

Parks retention and disposal schedule

QDAN 740 v.2

Authorised on 26 October 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records relating to managing State parks, areas and wildlife, including protected areas, marine park areas, national parks and recreation areas. Records are created by the Department of National Parks, Sport and Racing.

Where printed, this reproduction is only accurate at the time of printing.

Queensland State Archives' [website](#) should always be referred to for the current, authorised version.

Using this schedule

The Parks retention and disposal schedule authorises the disposal of records relating to managing State parks, areas and wildlife, including protected areas, marine park areas, national parks and recreation areas. Records are created by the Department of National Parks, Sport and Racing. This schedule applies to records created in any format, unless otherwise specified in the class description.

The Parks retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every five years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

- QDAN502 (sections relevant to Parks).
- QDAN740 v.1

When this schedule should **not** be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or right to information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur, e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the Queensland State Archives [website](#) under Destroy.

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the Queensland State Archives [website](#).

Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency. Further information about pre-1950 records is available from the Queensland State Archives [website](#) under Destroy.

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with Information Standard 31: Retention and Disposal of Public Records. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

How we can help?

More information on implementing schedules is available on the Queensland State Archives [website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or email rkqueries@archives.qld.gov.au.

Approved by State Archivist: Mike Summerell

Date: 26 October 2017

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1. COMMON ACTIVITIES

These activities are common across all parks-related functions and can be used to sentence or dispose of records that are classified under any parks-related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under parks-related functions (later in the schedule).

Disposal authorisation	Description of records	Retention period & trigger
ACQUISITION		
<i>The activities associated with acquiring items and property by means other than in accordance, with the State purchasing policy, e.g. donations and unsolicited gifts, publications or reference material, etc. provided free of charge.</i>		
1.1.1	<p>Acquisition – parks-related property (e.g. land and buildings)</p> <p>Records relating to acquisition of property, associated with planning and managing conservation and value adding works, for State protected parks, areas and wildlife, including recreation areas, protected areas, marine park areas and national parks.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • planning building works for recreational and information centres • making material change of use applications and reconfiguring lots • planning of construction and extension projects • additions, proposals, new acquisitions • land, park and habitat acquisition program <i>e.g. land surrounding parks, shore land ground reserves, koala habitat acquisition program, public approaches for protected area estates</i> • property with town planning designs and approvals for facilities, amenities, infrastructure, operational and other works developing, rejuvenating and improving the property • property plans for significant parks that have not proceeded. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • feasibility and environmental impact studies • geological and site investigation reports • resumptions 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • technical specifications and evaluations • surveying records and drawings 	
1.1.2	<p>Acquisition – parks-related property – plans not proceeded with</p> <p>Records relating to acquisition, holding, improving and disposing of property associated with planning construction and improvement works for State protected parks, areas and wildlife, including recreation areas, protected areas, marine park areas and national parks, including facilities, amenities, infrastructure and operations, where:</p> <ul style="list-style-type: none"> • works are not proceeded with <p>AND</p> <ul style="list-style-type: none"> • property has been disposed of, and any relevant State partnerships or relationships severed <p>OR</p> <ul style="list-style-type: none"> • property is not, or was never, State owned. <p>Excludes property plans for significant parks that have not proceeded. See 1.1.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • feasibility and environmental impact studies • geological and site investigation reports • technical specifications and evaluations • surveying records and drawings. 	25 years after business action completed.
<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 (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>		
1.2.1	Advice – significant*	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to the provision of significant advice relating to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Significant advice may relate to sensitive matters affecting marine park areas, protected areas, national parks, forests, recreation areas.</p> <p>Advice may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • technical and expert issues • wildlife conservation • environmental impact statements and assessments • managed areas • property interests • local government planning schemes • owners' consents • developments and priority developments • state government plans from other authorities and agencies • disputes. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • working copies of policies, standards and procedures. 	
1.2.2	<p>Advice – other~</p> <p>Records relating to the provision of other advice relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • working copies of policies, standards and procedures. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<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, partnerships, 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 (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>		
1.3.1	<p>Agreements – significant* – proceeded with</p> <p>Records relating to establishment, negotiation, maintenance, review and variation of agreements related for the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, between the Department and other entities.</p> <p>Includes, but is not limited to, agreements relating to:</p> <ul style="list-style-type: none"> • marine resources • traditional use of marine resources (TUMRA) • commercial activities in marine parks, national parks, recreation areas • land (reserved, leasehold, freehold or licensed) • service facilities • ecotourism facilities • conservation and restoration • management plans • forests, forest reserves and areas • grazing (in parks, forests) • access and easements • roads • construction projects • partnerships and joint activities • protected area interests • consultancy 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • community, business and Aboriginal and Torres Strait Islander organisations. <p>Significant agreements may include but are not limited to:</p> <ul style="list-style-type: none"> • international agreements protecting threatened or endangered species • Queensland Electricity Supply Industry (QESI) Management Framework • Australia’s international responsibilities, and intergovernmental agreements and instruments • those that do not proceed. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. 	
1.3.2	<p><i>Agreements – other~ – proceeded with</i></p> <p>Records relating to other agreements related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, between the Department and other entities that proceed.</p> <p>Excludes agreements that do not proceed. See 1.3.3.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. 	7 years after agreement terminated or expired.
1.3.3	<p><i>Agreements – not proceeded with</i></p> <p>Records relating to agreements related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, between the department and other entities that do not proceed.</p> <p>Excludes significant agreements that do not proceed. See 1.3.1.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding 	7 years after decision not to proceed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • draft negotiation papers • withdrawn offers or proposals. 	
<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees, etc. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p><i>See the <u>General Retention and Disposal Schedule (GRDS)</u> for employment history.</i></p>		
1.4.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake the protection of State protected parks and areas, including national parks, recreation areas and related activities and roles.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • inspectors and compliance officers • investigators • monitoring and enforcement of breaches of legislation • wildlife conservation duties • official representatives on community organisations • trustees. <p>Records 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. 	7 years after appointment ceased.
<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, charges, claims, benefits, interests, permissions and rights. Includes rejecting applications.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
1.5.1	<p><i>Granted rights – significant*</i></p> <p>Records relating to the granting of authorisations relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Significant granted rights may include, but are not limited to:</p> <ul style="list-style-type: none"> • management of authorisations for Aboriginal and Torres Strait Islander • authorisations that do not proceed. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications, supporting documentation • approval advice, letters of authority. 	Permanent. Transfer to QSA after business action completed.
1.5.2	<p><i>Granted rights – other~</i></p> <p>Records relating to the granting of other authorisations relating to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes granted rights related to, but not limited to:</p> <ul style="list-style-type: none"> • park or area authorities, <i>e.g. protected area authorities</i> • environmental authorities • activities in parks and areas, <i>e.g. sand stockpiling, horse and camel riding, rainforest canopy walkways, animal assistance.</i> <p>Excludes:</p> <ul style="list-style-type: none"> • management of authorities for Aboriginal and Torres Strait Islander. See 1.5.1. • authorisations that do not proceed. See 1.5.1 • water and mining related authorisations applied for and issued to the Department as compliance requirements to managing parks, protected areas, etc. See 1.8. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications, supporting documentation • approval advice, letters of authority. 	7 years after authorisation ceased or expired.

