



Responsible Public Authorities: Government Owned Corporations involved in the Energy Sector

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Scope of Retention and Disposal Schedule

Core business records of Government Owned Corporations (including their subsidiaries and predecessors) involved in the Energy Sector, specifically:

- C S Energy Limited
- Energex Limited (including Energex Retail Pty Ltd)
- Ergon Energy Corporation Limited (including Ergon Energy Pty Ltd)
- Queensland Electricity Transmission Corporation Limited (T/A Powerlink Queensland)
- Queensland Power Trading Corporation (T/A Enertrade)
- Stanwell Corporation Limited
- Tarong Energy Corporation Limited

Excludes the core business records of the Department of Energy.

This Schedule covers the functions of electricity generation and transmission, operation of gas pipelines, electricity and gas distribution and retailing, and energy trading. Also covers compliance with the *Renewable Energy (Electricity) Act 2000 (Commonwealth)* and the *Government Owned Corporations Act 1993* and the administration of the community ambulance cover levy.

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

Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this Schedule are revoked. The agency responsible should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 97/0072 Issued to Queensland Transmission and Supply Corporation – 2 June 1997
- QDAN 97/0079 Issued to Queensland Transmission and Supply Corporation – 2 July 1997
- QDAN 97/0086 Issued to Queensland Transmission and Supply Corporation – 8 July 1997
- QDAN 97/0094 Issued to North Queensland Electricity Corporation (NORQEB) – 18 July 1997
- QDAN 97/0121 Issued to Far North Queensland Electricity Board – 22 August 1997
- QDAN 97/0124 Issued to Queensland Transitional Power Trading Corporation – 2 September 1997
- QDAN 97/0125 Issued to Queensland Transitional Power Trading Corporation – 2 September 1997
- QDAN 97/0146 Issued to Queensland Transitional Power Trading Corporation – 9 October 1997
- QDAN 97/0149 Issued to Queensland Transitional Power Trading Corporation – 9 October 1997
- QDAN 97/0150 Issued to Queensland Transitional Power Trading Corporation – 9 October 1997
- QDAN 97/0173 Issued to North Queensland Electricity Corporation (NORQEB) – 15 December 1997
- QDAN 98/0008 Issued to Powerlink Queensland – 27 February 1998
- QDAN 98/0015 Issued to Energex – 27 February 1998
- QDAN 251 Version 2 Issued to North Queensland Electricity Corporation (NORQEB) – 10 November 1998
- QDAN 251 Version 3 Issued to North Queensland Electricity Corporation (NORQEB) – 14 August 2000
- QDAN 511 Version 1 Issued to Austa Energy Corporation Limited – 8 September 2000

Disposal

All of the retention periods in this approved Schedule are the minimum periods for which the records must be retained. Also, any record class may be required to be retained longer if subject to the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State; or
- (ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation; or
- (iii) pursuant to the *Evidence Act 1977*; or
- (iv) for any other purpose required by law.

This list is not exhaustive.

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

Records which are subject to a freedom of information application are to be retained for a period greater than the time specified to ensure that all avenues for appeals for review under the legislation are exhausted, even though the records may be due for destruction according to this Schedule at the time of the application. See *General Retention and Disposal Schedule for Administrative Records*.

Any transfer of the ownership of public records to a private entity or entities (apart from a commercial storage supplier) is considered a disposal action under the *Public Records Act 2002* and requires the approval of the State Archivist.

If in doubt about the legality or probity of the disposal of any document which may fall within these categories you should obtain legal advice.

Permanent Records

Records of permanent status are not to be transferred automatically to Queensland State Archives. Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer and a comprehensive list. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

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1. ASSET MANAGEMENT

Scope Note: *Records relating to the management of assets used in the generation and transmission of electricity and the distribution of all forms of energy including electricity and gas.*

See General Retention and Disposal Schedule for Administrative Records for records relating to the management of assets used for administrative purposes.

