases.
1.26	<p>TRAINING</p> <p><i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Also includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>		
1.26.1	<p><i>Master curricular for formal qualifications (national framework)</i></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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. 	Temporary	Retain for 25 years after action completed.
1.26.2	<p><i>Master curricular not linked to formal qualifications</i></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> <ul style="list-style-type: none"> • forestry management • other subjects relating to forestry relevant to the State and State priorities. <p>Records may include, but are not limited to:</p>	Temporary	Retain for 7 years after curricular superseded.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • master curricular. 		
1.26.3	<p><i>Master curricular development material</i></p> <p>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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • curricular workings • training programs • training proposals and reports. 	Temporary	Retain for 7 years after action completed.
1.26.4	<p><i>Training course guides, presentations, assessments and supporting materials</i></p> <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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • training course outlines and content • training course brochures and invitations • training schedules and presentations. 	Temporary	Retain for 7 years after training course superseded.
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 • other subjects relating to forestry relevant to the State and State priorities. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none">• mentoring program outlines• participant registrations• training needs analyses, job profiles and skill assessments.		

2. LEGACY RECORDS

This section covers legacy records of the Department of Natural Resources and Water's commercialised business unit Forest Products (13/9/2006 - 26/3/2009) which was privatised.

Reference	Description of records	Date range	Status	Disposal action
2.1	<p>PROTECTION – ENVIRONMENTAL</p> <p>Range of environmental protection activities conducted by NRW Forest Products in its operations. Records classes previously covered by Forest Products Retention and Disposal Schedule (QDAN623).</p> <p><i>Air Pollution Management – Preventing and controlling the release of pollution into the air. Includes the management of smoke, dust, and noise.</i></p> <p><i>Conservation – Preserving, protecting, maintaining, restoring, and enhancing the environment.</i></p> <p><i>Flora and Fauna Management – Protecting native flora and fauna, and ecosystems.</i></p> <p><i>Greenhouse Gas Management – Managing all aspects related to greenhouse gas emissions. Includes carbon dioxide emission and sequestration (i.e. the incorporation of carbon dioxide into plant tissues), carbon sinks, carbon trading, credits, and rights.</i></p> <p><i>Soil Management – Conserving, preparing and maintaining the soil for the production of tree crops, i.e. the maintenance of the physical structure of the soil, the organic matter, the available nutrients, the biological activities, and the conservation of soil and water.</i></p> <p><i>Water Pollution Management – Managing water resources to protect rivers and streams from water pollution.</i></p>			
2.1.1	<p><i>Environmental Management – Air Pollution Management</i></p> <p>Records relating to the development, management, and implementation of programs and actions for the minimisation of air pollution, e.g. chemical drift. (Previously QDAN 623 2.2.1)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 10 years after last action.
2.1.2	<p><i>Environmental Management – Air Pollution Management</i></p> <p>Records relating to activities involved in the monitoring, modelling, and assessment of air, smoke, and noise quality. Includes: sampling, measuring, testing and surveys. (Previously QDAN 623 2.2.2)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.1.3	<p><i>Environmental Management – Air Pollution Management</i></p> <p>Records relating to the collation of data into pollution inventories, e.g. the National Pollutant Inventory. Includes routine administrative matters. (Previously QDAN 623 2.2.3)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.