Disposal authorisation	Description of records	Retention period & trigger
1.5.3	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for authorisations relating to the protection of State protected parks, areas and wildlife.</p> <p>Excludes significant authorisations that do not proceed. See 1.5.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • supporting documentation • rejection advice. 	7 years after authority refused or withdrawn.
<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 excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p>		
1.6.1	<p><i>Compensation claims – significant*</i></p> <p>Records relating to significant claims for compensation received for costs, damage or loss incurred with the Department’s excise of legislative and inspectorate duties under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Significant compensation claims may include, but are not limited to, damage to:</p> <ul style="list-style-type: none"> • land and property • stock and crops • forests • wildlife. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications 	Permanent. Transfer to QSA after settlement of claim.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • claim approvals, advice payments. 	
1.6.2	<p><i>Compensation claims – other~</i></p> <p>Records relating to claims for compensation received for costs, damage or loss incurred with the Department's exercise of legislative and inspectorate duties under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by 1.6.1.</p> <p>Includes, but not limited to, damage to:</p> <ul style="list-style-type: none"> • land and property • stock and crops • forests • wildlife. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals, advice payments. 	7 years after settlement of claim.
1.6.3	<p><i>Recovery of monies incurred by state</i></p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) under relevant legislation for the protection of State protected parks, areas and wildlife, including marine areas, national parks and recreation areas.</p> <p>Includes, but not limited to, recovering costs of dealing with:</p> <ul style="list-style-type: none"> • instances of regulatory non-compliance • incidents and situations involving: <ul style="list-style-type: none"> ○ rehabilitation of damaged areas ○ removal and disposal of property • applying costs to security monies held • filing recovery orders in relevant courts, <i>e.g. Magistrates Court</i> 	10 years after claim determined.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • unpaid fees and court orders • court awarded costs. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • recovery claim notifications • claim investigations • court orders. 	
<p>CONSTRUCTION</p>		
<p><i>The activities associated with making buildings, and built items and environments. Includes elements as included in construction plans and contracts, for example, landscaping, plumbing, water, power, roads, pavements and buildings, and including residential housing and commercial premises, factories, plants or infrastructure, and specialised capabilities such as distribution and storage. It can also include assembly of specialised equipment or machinery to make the infrastructure operational.</i></p>		
1.7.1	<p>Construction – significant*</p> <p>Records relating to planning construction of significant facilities, amenities, infrastructure and operations to establish and develop parks, including recreation areas in national parks, State forests, forest reserves and other areas, for community use, park management and environmental conservation purposes.</p> <p>Significant construction may include, but not limited to establishing or developing:</p> <ul style="list-style-type: none"> • visitor information/orientation centres • commercial and educational buildings • camp cabins, dorms, camping sites • park management residences • landscapes, fencing • roads, trails, footpaths, boardwalks • safety rails, bridges, crossings • car parks, toilets and other amenities • entry displays and signage • works to decommission parks • rationalise accesses 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • upgrade fire lines • upgrade campgrounds and visitor day use sites • upgrade mountain bike trails, nature trails, lookouts • restore historical buildings, <i>e.g. lighthouses, homesteads.</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • construction plans • specifications • cartographical maps • surveying plans and drawings. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.7.2	<p>Construction – other~</p> <p>Records relating to planning construction of other facilities, amenities, infrastructure and operations to establish and develop parks, including recreation areas in national parks, State forests, forest reserves and other areas, for community use, park management and environmental conservation purposes, not covered by <u>1.7.1</u>.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • construction plans • specifications • cartographical maps • surveying plans and drawings. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	7 years after ownership or lease of facilities/amenities/ Infrastructure ends.
<p>CONTROL</p> <p><i>The activities associated with the creation, maintenance and evaluation of control mechanisms of business processes, and administering compliance to superordinate requirements and legislation, including obtaining licences and authorisations to conduct or oversee work critical to departmental functions, e.g. water entitlements and allocations required to operate recreational area in park functions, laboratory accreditation required for research work in environment functions. May specifically refer to the processes associated with the management of individual programs, e.g. control programs in managing pests and diseases in particular ecosystems. Includes control registers, indexes, directories and other control mechanisms.</i></p> <p><i>See <u>Registration</u> for specific functional registers.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
1.8.1	<p>Regulatory requisites</p> <p>Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (entitlements, allocations, licences, accreditations, authorisations, permits, permissions, etc.) for Department to conduct its environmental management functions and associated business processes. Typically includes processes administered under legislation not administered by the Department.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • laboratory accreditations • scientific and technical certifications • water entitlements and allocations • development approvals • other environmental authorities (not administered by Department) • mining authorisations, <i>e.g. sand quarrying</i> • water authorisations, <i>e.g. water extraction related to managing parks, protected areas, etc. issued to the Department.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certification notices • licence notices • amendments and renewals • authority and approval notices. 	7 years after requisite statutory instrument expires/ceases.