Reference	Description of Records	Status	Disposal Action
1.1	Acquisition <i>Acquisition of pre-existing buildings and structure including entire facilities.</i>		
1.1.1	<i>Buildings, Structures & Equipment – Historical Significance</i> Records relating to the acquisition of buildings, structures and equipment used for the generation, transmission and distribution of energy which are of historical significance. Includes assets: <ul style="list-style-type: none"> • listed on the Heritage Register under the <i>Queensland Heritage Act 1992</i>; • listed on local government heritage registers; • listed by the National Trust or the Australian Heritage Commission; • subject to greater than normal controversy; • that received architectural or design awards. 	Permanent	Retain permanently.
1.1.2	<i>Buildings & Structures – Other</i> Records relating to the acquisition of buildings and structures used for the generation, transmission and distribution of energy, excluding those described in Reference Number 1.1.1. Includes the acquisition of entire power stations (eg CS Energy’s acquisition of Mica Creek).	Temporary	Retain for 7 years after the disposal of building or structure.

Reference	Description of Records	Status	Disposal Action
1.1.3	<p>Land</p> <p>Records relating to acquisition of land for the generation, transmission and distribution of energy and related purposes.</p> <p>Includes land for power station and substation sites; easements for transmission lines, rail corridors; and pipelines, etc, for the management of waste products and the supply of fuel.</p> <p>Includes negotiations.</p>	Temporary	Retain for 7 years after the disposal of the land.
1.2	Agreements		
1.2.1	<p>Private Land Agreements</p> <p>Agreements with private land owners for easements and wayleaves relating to infrastructure which cross their property such as overhead and underground cabling and pipelines.</p> <p>Includes Indigenous Land Use Agreements (ILUAs) and related records including legal advice and minutes of body corporates created under the ILUA.</p> <p>Includes correspondence relating to access arrangements.</p>	Temporary	Retain for 7 years after the expiry of the agreement.
1.3	<p>Design, Construction and Commissioning</p> <p><i>Records relating to the design, construction and commission (including decommission) of specifically designed and/or purpose built buildings, structures and plant used in the generation, transmission or distribution of electricity and gas.</i></p> <p><i>Includes (but is not limited to):</i></p> <ul style="list-style-type: none"> • <i>Master set of technical/engineering specifications;</i> • <i>As-constructed plans;</i> • <i>Equipment manuals.</i> 		



Reference	Description of Records	Status	Disposal Action
1.3.1	<p>Buildings, Structures & Plant – Historical Significance</p> <p>Records relating to the design, construction and commissioning of buildings, structures and plant used for the generation, transmission and distribution of energy which are of historical significance.</p> <p>Includes assets:</p> <ul style="list-style-type: none">• listed on the Heritage Register under the <i>Queensland Heritage Act 1992</i>;• listed on local government heritage registers;• listed by the National Trust or the Australian Heritage Commission;• subject to greater than normal controversy;• that received architectural or design awards.	Permanent	Retain permanently.
1.3.2	<p>Assets Affected by Hazardous and Toxic Materials</p> <p>Records relating to the design, construction and commissioning of assets affected by hazardous and toxic materials which have an enduring impact on the surrounding environment.</p> <p>Includes (but not limited to):</p> <ul style="list-style-type: none">• ash and tailing dams / containment areas;• sludge ponds.	Permanent	Retain permanently.
1.3.3	<p>Buildings, Structures & Plant – Electricity Generation</p> <p>Records relating to the design, construction and commissioning of specifically designed and/or purpose built buildings, structures and plant used for the generation of electricity, excluding those described in Reference Numbers 1.3.1 and 1.3.2.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none">• Fuel Handling Systems – including coal bunkers, coal pulverisers, soot blowers, gas reticulation systems, feeders and conveyors;	Temporary	Retain for 7 years after the disposal of building, structure or plant.



