

Veterinary Surgeons Board of Queensland

Retention and Disposal Schedule

Authorised on 29 November 2016

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of core business records created by Veterinary Surgeons Board of Queensland.

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 Veterinary Surgeons Board of Queensland retention and disposal schedule authorises the disposal of records of the regulation of veterinary science in Queensland, including registration of veterinary surgeons and specialists, licensing of premises and conduct of veterinary surgeons created by Veterinary Surgeons Board of Queensland. It applies to records created in any format, unless otherwise specified in the class description.

The Veterinary Surgeons Board of Queensland 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Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

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 [Sentencing](#).

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 records management should be directed in the first instance to your Records Manager. If further information is required, please contact Government Recordkeeping, Queensland State Archives on (07) 3037 6630 or email rkqueries@archives.qld.gov.au.

Approved by State Archivist: Mike Summerell

Date: 29 November 2016

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VETERINARY SCIENCES REGULATION

The function of registering veterinarians, veterinary specialists and premises used for veterinary practice and regulating the provision of veterinary services. Includes determining applications for registration, promoting high standards of professional conduct, providing advice, issuing guidelines, exercising disciplinary powers, investigating complaints and prosecuting offences.

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to agreements, appointment of Veterinary Surgeons Board of Queensland officers and financial management and board management.

Disposal authorisation	Description of records	Retention period & trigger
<p>INSPECTIONS</p> <p><i>The activities associated with the making of 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>		
1574	<p><i>Inspections – significant *</i></p> <p>Records relating to conducting significant inspections of veterinary premises.</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><small>* Refer to Appendix: Definition of Significant Versus Other</small></p>	25 years after business action completed.
1575	<p><i>Inspections – other ~</i></p> <p>Records relating to conducting other inspections of veterinary premises.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • inspection notes. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	
<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. See Inspections 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> <p><i>See Prosecutions for records relating to investigations that lead to prosecutions under relevant legislation.</i></p> <p><i>See Registration for the investigations and prosecutions register.</i></p>		
1576	<p><i>Investigations – significant *</i></p> <p>Records relating to investigating significant events 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 • show cause notices • submissions • decision notices. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent. Transfer to QSA after business action completed.
1577	<p><i>Investigations – other ~</i></p> <p>Records relating to investigating other offences under relevant legislation not covered under 1576.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants • show cause notices 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • submissions • decision notices. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	
<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. Also includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
<p>1578</p>	<p>Granted licences and permits</p> <p>Records relating to approving and issuing veterinary-related licences, including, but not limited to:</p> <ul style="list-style-type: none"> • veterinary surgeons and specialists • specialist veterinary research or teaching registrations • provisional veterinary surgeons • limited period veterinary surgeons • premises used for veterinary practice. <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals. <p>See <u>Investigations</u> for records relating to show cause notices sent to licensees.</p> <p>See <u>Registration</u> for the licence holder register.</p> <p>See the <u>General retention and disposal schedule (GRDS)</u> for records relating to business registration.</p>	<p>7 years after licence expires.</p>
<p>1579</p>	<p>Unsuccessful and withdrawn applications</p>	<p>2 years after licence/permit</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to unsuccessful, refused and withdrawn applications for veterinary-related licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments and information notices. 	<p>refused or withdrawn.</p>
<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 case appeals of prosecuted matters.</i></p> <p>See Investigations for records relating to the investigating of offences that lead to prosecution.</p> <p>See Registration for the investigations and prosecutions register.</p>		
<p>1580</p>	<p>Prosecution – significant *</p> <p>Records relating to prosecuting significant offences under legislation including but not limited to <i>Veterinary Surgeons Act 1936, Animal Care and Protection Act 2001, Land Protection (Pest and Stock Route Management) Act 2002, Health (Drugs and Poisons) Regulation 1996, Radiation Safety Act 1999 or Chemical Usage (Agricultural and Veterinary) Control Act 1988.</i></p> <p>Includes 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><small>*Refer to Appendix: Definition of Significant Versus Other</small></p>	<p>Permanent. Transfer to QSA after business action completed.</p>
<p>1581</p>	<p>Prosecution – other ~</p> <p>Records relating to prosecuting other offences under legislation including but not limited to <i>Veterinary Surgeons Act 1936, Animal Care and Protection Act 2001, Land Protection (Pest and Stock Route Management) Act 2002, Health (Drugs and Poisons) Regulation 1996, Radiation Safety Act 1999 or Chemical Usage (Agricultural and Veterinary) Control Act 1988.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes 	<p>12 years after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • evidence exhibits • court transcripts. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	
<p>REGISTRATION <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.</i></p>		
<p>1582</p>	<p><i>Licence holder registers</i> Records relating to registering veterinary-related licensees and sub-licensees under relevant legislation. Includes licences for, but not limited to:</p> <ul style="list-style-type: none"> • veterinary surgeons and specialists • specialist veterinary research or teaching registrations • provisional veterinary surgeons • limited period veterinary surgeons • premises used for veterinary practice. <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>See <i>Investigations</i> for records relating to show cause notices that are issued. See <i>Licensing</i> for records relating to approval and granting of veterinary licences.</p>	<p>Permanent. Transfer to QSA after business action completed.</p>
<p>1583</p>	<p><i>Investigations and prosecutions registers</i> Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	<p>25 years after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p>See <i><u>Investigations</u></i> 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.</p> <p>See <i><u>Prosecution</u></i> for records relating to the offences prosecuted under the relevant legislation.</p>	

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

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

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

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

~ Other

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

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

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

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