1.8.2	<p>Control programs – significant*</p> <p>Records relating to establishing, maintaining, reviewing and decommissioning significant programs for the management of foreign and/or ecologically damaging substances, flora and fauna under environmental management functions and associated business processes. These significant control programs manage the ongoing, problematic and changing requirements for pest or disease management and provide historical information about the progression of long-term initiatives.</p> <p>Significant pest, flora and disease management control programs may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • notable or notorious pests and diseases, <i>e.g. cane toads, rabbits, prickly pear</i> • biological, chemical, mechanical, physical barriers, spraying, quarantine, vaccines control and treatment mechanisms, <i>e.g. mixomatosis, cactoblastis cactorum moth</i> 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • landscape treatments, <i>e.g. excavation for erosion and sediment control.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • vaccination logs • program notices • service logs • site schematics and maps. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.8.3	<p><i>Control programs – other~</i></p> <p>Records relating to managing other programs for the control of foreign and/or ecologically damaging substances, flora and fauna under environmental management functions and associated business processes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • vaccination logs • program notices • service logs • site schematics and maps. 	25 years after business action completed.
<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>		
1.9.1	<p><i>Declarations</i></p> <p>Records relating to declarations made by the Department related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • reclamation of tidal land • temporary restricted area declarations • prescribed commercial activities, special activities 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • recreation facilities/centres • bio-prospecting • land naming and area changes, including amalgamations, assigning names, changes classes and boundaries, revocation • restricted or prohibited access areas, <i>e.g. closed to public, fire, safety, natural disasters</i> • conservation or protection of cultural or natural resources of areas or native wildlife • forest reserves, feature protection areas, scientific areas, State forest parks, forest drives • proposed protected areas of reviewed reserves • fish habitat areas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. 	
<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>		
1.10.1	<p><i>Development approvals</i></p> <p>Records relating to processing applications for development approvals related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but not limited to handling developments related to:</p> <ul style="list-style-type: none"> • use of parks and areas • symbiotic, commensal or mutualistic use of associated areas • adjoining land or waterways to parks and areas • fish habitat areas • Aboriginal and Torres Strait Islander land use • native title. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • development applications • environmental impact studies • feasibility studies • site investigation reports. 	
<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 in a safe and approved manner.</i></p> <p><u>Excludes</u> hazardous waste including asbestos and radioactive material.</p>		
1.11.1	<p>Property, products and waste</p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> • plant and property • cultural or natural resources • protected wildlife (including plants) • seized and forfeited evidence, property and wildlife • waste. <p>Excludes dealing with and disposing of:</p> <ul style="list-style-type: none"> • hazardous waste, including asbestos and radioactive material • parks-related property (e.g. land and buildings). See 1.11.2. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.11.2	<p><i>Disposal – parks-related property (e.g. land and buildings)</i></p> <p>Records relating to disposing of property and improvements such as facilities, amenities and infrastructure associated with State protected parks, areas and wildlife, including recreation areas, marine park and national parks.</p> <p>Excludes dealing with and disposing of property, products and waste seized under enforcement, inspection and investigation. See 1.11.1.</p> <p>Records may include, but are not limited to, disposal related:</p> <ul style="list-style-type: none"> • feasibility and environmental impact studies • geological and site investigation reports • technical specifications and evaluations • surveying records and drawings. 	Permanent. Transfer to QSA after business action completed.
<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 and exemptions.</i></p> <p><i>See Inspections for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</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>		
1.12.1	<p><i>Regulatory enforcement</i></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for matters under relevant legislation related to the protection of State protected parks, areas and wildlife, including marine areas, national parks and recreation areas.</p> <p>Includes, but not limited to enforcing:</p> <ul style="list-style-type: none"> • interim conservation orders for conservation, protection or management of wildlife, habitats or areas • collection and extraction of unauthorised materials • activities in restricted or prohibited areas, e.g. <i>bait netting, crabbing, fishing, spearfishing, taking protected species, disturbing shorebirds</i> 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • access and activities by aircraft and vessels • licensing conditions for forestry, stock grazing and apiary sites • camping obligations and restrictions. <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. 	
<p>INCIDENT AND EMERGENCY RESPONSES <i>The activities associated with responding to incidents and emergencies, including disease outbreaks.</i></p>		
1.13.1	<p><i>Incident and emergency responses – significant*</i></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on State protected parks, areas and wildlife, including marine areas, national parks and recreation areas, with significant consequences for environment and/or human health and welfare, including large scale loss of wildlife habitat and animal fatalities.</p> <p>Significant incident and emergency responses include, but not limited to:</p> <ul style="list-style-type: none"> • incidents threatening marine parks and surrounding environments, <i>e.g. oil spills, ship wreckage</i> • incidents and natural disasters impacting national parks and protected areas, <i>e.g. bushfires, earthquakes, droughts</i> • on-the-ground research to assist setting up reactive disaster relief and recovery actions, <i>e.g. setting up Natural Disaster Relief and Recovery Arrangements (NDRRA)</i> • managing, coordinating or liaising with, as appropriate, safety, search and rescue activities, and work of personnel and volunteers for scope of incident. <p>Records 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><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.13.2	<p><i>Incident and emergency responses – other~</i></p> <p>Records relating to managing other incidents, emergencies and natural disasters that impact on State protected parks, areas and wildlife, including marine areas, national parks and recreation areas not covered by 1.13.1.</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>	7 years after business action completed.