Reference	Description of Records	Status	Disposal Action
	<ul style="list-style-type: none">• Boiler Systems – including their firing systems;• Hydro Systems – including intake structures, inlet valves, debris removal systems, trash racks, inclined bar screens, raking gear, silt/ sand traps, headrace tunnels, surge tanks, butterfly valves, inclined pressure tunnels and tailrace tunnels;• Turbines and Generators – including turbine houses, bypass systems, generator units, cooling systems, circuit breakers and phase isolated busbars.• Wind Turbines – including towers, rotors, hubs, blades, direction control systems, anemometers, wind vanes, yaw motors and drive systems, gearboxes, high and low speed shafts, nacelle, turbine protection systems, brakes and electronic controller systems.• Transformers, Switchyards and Switchgear – including auxiliary transformers.• Water Condensing Systems – including water condensers, circulating water pumps and cooling towers.• Ash and Dust Collection and Removal Systems – including flue gas cleaning systems, chimneys and ash and dust removal systems. Excludes ash dams.• Power Station Control Systems and Auxiliary Plant – including demineralisation and pre-treatment plants, condensate polishing plants, hydrogen plants, chemical dosing plants, cooling water dosing plants, unit cycle chemical instrumentation, diesel generators and power station air conditioning, compressed air, lighting, power and ventilation systems.		



Reference	Description of Records	Status	Disposal Action
1.3.4	<p><i>Buildings, Structures & Plant – Electricity Transmission & Distribution</i></p> <p>Records relating to the design, construction and commissioning of specifically designed and/or purpose built buildings, structures and plant used for the transmission and distribution of electricity, excluding those described in Reference Numbers 1.3.1 and 1.3.2.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none">• Transmission towers;• Cables and insulation devices;• Substations;• Transformers;• Transmission and distribution control systems.	Temporary	Retain for 7 years after disposal of building, structure or plant.
1.3.5	<p><i>Buildings, Structures & Plant – Gas Distribution</i></p> <p>Records relating to the design, construction and commissioning of specifically designed and/or purpose built buildings, structures and plant used for the distribution of gas, excluding those described in Reference Numbers 1.3.1 and 1.3.2.</p> <p>Includes:</p> <ul style="list-style-type: none">• Gas pipelines.	Temporary	Retain for 7 years after disposal of building, structure or plant.

Reference	Description of Records	Status	Disposal Action
1.4	<p>Disposal <i>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used in the generation, transmission or distribution of electricity and gas.</i></p>		
1.4.1	<p><i>Buildings, Structures & Plant – Historical Significance</i> Records relating to the disposal of buildings, structures and plant used for the generation, transmission and distribution of energy which are of historical significance. Includes assets:</p> <ul style="list-style-type: none"> • listed on the Heritage Register under the <i>Queensland Heritage Act 1992</i>; • listed on local government heritage registers; • listed by the National Trust or the Australian Heritage Commission; • subject to greater than normal controversy; • that received architectural or design awards. 	Permanent	Retain permanently.
1.4.2	<p><i>Assets Affected by Hazardous and Toxic Materials</i> Records relating to the disposal of assets affected by hazardous and toxic materials which have an enduring impact on the surrounding environment. Includes (but not limited to):</p> <ul style="list-style-type: none"> • ash and tailing dams / containment areas; • sludge ponds. 	Permanent	Retain permanently.

Reference	Description of Records	Status	Disposal Action
1.4.3	<p><i>Buildings, Structures & Plant – Electricity Generation</i></p> <p>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used for the generation of electricity, excluding those described in Reference Numbers 1.4.1 and 1.4.2.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none"> • Fuel Handling Systems – including coal bunkers, coal pulverisers, soot blowers, gas reticulation systems, feeders and conveyors; • Boiler Systems – including their firing systems; • Hydro Systems – including intake structures, inlet values, debris removal systems, trash racks, inclined bar screens, raking gear, silt/ sand traps, headrace tunnels, surge tanks, butterfly valves, inclined pressure tunnels and tailrace tunnels; • Turbines and Generators – including turbine houses, bypass systems, generator units, cooling systems, circuit breakers and phase isolated busbars. • Wind Turbines – including towers, rotors, hubs, blades, direction control systems, anemometers, wind vanes, yaw motors and drive systems, gearboxes, high and low speed shafts, nacelle, turbine protection systems, brakes and electronic controller systems. • Transformers, Switchyards and Switchgear – including auxiliary transformers. • Water Condensing Systems – including water condensers, circulating water pumps and cooling towers. • Ash and Dust Collection and Removal Systems – including flue gas cleaning systems, chimneys and ash and dust removal systems. Excludes ash dams. • Power Station Control Systems and Auxiliary Plant – including demineralisation and pre-treatment plants, condensate polishing plants, hydrogen plants, chemical dosing plants, cooling water dosing plants, unit cycle chemical instrumentation, diesel 	Temporary	Retain for 7 years after the disposal of building, structure or plant.