Reference	Description of records	Date range	Status	Disposal action
2.1.4	<i>Environmental Management – Conservation</i> Records relating to environmental conservation issues which underpin NRW Forest Products policies relating to environmental management. Includes codes of practice, conservation plans, and conservation counter-disaster plans. (Previously QDAN 623 2.6.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.1.5	<i>Environmental Management – Flora and Fauna Management</i> Major or controversial flora, fauna and ecosystem protection programs, e.g. programs for rare and threatened species. Includes policies and summary reports (Previously QDAN 623 2.7.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.1.6	<i>Environmental Management – Flora and Fauna Management</i> Minor flora, fauna and ecosystem protection programs, e.g. programs for common or non-specific species. (Previously QDAN 623 2.7.2)	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.
2.1.7	<i>Environmental Management – Greenhouse Gas Management</i> Records relating to the development of policies designed to manage greenhouse gas emissions. Includes greenhouse national response strategies; and carbon sequestration and trading. (Previously QDAN 623 2.8.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.1.8	<i>Environmental Management – Greenhouse Gas Management</i> Records relating to the management of greenhouse gas emissions which are of a routine or administrative nature. (Previously QDAN 623 2.8.2)	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.1.9	<i>Environmental Management – Soil Management</i> Records relating to the development and management of programs for the conservation and management of soil. Includes summary reports relating to soil organic matter	Generally pre-2010 but not limited to	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	(SOM), protection of soil's physical structure, and catchment and erosion studies. (Previously QDAN 623 2.12.1)			
2.1.10	<i>Environmental Management – Soil Management</i> Records relating to the monitoring, modelling, and assessment of soil types and quality. Includes sampling, measuring, testing and surveys. (Previously QDAN 623 2.12.2)	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.1.11	<i>Environmental Management – Water Pollution Management</i> Records relating to the development, management, and implementation of programs and actions for the management of water resources, including prevention and protection from pollution. Includes summary reports of monitoring and measuring, outcomes and evaluations. (Previously QDAN 623 2.15.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.1.12	<i>Environmental Management – Water Pollution Management</i> Records relating to routine and administrative aspects of water management. Includes records relating to the monitoring, measuring, sampling and testing of water and the collation of data into pollution inventories, e.g. the National Pollutant Inventory. (Previously QDAN 623 2.15.2)	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.2	MONITORING AND CONTROL Range of monitoring and control activities conducted by NRW Forest Products in its operations. Records classes from Forest Products Retention and Disposal Schedule (QDAN623).			
	<i>Pest and Disease Control – Applying strategies or techniques to reduce the occurrence of any pests or diseases designated as detrimental to effective resource management.</i> <i>Waste Management – Managing all by-products of forest production activity, whether harmful or not. It provides for their collection, storage, transportation, processing, treatment and disposal, and includes measures such as minimisation and reduction.</i> <i>Fire Detection – Monitoring and observing fires.</i>			

Reference	Description of records	Date range	Status	Disposal action
	<i>Prescribed Burnings – Applying fire to natural fuels under conditions of weather, fuel moisture, and soil moisture that will allow confinement of the fire to a predetermined area, at rates of spread and intensity appropriate to providing planned benefits with minimum damage at an acceptable cost.</i>			
2.2.1	<i>Environmental Management – Pest and Disease Control</i> Records relating to the development, management, and application of programs and actions aimed at controlling the occurrence of pests e.g. insects and arachnids, animals and birds and/or diseases which have a significant impact on NRW Forest Products core assets. Includes summary reports relating to identification and surveillance programs, management plans, outcomes, and evaluations. (Previously QDAN 623 2.9.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.2.2	<i>Environmental Management – Pest and Disease Control</i> Records relating to pest and/or disease control programs and actions which have minimal or no impact upon NRW Forest Products core assets. (Previously QDAN 623 2.9.2)	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.
2.2.3	<i>Environmental Management – Waste Management</i> Records relating to the development, implementation and management of programs for the storage, removal and collection of hazardous materials. Includes policies and summary reports. (Previously QDAN 623 2.14.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.2.4	<i>Fire Management – Fire Detection</i> Records relating to the development, management and implementation of programs and actions for the detection and minimisation of fires. For example, air spotting and lightning location system programs. (Previously QDAN 623 3.3.1)	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.2.5	<i>Fire Management – Prescribed Burnings</i>	Generally pre-	Temporary	Retain for 7 years after last action.

Reference	Description of records	Date range	Status	Disposal action
	Records relating to the development, management and application of prescribed burning programs. Includes prescribed burning guidelines, monitoring and surveillance programs, weather conditions, fuel, soil moisture, and damage assessments, aerial ignition programs and district fire protection plans. (Previously QDAN 623 3.6.1)	2010 but not limited to		
2.3	<p>CUSTOMER SALES AND ALLOCATIONS</p> <p>Range of customer activities conducted by NRW Forest Products in its operations. Records classes from Forest Products Retention and Disposal Schedule (QDAN623).</p> <p><i>Allocations – Designating a specific amount of forest product from a Native Forest for a defined period of time, for a specific customer.</i></p> <p><i>Uncommitted Product Sales – Offering or selling any uncommitted forest products.</i></p>			
2.3.1	<p><i>Forest Product Marketing – Allocations</i></p> <p>Records relating to the planning, monitoring, and management of NRW Forest Products customer allocations. Includes allocation requests, written quotations, and scheduling. (Previously QDAN 623 4.2.1)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.
2.3.2	<p><i>Forest Product Marketing – Allocations</i></p> <p>Records contained by NRW Forest Products “Forest Sales Marketing Information System” (FSMIS) database. Includes records on clients, forest products purchased, prices paid, volumes removed, individual log measurements, etc. (Previously QDAN 623 4.2.2)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after sales process completed.
2.3.3	<p><i>Forest Product Marketing – Uncommitted Product Sales</i></p> <p>Records relating to the sale of uncommitted products. Includes non-competitive offers, advertising, expressions of interest / proposals, registration of interest, proposal evaluations, notification of sale, and product entitlement. (Previously QDAN 623 4.7.1)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after sales process completed.