<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 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>		
1.14.1	<p><i>Inspections – significant*</i></p> <p>Records relating to conducting inspections for compliance with relevant legislation that have significant outcomes related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas. Scope of inspection includes testing and treating critical ecosystem aspects, i.e. water quality.</p> <p>Includes, but not limited to, inspections of:</p> <ul style="list-style-type: none"> • activities, premises, aircraft and vessels • commercial and recreational licensees. <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>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.14.2	<p>Inspections – other~</p> <p>Records relating to conducting other inspections related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, not covered by <u>1.14.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices/requests • inspection assessments and reports • inspection notes. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	7 years after business action completed.
<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><i>See <u>Inspections</u> 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.</i></p>		
1.15.1	<p>Investigations – significant*</p> <p>Records relating to investigations involving significant offences under relevant legislation related to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas.</p> <p>Significant investigations may include, but are not limited to:</p> <ul style="list-style-type: none"> • unlawful activities and unauthorised interference with cultural or natural resources • making cases and recommending prosecution of offences, <i>e.g. polluting water</i> • issues related to protected, international or prohibited wildlife, habitats (critical) or other areas of major interest and importance (not necessarily involving determinable offences). <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>See 1.11.1 <u>Property, products and waste</u> for disposal of property, products and waste seized under enforcement, inspection and investigation.</p> <p>* Refer to Appendix: Definition of Significant Versus Other</p>	
1.15.2	<p>Investigations – other~</p> <p>Records relating to investigating other offences under relevant legislation related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <u>1.15.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>See 1.11.1 <u>Property, products and waste</u> for disposal of property, products and waste seized under enforcement, inspection and investigation.</p> <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	7 years after business action completed.
<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>		
1.16.1	<p>Granted licences and permits – significant*</p> <p>Records relating to approving and issuing the renewal, transfer, release, change, surrender, cancellation, and termination of significant licences and permits related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks, and recreation areas.</p> <p>Includes approving and issuing significant leases, licences and permits related to, but not limited to:</p> <ul style="list-style-type: none"> • state forests, forest reserves, state managed plantation forests, conservation parks, resources reserves • recreation facilities/centres • commercial and recreational licensing and activity permits 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • activities within restricted access areas and special management areas (high levels of protection, exceptional value), e.g. <i>scientific national parks</i> • visitor activities using recreational area facilities and services • exemptions to licensing requirements for particular persons and cases, including fee waivers, e.g. <i>necessary salvage of aircraft or vessel, or in emergency circumstances.</i> • significant marine-related works permitted under <i>Marine Parks Act</i>, e.g. <i>major works including jetties, seawalls, beach nourishment, dredging</i> <p>Significant approvals of leases, licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> • sensitive conservation issues • special protection areas • threatened and endangered species • sensitive and sacred sites of Aboriginal and Torres Strait Islander peoples • burial and memorial permissions for protected areas • Aboriginal and Torres Strait Islander tradition and custom authorities for protected areas • joint management arrangements for national parks, Aboriginal and Torres Strait Islander joint management areas (protected areas), land trust consents for protected areas. <p>Excludes camping, occupation and access licences and permits. See 1.16.3</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals • leases, agreements, authorities and environmental impact statements (EIS) issued and/or assessed/approved during licensing processes. 	
1.16.2	<i>Granted licences and permits – other~</i>	25 years after licence/ permit expires or ceases.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to approving and issuing other licences and permits related to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks, and recreation areas.</p> <p>Includes approving and issuing other licences and permits related to, but not limited to:</p> <ul style="list-style-type: none"> • commercial activities, <i>e.g. aircraft/vessel salvage, emergency access, commercial filming and photography, advertising or promotions, commercial tour operators, commercial tours (including fishing tours), commercial bus services, mechanical or vehicle towing services for visitors, ecotourism facilities, commercial hire/sale of goods or services, guided tours, safaris, scenic flights, cruises or excursion, donations, information, business solicitation, fundraising activities</i> • recreational activities, <i>e.g. recreational tours, recreational craft, recreational aircraft</i> • special activities, <i>e.g. cave tours, rock climbing, white water rafting, orienteering, climbing and traversing</i> • group activities, <i>e.g. use of particular areas</i> • camping (including self-registration), occupation and other impact activities, <i>e.g. using a generator</i> • vehicular access and mobility access permits, <i>e.g. driving a standard or non-standard vehicle, aircraft landing, recreational air craft - hot air balloon, hang glider, para glider, ultra-light aircraft, conditionally registered vehicles</i> • scientific and educational research activities • area permits, <i>e.g. restricted access area permits</i> • permits to take, use, keep or interfere, <i>e.g. taking an animal, taking flowers, use of native plants and animals</i> • special leases, <i>e.g. over national parks, forest reserves</i> • statewide licensing for authorised officers and representatives, <i>e.g. Education Queensland, Queensland Police Service, Unity Water</i> • minor marine-related works permitted under <i>Marine Parks Act</i> • agriculture-related activities with minimal impact in national parks, state native forests, state forests or other protected areas, <i>e.g. beekeeping, grazing, mustering or travelling stock.</i> <p>Excludes camping, occupation and access licenses and permits. See 1.16.3.</p> <p>Excludes aircraft and recreation aircraft landings. See 1.16.3</p>	