Reference	Description of Records	Status	Disposal Action
	generators and power station air conditioning, compressed air, lighting, power and ventilation systems.		
1.4.4	<p><i>Buildings, Structures & Plant – Electricity Transmission & Distribution</i></p> <p>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used for the transmission and distribution of electricity, excluding those described in Reference Numbers 1.4.1 and 1.4.2.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none">• Transmission towers;• Cables and insulation devices;• Substations;• Transformers;• Transmission and distribution control systems.	Temporary	Retain for 7 years after disposal of building, structure or plant.
1.4.5	<p><i>Buildings, Structures & Plant – Gas Distribution</i></p> <p>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used for the distribution of gas, excluding those described in Reference Numbers 1.4.1 and 1.4.2.</p> <p>Includes:</p> <ul style="list-style-type: none">• Gas pipelines.	Temporary	Retain for 7 years after disposal of building, structure or plant.

Reference	Description of Records	Status	Disposal Action
1.5	<p>Maintenance</p> <p><i>Records relating to the maintenance of specifically designed and/or purpose built buildings, structures and plant used in the generation, transmission or distribution of electricity and gas.</i></p> <p><i>Maintenance includes planned and unplanned outages and general maintenance.</i></p> <p><i>Maintenance records include (but not limited to):</i></p> <ul style="list-style-type: none"> • <i>inspection records;</i> • <i>return to service reports authorising that plant is fit for return to service after maintenance has been performed;</i> • <i>plant reports documenting the status of plant, condition assessments and investigations into plant failures;</i> • <i>outage reports;</i> • <i>plant isolation reports;</i> • <i>electrical sheets.</i> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the use, presence, neutralisation and removal of asbestos.</i></p>		
1.5.1	<p><i>Buildings, Structures & Plant – Historical Significance</i></p> <p><i>Records relating to the conservation of buildings, structures and plant used for the generation, transmission and distribution of energy which are of historical significance.</i></p> <p><i>Includes assets:</i></p> <ul style="list-style-type: none"> • <i>listed on the Heritage Register under the Queensland Heritage Act 1992;</i> • <i>listed on local government heritage registers;</i> • <i>listed by the National Trust or the Australian Heritage Commission;</i> • <i>subject to greater than normal controversy;</i> • <i>that received architectural or design awards.</i> 	Permanent	Retain permanently.

Reference	Description of Records	Status	Disposal Action
1.5.2	<p><i>Assets Affected by Hazardous and Toxic Materials</i></p> <p>Records relating to the maintenance of assets affected by hazardous and toxic materials which have an enduring impact on the surrounding environment.</p> <p>Includes (but not limited to):</p> <ul style="list-style-type: none"> • ash and tailing dams / containment areas; • sludge ponds. <p>Includes rehabilitation plans.</p>	Permanent	Retain permanently.
1.5.3	<p><i>Assets Affected by Hazardous and Toxic Materials – Operational Rehabilitation Records</i></p> <p>Operational records relating to the rehabilitation of assets affected by hazardous and toxic materials which have an enduring impact on the surrounding environment.</p>	Temporary	Retain for 3 years after last action.
1.5.4	<p><i>Buildings, Structures & Plant – Electricity Generation</i></p> <p>Records relating to the maintenance of specifically designed and/or purpose built buildings, structures and plant used for the generation of electricity, excluding those described in Reference Numbers 1.5.1, 1.5.2 and 1.5.3.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none"> • Fuel Handling Systems – including coal bunkers, coal pulverisers, soot blowers, gas reticulation systems, feeders and conveyors; • Boiler Systems – including their firing systems; • Hydro Systems – including intake structures, inlet values, debris removal systems, trash racks, inclined bar screens, raking gear, silt/ sand traps, headrace tunnels, surge tanks, butterfly valves, inclined pressure tunnels and tailrace tunnels; • Turbines and Generators – including turbine houses, bypass systems, generator units, cooling systems, circuit breakers and phase isolated busbars. 	Temporary	Retain for 7 years after the disposal of building, structure or plant.