Reference	Description of records	Date range	Status	Disposal action
2.3.4	<i>Forest Product Marketing – Uncommitted Product Sales</i> Records of unsuccessful offers and proposals and/or discontinued sale processes. Includes submissions, notifications of outcome and reports on debriefing sessions. (Previously QDAN 623 4.7.1)	Generally pre-2010 but not limited to	Temporary	Retain for 2 years after sales process completed or discontinued.
2.3.5	<i>Native Forest Management – Harvesting</i> Records documenting the year and areas of native forest harvested for timber. Includes maps showing the harvest or sale areas and maps documenting historical harvesting activity by year, completion reports and logging damage reports. (Previously QDAN 623 5.5.1)	Generally pre-2010 but not limited to	Permanent	Retain permanently.
2.3.6	<i>Native Forest Management – Harvesting</i> Records relating to the development, management, and implementation of harvesting strategies and programs in relation to the native forest management function. Includes codes of practice, harvesting plans (containing lists of sites, customers, and expected volumes), restrictions and suspensions, and maps (other than maps showing the harvest or sale areas specified in 5.5.1). (Previously QDAN 623 5.5.1)	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.
2.4	CONSTRUCTION AND MAINTENANCE Range of construction and maintenance activities conducted by NRW Forest Products in its operations. Records classes from Forest Products Retention and Disposal Schedule (QDAN623).			
	<i>Design and Construction – Designing and constructing various buildings and other structures such as roads, bridges, flood ways and culverts required to support NRW Forest Products business operations.</i>			
2.4.1	<i>Fire Management – Design and Construction</i> Records relating to preliminary proposals, initial designs, drawings and submissions. (Previously QDAN 623 3.2.1)	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.

Reference	Description of records	Date range	Status	Disposal action
2.4.2	<p><i>Fire Management – Design and Construction</i> Records documenting the design of equipment or infrastructure for fire management, including final plans for fire towers, buildings, roads, bridges, firefighting units and pumping units.</p> <p>See Queensland State Archives' <i>General Disposal and Retention Schedule for Administrative Records</i> for records relating to buildings and structures of historical significance.</p> <p>(Previously QDAN 623 3.2.2)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after demolition or removal.
2.4.3	<p><i>Fire Management – Design and Construction</i> Records relating to the construction or manufacture of new equipment or facilities. Includes project management records, progress reports, work instructions, site layout, access and parking, accommodation (site sheds), communication systems, security and safety arrangements, and signage.</p> <p>(Previously QDAN 623 3.2.3)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.
2.4.4	<p><i>Native Forest Management – Design and Construction</i> Records relating to preliminary proposals, initial designs, drawings and submissions.</p> <p>(Previously QDAN 623 5.3.1)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 5 years after last action.
2.4.5	<p><i>Native Forest Management – Design and Construction</i> Records documenting the design of infrastructure for native forest management, including final plans for buildings, roads, and bridges.</p> <p>See Queensland State Archives' <i>General Disposal and Retention Schedule for Administrative Records</i> for records relating to buildings and structures of historical significance.</p> <p>(Previously QDAN 623 5.3.2)</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after demolition or removal.
2.4.6	<p><i>Native Forest Management – Design and Construction</i> Records relating to the construction or manufacture of new equipment or facilities. Includes project management records,</p>	Generally pre-2010 but not limited to	Temporary	Retain for 7 years after last action.

Reference	Description of records	Date range	Status	Disposal action
	progress reports, work instructions, site layout, access and parking, accommodation (site sheds), communication systems, security and safety arrangements, and signage. (Previously QDAN 623 5.3.3)			

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.**