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals. 	
1.16.3	<p><i>Granted licences and permits – Camping, Occupation and Access Permits</i></p> <p>Records relating to approving and issuing camping, occupation and access licenses and permits relating to the use of State protected parks, areas and wildlife, including protected areas, national parks and recreation areas.</p> <p>Includes approving and issuing:</p> <ul style="list-style-type: none"> • camping (including self-registration), occupation and other impact activities, <i>e.g. using a generator</i> • vehicular access and mobility access, <i>e.g. driving a standard or non-standard vehicle, conditionally registered vehicles</i> • aircraft landings, <i>e.g. light airplane landings</i> • seacraft moorings, <i>e.g. boat anchoring</i> • recreational aircraft landings, <i>e.g. hot air balloon, paraglider, hang-glider, ultra-light aircraft</i> <p>Includes unsuccessful and withdrawn applications for camping, occupation and access licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • completed self-registration forms • applications (successful) • assessments • information notices • renewals. 	7 years after licence/permit expires, ceases, withdrawn, refused.
1.16.4	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for licences and permits related to the protection of protected areas, marine parks, national parks, state forests, forest reserves (including state managed plantation forests), conservation parks, resources reserves, and recreation areas.</p>	7 years after licence/permit refused/withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Excludes unsuccessful and withdrawn applications for camping, occupation and access licences and permits. See 1.16.3.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments • information notices. 	
<p>MAINTENANCE <i>The activities associated with the upkeep, repair, servicing and preservation of equipment, machinery, etc.</i></p>		
1.17.1	<p><i>Infrastructure and facilities</i></p> <p>Records relating to maintenance of facilities, amenities, infrastructure, equipment and machinery to maintain recreation areas in national parks, marine parks, State forests and forests reserves owned or operated the State.</p> <p>Maintenance activities include, but are not limited to:</p> <ul style="list-style-type: none"> • servicing and repairing • conservation work, <i>e.g. preserving historical buildings</i> • pest control and management, <i>e.g. feral animals</i> • waste management • grounds maintenance, <i>e.g. mowing, edge trimming</i> • holding a range of property, including land and premises, for a range of purposes associated with planning, construction and improvement works. <p>Infrastructure and facilities maintained includes, but are not limited to:</p> <ul style="list-style-type: none"> • building and landscaping works • grounds, fences, lawns, firebreaks • waterways, water and power • equipment, <i>e.g. water flow gauges, spectrometers</i> 	7 years after ownership or lease of facilities/amenities/ infrastructure/equipment ends.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • ecosystems and criticalities, e.g. <i>excavation works to protect habitats from erosion</i> • visitor information centres • commercial and educational buildings • camp cabins, dorms, camping sites • park management residences • roads, trails, footpaths, boardwalks • water allocations and firebreaks • picnic facilities, toilets and other amenities • displays and signage. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • maintenance logs and service histories • equipment manuals and service instructions • surveying records and drawings. 	
<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>		
1.18.1	<p><i>Mapping original and historical – significant*</i></p> <p>Records relating to the protection of State protected parks, areas and wildlife, including marine parks, national parks, state forests, forest reserves (including state managed plantation forests), conservation parks, resources reserves, and recreation areas. Includes maps of original and historical significance.</p> <p>Significant maps may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • significant sites • marine parks and declared fish habitat areas • areas, environments and landscapes that can be used to identify changes over time • species conservation areas, e.g. <i>dugong protected</i> • wildlife habitat areas, e.g. <i>wild, endangered, vulnerable, near threatened and prohibited wildlife</i> • changes and extensions to Commonwealth land (marine park mainland boundaries). 	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p>Includes, but not limited to, mapping:</p> <ul style="list-style-type: none"> • marine park zones (general use, habitat protection, conservation park, buffers, marine national park) • remote natural areas • shipping areas • boundaries, roads, trails, paths, waterways and other features • surrounding properties • forest and plantation areas • classified areas such as state forests, forest reserves, protected areas • environments and ecosystems • flora and fauna • species management areas. <p>Records 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><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.18.2	<p><i>Mapping – other~</i></p> <p>Records relating to creating maps, including inspecting, surveying, photographing and assessing sites, where maps have other values, and other importance for purposes of the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas, not covered by 1.18.1.</p> <p>Records 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><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Retain whilst current and then 25 years after business action completed.
MONITORING AND SURVEILLANCE		