Reference	Description of Records	Status	Disposal Action
	<ul style="list-style-type: none"> • Wind Turbines – including towers, rotors, hubs, blades, direction control systems, anemometers, wind vanes, yaw motors and drive systems, gearboxes, high and low speed shafts, nacelle, turbine protection systems, brakes and electronic controller systems. • Transformers, Switchyards and Switchgear – including auxiliary transformers. • Water Condensing Systems – including water condensers, circulating water pumps and cooling towers. • Ash and Dust Collection and Removal Systems – including flue gas cleaning systems, chimneys and ash and dust removal systems. Excludes ash dams. • Power Station Control Systems and Auxiliary Plant – including demineralisation and pre-treatment plants, condensate polishing plants, hydrogen plants, chemical dosing plants, cooling water dosing plants, unit cycle chemical instrumentation, diesel generators and power station air conditioning, compressed air, lighting, power and ventilation systems. 		
1.5.5	<p><i>Buildings, Structures & Plant – Electricity Transmission & Distribution</i></p> <p>Records relating to the maintenance of specifically designed and/or purpose built buildings, structures and plant used for the transmission and distribution of electricity, excluding those described in Reference Numbers 1.5.1, 1.5.2 and 1.5.3.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Transmission towers; • Cables and insulation devices; • Substations; • Transformers; • Transmission and distribution control systems. 	Temporary	Retain for 7 years after disposal of building, structure or plant.

Reference	Description of Records	Status	Disposal Action
1.5.6	Power Poles, Street lighting & Metering Equipment – Maintenance Records relating to the maintenance of power poles, street lighting and metering equipment.	Temporary	Retain for 3 years after last action.
1.5.7	Power Poles & Street Lighting – Inspections Records relating to the inspection of power poles and street lighting.	Temporary	Retain until after next inspection.
1.5.8	Buildings, Structures & Plant – Gas Distribution Records relating to the maintenance of specifically designed and/or purpose built buildings, structures and plant used for the distribution of gas, excluding those described in Reference Numbers 1.5.1, 1.5.2 and 1.5.3. Includes: <ul style="list-style-type: none"> Gas pipelines. 	Temporary	Retain for 7 years after disposal of building, structure or plant.
1.5.9	Vegetation Management – Chemical Usage Records relating to the use of chemicals or herbicides in the clearing and maintaining of easements for transmission and distribution lines.	Temporary	Retain for 10 years after last action.
1.5.10	Service/Work Orders Service/work orders (including switching sheets) relating to minor works on distribution assets.	Temporary	Retain for 3 years after last action.
1.5.11	Permits to Work Permits to work documenting technical staff's authority to undertake particular work on particular types of assets.	Temporary	Retain for 5 years after expiry of permit to work.

Reference	Description of Records	Status	Disposal Action
1.6	Planning		
1.6.1	<p><i>Asset Feasibility Studies – Environmental / Geological / Archaeological</i></p> <p>Feasibility studies which document the environmental, geological or archaeological impacts of proposed assets such as power stations, transmission lines, gas pipelines, etc regardless if the projects are proceeded with or not.</p> <p>Includes environmental impact studies, geological investigation reports, archaeological reports, etc.</p>	Permanent	Retain permanently.
1.6.2	<p><i>Asset Feasibility Studies – Proceeded</i></p> <p>Feasibility studies conducted into proposed assets such as power stations, transmission lines, gas pipelines, etc which are proceeded with.</p> <p>Includes preliminary project/feasibility studies, socio economic impact assessments, site investigation reports, technical evaluations, value engineering studies, infrastructure assessments, etc.</p>	Temporary	Retain for 7 years after disposal of asset.
1.6.3	<p><i>Asset Feasibility Studies – Not Proceeded</i></p> <p>Feasibility studies conducted into proposed assets such as power stations, transmission lines, gas pipelines, etc which are not proceeded with.</p> <p>Includes preliminary project/feasibility studies, socio economic impact assessments, site investigation reports, technical evaluations, value engineering studies, infrastructure assessments, etc.</p>	Temporary	Retain for 25 years after last action.