Disposal authorisation	Description of records	Retention period & trigger
	<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 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>	
1.19.1	<p>Monitoring licence holders and areas – significant*</p> <p>Records relating to monitoring and administering compliance of significant licensees under relevant legislation and licence conditions, and monitoring community adherence to the protection of State protected parks, areas and wildlife, including marine parks, national parks and recreation areas. Includes monitoring storm surges.</p> <p>Monitoring activities include, but are not limited to:</p> <ul style="list-style-type: none"> • developing, implementing, maintaining and reviewing compliance programs by planning, scheduling, rostering, designing and identifying compliance enforcement monitoring activities, surveillance, e.g. cameras, data recorders, and checks, e.g. broad sweeps of an area, targeting and visiting targeted specific types of rights holders obtaining or creating data about participants • developing plans of proposed compliance activities relevant to monitoring the industry/sector and ensure legislative and regulatory compliance • on-the-spot checks randomly occurring and initiated during (as a direct result of monitoring and surveillance activities) including smaller ‘inspections’ and ‘investigations’ where no notable non-compliance evidence was found that would require the initiation of other and subsequent inspection and investigation processes • setting up and running of pest eradication and monitoring programs • monitoring wildlife and wildlife populations, e.g. koalas and success of koala conservation measures, brumby rehoming programs, turtle satellite tags, animal and bird monitoring • making minor and incidental wildlife interventions and coordination of interventions during monitoring and surveillance activities, e.g. minor and routine assistance in cetacean and sirenian strandings (whales, dolphins, porpoises, dugongs) • monitoring environmental impact trends and joint venture outcomes • monitoring rehabilitation and restoration projects and progress • monitoring species management areas 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • completing patrol summaries, aerial and other surveys. <p>Significant monitoring may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • environments and ecosystems such as Carnarvon Gorge, Conondale Range, Fraser Island, Gold Coast Hinterland, Hinchinbrook Island • flora and fauna, e.g. <i>landcare and integrated catchments</i> • aquatic habitats, e.g. <i>seagrass beds</i> • reef health and impacts, e.g. <i>Great Barrier Reef</i> • marine areas, e.g. <i>fish trap, go slow, grey nurse shark, tourism, diving, turtle nesting, shorebird roosting and feeding, turtle monitoring, and whale management areas</i> • special management areas, e.g. <i>remote natural areas, shipping areas, species conservation areas, restricted areas.</i> <p>Records 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. <p>See 1.14 Inspections and 1.15 Investigations for non-compliance related activities.</p> <p>See also 1.16 Licensing for any action taken on licences/permits as a result of non-compliance found during monitoring activities.</p> <p>See also 1.13 Incident and emergency responses for specific incidents and emergencies found whilst undertaking generic monitoring compliance activities.</p> <p>See also 1.12 Enforcement for the issues of enforcement actions such as directives, orders, fines, penalties or exemptions, within the powers of authorised officers that do not require more detailed activities such as inspections and investigations.</p>	
1.19.2	<p>Monitoring licence holders and areas – other~</p> <p>Records relating to monitoring and administering compliance of other licensees under relevant legislation and licence conditions, and monitoring community adherence to the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by reference 1.19.1.</p> <p>Other includes monitoring visitor numbers.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records 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. 	
1.19.3	<p><i>Monitoring visitor safety – significant*</i></p> <p>Records relating to monitoring incidents, emergencies and events, and associated risks, impacting on the safety and health of visitors to State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, and associated facilities, where incidents have resulted in:</p> <ul style="list-style-type: none"> • fatal and serious injury and health issues <p>OR</p> <ul style="list-style-type: none"> • sufficient exposure to known or suspected substances with terminal and serious health risks. <i>(Known or suspected substances may include but are not limited to: asbestos, DDT, lead, nuclear radiation.)</i> <p>Includes monitoring:</p> <ul style="list-style-type: none"> • coronial and inquiry outcomes • visitor safety reviews • medical outcomes • ongoing risks, impacts and exposures. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • incident reports and reviews • coroner's and inquiries reports • clinical health records • X-rays and other medical images • personal information and medical history. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent. Transfer to QSA after business action completed.
1.19.4	<p><i>Monitoring visitor safety – other~</i></p> <p>Records relating to monitoring incidents, emergencies and events, and associated risks, impacting on the safety and health of visitors to State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, and associated facilities, where incidents:</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • have not resulted in terminal or serious health issues <p>OR</p> <ul style="list-style-type: none"> • have not been sufficiently exposed to known or suspected substances with terminal or serious health risks. <p><i>(Known or suspected substances may include but are not limited to: asbestos, DDT, lead, nuclear radiation.)</i></p> <p>Includes monitoring:</p> <ul style="list-style-type: none"> • visitors' safety reviews • medical outcomes • ongoing risks, impacts and exposures. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • incident reports • clinical health records, X-rays and other medical images • personal information and medical history. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	
<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>		
1.20.1	<p>Partnerships – significant*</p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to the protection of State protected parks, areas and wildlife management outcomes.</p> <p>Partnerships may include, but are not limited to:</p> <ul style="list-style-type: none"> • protected areas, marine parks, national parks, recreation areas, forestry parks • traditional use • Aboriginal and Torres Strait Islander land management and joint management responsibilities 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • site rehabilitation • tourism opportunities. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. 	
1.20.2	<p>Partnerships – other~</p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) contributing to the protection of State protected parks, areas and wildlife management outcomes, not covered by 1.20.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	7 years after partnership expires.
<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>		
1.21.1	<p>Planning – significant*</p> <p>Records relating to planning significant development initiatives, programs, strategies, priorities and activities for improved community outcomes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks, fish habitat and recreation areas.</p> <p>Planning initiatives, programs, strategies and activities includes, but are not limited to, planning, developing, amending, reviewing:</p> <ul style="list-style-type: none"> • activities to coordinate, integrate and improve parks and area facilities • plans and supporting environmental impact assessments 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • associated consultation processes with community and key stakeholders • site based management plans, including rehabilitation and restoration of habitats and environments • management principles and declared management intents • land use, including tourism strategies • master planning, construction and environmental work plans (EWPs), <i>e.g. QESI work plans</i> • marine-based projects, <i>e.g. shipping lane development, artificial reef developments</i> • recreational area management plans and values, <i>e.g. planning for management of activities permitted in recreation areas (compatible with land tenures) for conservation, cultural, educational, production, recreational values</i> • plans for park zones and areas, <i>e.g. estuarine conservation, conservation park, buffers, scientific research, marine national parks, preservation, habitat protection, conservation, buffers, areas of natural value, material extraction, disposal, mooring, no-anchoring, works, feature protection areas, forest reserves, scientific areas, State forest parks, forest drives</i> • plans, statements and strategies for protected areas, <i>e.g. zoning plans, management plans, management statements, regeneration plans, thematic strategies</i> • community nature conservation programs and education plans, <i>e.g. nature refuges</i> • wildlife programs for individual and threatened species, <i>e.g. crocodiles, seabirds, sharks, coral, cay vegetation, dolphins, turtles, koalas, mega fauna</i> • wildlife operations, interventions and coordination planning, and wildlife necropsy response planning, <i>e.g. for cetacean and sirenian strandings, pest animal relocation, animal deaths</i> • incident/event planning and risk management, <i>e.g. business continuity plans, disaster management plan, fire management, unexploded ordnance</i> • plans for various wildlife needs, and special species management, <i>e.g. shorebird roosting/feeding, turtle monitoring, whale management, dugong protection, whale watching</i> • biodiversity management strategies and programs, and threats to survival of wildlife populations, <i>e.g. koalas</i> • biosecurity and pest management plans, <i>e.g. feral animals, insect infestations, pest control</i> • animal management related strategies, <i>e.g. cattle and macropod management in national parks.</i> <p>Records may include, but are not limited to:</p>	

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.21.2	<p>Planning – other~</p> <p>Records relating to planning other development initiatives, programs, strategies, priorities and activities for improved community outcomes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by <u>1.21.1</u>.</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><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	7 years after business action completed.
<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 relevant court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
1.22.1	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine areas, national parks and recreation areas.</p> <p>Significant offences include precedent setting cases.</p> <p>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><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.22.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas, not covered by 1.22.1.</p> <p>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>	7 years after business action completed.
<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>		
1.23.1	<p>Investigations and prosecutions register</p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to, registering:</p> <ul style="list-style-type: none"> • enforcement warrants • outcomes of investigations and prosecutions. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	25 years after business action completed.
1.23.2	<p>Land and property registers</p> <p>Records relating to registering parks and area related licences, plans, agreements and other information against land areas, property and premises for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to, registering:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • proposed protected areas • Aboriginal and Torres Strait Islander joint management areas • management statements/plans, conservation plans • marine parks • forestry parks, <i>e.g. feature protection areas, forest reserves, scientific areas, State forest parks, forest drives</i> • critical habitats, areas of major interest • captive breeding agreements in force • wildlife conservation orders • title notations and covenants with freehold land title registry • agreement notations and covenants with freehold land title registry, <i>e.g. registering, amending and cancelling freehold land recreation area notations, registering binding conservation covenants on landholders and their successors in title and interests in land</i> • agreement notations with reserved, leased, licensed land with Land Act administrator • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	
1.23.3	<p><i>Licence holder registers</i></p> <p>Records relating to registering licensees and sub-licensees under relevant legislation for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to, registering:</p> <ul style="list-style-type: none"> • conservation officers, honorary protectors • commercial tour operators, commercial fishing tour operators • applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	
<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>		
1.24.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant parks management related research areas to discover facts, theories and principles that support improved community and parks management outcomes and business activities.</p> <p>Includes, but is not limited to, research into:</p> <ul style="list-style-type: none"> • parks management for State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas • environments and ecosystems • flora and fauna • species management • other subjects relevant to the State and State priorities • long-term management strategies • impacts of proposed legislative amendments to regulatory management plans and supporting legislation before drafting and enactment. <p>Excludes data collected as part of compliance monitoring and surveillance processes, except where monitoring data is an input to research activities (as a secondary use to its monitoring compliance use).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • original data • findings and observations. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.24.2	<p>Research – other~</p> <p>Records relating to researching and enquiring into other parks management related research areas, not covered by <u>1.24.1</u>.</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><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
<p>REVOCAION</p> <p><i>The activities associated with managing change to land tenure of Crown forest tenures reserved primarily for, forestry purposes (e.g. State forest, timber reserve, forest reserve, etc.). Excludes conversion of tenure actions associated with other Crown lands that are not reserved primarily for forestry, use (e.g. leasehold lands, etc.).</i></p>		
1.25.1	<p>Land tenure changes</p> <p>Records relating to formalising land changes for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • effecting changes to land tenure of Crown forest tenures reserved primarily for forestry purposes, e.g. <i>State forests, timber reserves, forest reserves</i> • revocations under relevant legislation including the <i>Nature Conservation Act</i>, by revoking in whole or in part, the designation and setting side of particular areas, e.g. <i>protected areas</i> • working with councils to effect changes. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • titles • tenure searches. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<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>		
1.26.1	<p>Stakeholder engagement – significant*</p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the Department's decisions to initiate, develop and operate significant initiatives for the protection of State protected parks, areas and wildlife, including protected areas, marine parks, national parks and recreation areas.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
1.26.2	<p>Stakeholder engagement – other~</p> <p>Records relating to conducting other consultative and engagement processes with external stakeholders not covered by <u>1.26.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	7 years after business action completed.

2. MARINE PARKS AREAS MANAGEMENT

The function of acquiring, declaring, protecting, managing and enhancing marine areas, which have significant values for conserving nature and which come under the stewardship of the organisation. Includes tidal lands and tidal waters under the Marine Parks Act (Qld) and areas, of water and land declared under the Great Barrier Reef Marine Park Act (Commonwealth). Also includes acquisition and extension proposals, gazettal's, zoning plans and plans of, management, capital works, commercial activities, permits, joint Aboriginal and Torres Strait Islander management and tourism.

For other activities covered by this schedule and inclusive of this function, see [Common Activities](#).

Disposal authorisation	Description of records	Retention period & trigger
<p>ACCREDITATION</p> <p><i>The activities associated with granting formal recognition that a person or organisation is certified as competent to carry out specific tasks or provides a certified measurement of an organisation's quality and performance. Accreditation usually has a safety and quality aspect, i.e. organisations are certified as accredited organisations with appropriate quality management measures and procedures to ensure safety risks are managed.</i></p>		
2.1.1	<p><i>Institutes, authorities, instruments, agreements, programs, research</i></p> <p>Records relating to applications for accreditation for marine park related activities. Includes but not limited to:</p> <ul style="list-style-type: none"> • marine park related programs and research • educational and research institutes • educational programs, fishing programs, limited education programs • limited impact research (extractive and non-extractive) • limited research sampling • external instruments (as accredited instruments) • external authorities as authorities for whole or parts of marine parks • agreements for traditional use of marine resources • amendments, suspensions, cancellations, reviews of accreditation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • assessment criteria and checklists • facility plans • information notices and approval conditions 	7 years after accreditation expired, surrendered, cancelled, rejected, withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• periodic accreditation reports.	

3. PARKS MANAGEMENT

The function of managing the national parks, State forests and forests reserves to promote responsible use of protected areas. Includes the issuing of permits for recreational and commercial activities and the management of the parks sustainable use. Also includes those activities that partner with the tourism industry.

For other activities covered by this schedule and inclusive of this function, see [Common Activities](#).

4. PROTECTED AREAS MANAGEMENT

The function of acquiring, declaring, protecting, managing and enhancing areas, which have significant values for conserving nature and which come under the stewardship of the organisation. Includes protected areas under the Nature Conservation Act, recreation areas under the Recreation Areas Management Act, and other lands under the Land Act such as freehold and unallocated State land, leases and other agreements. Also includes acquisition, and extension proposals, gazettal, management plans, capital works, commercial activities, permits, joint Aboriginal and Torres Strait Islander management and tourism.

For other activities covered by this schedule and inclusive of this function, see [Common Activities](#).

5. WILDLIFE CONSERVATION

The function of managing plants and animals in their natural habitats to ensure their conservation and sustainable use covering native, imported and domestic species of protected, threatened, common and pest wildlife. Includes consideration of genetic diversity, undertaking research, management and administration of permits/licences, and development and implementation of management and recovery plans.

For other activities covered by this schedule and inclusive of this function, see [Common Activities](#).

Disposal authorisation	Description of records	Retention period & trigger
AUDIT		
<i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed or legislation and standards, and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits, as well as recommendations for changes in policy and/or procedures as a result of an audit.</i>		
5.1.1	<p>Audit – significant*</p> <p>Records relating to conducting audits of wildlife management facilities, licences, licensees and professions to monitor compliance to legislation and quality management standards, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • audit reports and papers • recommendations and findings. 	Permanent. Transfer to QSA after business action completed.
5.1.2	<p>Audit – other~</p> <p>Records relating to conducting other audits of wildlife management facilities, licences, licensees and professions, to monitor compliance to relevant legislation and quality management standards, where not covered by 5.1.1.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • audit reports and papers • recommendations and findings. 	7 years after business action completed.

LEGACY RECORDS

This section covers legacy records of the Recreation Areas Management Authority, Boards and Fund from 1988.

Disposal authorisation	Description of records	Date range	Retention period & trigger
<p>Recreation Areas Management Authority, Boards and Funds established and operated under <i>Recreation Areas Management Act 1988</i>. Fund still in existence under <i>Recreation Areas Management Act 2006</i>. Queensland Recreation Areas Management Board and Authority have been dissolved under <i>Recreation Areas Management Act 2006</i>.</p> <p><i>Note: Recreation Areas Management Fund including previous and future name changes including Queensland Recreation Areas Management Board Fund. Fund established 1988 to present day. Fund still currently managed under Recreation Areas Management Act 2006. Fund records outside scope of this legacy schedule. Please refer to the General Retention and Disposal Schedule for disposal guidance.</i></p>			
6.1	Queensland Recreation Areas Management Authority (dissolved 2006)		
6.1.1	Records relating to the establishment of the Queensland Recreation Areas Management Authority.	1988–2006	Permanent. Transfer to QSA after business action completed.
6.1.2	Records relating to the operations of the Queensland Recreation Areas Management Authority.	1988–2006	Permanent. Transfer to QSA after business action completed.
6.1.3	Records relating to the dissolution of the Queensland Recreation Areas Management Authority.	1988–2006	Permanent. Transfer to QSA after business action completed.
6.2	Queensland Recreation Areas Management Board (dissolved 2006)		
6.2.1	Records relating to the establishment of the Queensland Recreation Areas Management Board.	1988–2006	Permanent. Transfer to QSA after business action completed.
6.2.2	Records relating to the operations of the Queensland Recreation Areas Management Board.	1988–2006	Permanent. Transfer to QSA after business action completed.
6.2.3	Records relating to the dissolution of the Queensland Recreation Areas Management Board.	1988–2006	Permanent. Transfer to QSA after business action completed.

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.