Reference	Description of Records	Status	Disposal Action
1.7	Registration		
1.7.1	<p><i>Intellectual Property – Trade Marks</i></p> <p>Records relating to the registration of trade marks in accordance with the <i>Trade Marks Act 1995 (Commonwealth)</i>.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other records relating to intellectual property.</i></p>	Temporary	Retain for 7 years after cessation of registration.
1.7.2	<p><i>Plant Registration – Workplace Health and Safety Regulation 1997</i></p> <p>Records relating to the registration of plant such as cooling towers in accordance with s.11 <i>Workplace Health and Safety Regulation 1997</i>.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other records relating to workplace health and safety.</i></p>	Temporary	Retain for 7 years after cessation of registration.

2. ELECTRICITY GENERATION

Scope Note: *This section includes all records relating to the generation of electricity, including the supply of fuel. Includes electricity generated from traditional fossil fuels such as coal and gas at large power stations such as Swanbank, Callide, Tarong and Stanwell and electricity from renewable energy sources such as solar, wind, hydro, etc.*

See ASSET MANAGEMENT for records relating to the assets used in electricity generation.

See ENERGY TRADING for records relating to the sale of electricity generation output.

Reference	Description of Records	Status	Disposal Action
2.1	Acquisition		
2.1.1	Fuel Records related to the acquisition of fuel for the generation of electricity. <i>See 2.2.1 for agreements for the supply of fuel.</i>	Temporary	Retain for 5 years after last action.
2.2	Agreements <i>See ENERGY TRADING for agreements relating to the sale of electricity.</i>		
2.2.1	Fuel and Other Substances Agreements for the supply of fuel (eg., coal, natural gas, etc) and other substances (eg., water for cooling towers) used in the generation of electricity. Includes records relating to negotiations of agreements for the supply of fuel and other substances and quality testing of fuel (eg. coal).	Temporary	Retain for 7 years after expiry of agreement.
2.2.2	Connection Agreements Connection agreements with Network Service Providers (eg. Powerlink) and customers for the connection of the generating unit to the transmission grid or direct to the customer. Includes records related to the development and negotiation of connection agreements. <i>See 3.1.1 for Network Service Providers' connection agreement records.</i>	Temporary	Retain for 7 years after expiry of agreement.

Reference	Description of Records	Status	Disposal Action
2.2.3	Joint Venture Agreements Agreements involving Government Owned Corporations in joint ventures relating to the generation of electricity such as the Tarong North Power Station.	Permanent	Retain permanently.
2.2.4	Joint Venture Service Level Agreements Record relating to service level agreements between Government Owned Corporations and joint venture partners relating to power station operations.	Temporary	Retain for 7 years after expiry of agreement.
2.3	Authorisation		
2.3.1	Generation Authorities and Special Approvals – Electricity Act 1994 Records relating to generation authorities (s.26) and special approvals (s.58) issued under the <i>Electricity Act 1994</i> , including applications and amendments.	Temporary	Retain for 7 years after expiry, surrender or transfer of the authority.
2.4	Environmental Monitoring		
2.4.1	Air and Water – Reports / Studies / Consolidated Data Records relating to the monitoring of air-born emissions and the effects of power station operations and discharges on nearby waterways such as rivers, creeks and estuaries. Includes reports of incidents, consolidated monitoring data and studies of water quality, pollution, temperature, etc.	Permanent	Retain permanently.
2.4.2	Air and Water – Operational Records Operational records relating to the monitoring of air-born emissions and the effects of power station operations and discharges on nearby waterways such as rivers, creeks and estuaries where the data has been consolidated into the records described in 2.4.1. Includes daily chimney flue readings, etc.	Temporary	Retain for 10 years after last action.
2.4.3	Noise Records relating to the monitoring of noise emissions from power stations and associated facilities.	Temporary	Retain for 10 years after last action.

Reference	Description of Records	Status	Disposal Action
2.5	Operations		
2.5.1	Operator Log Books Daily power station operator log books.	Temporary	Retain for 7 years after last action.
2.6	Reporting		
2.6.1	Electricity Generation Forecasts Annual short term and long-term electricity generation forecasts supplied to the transmission network service provider in accordance with clause 5.6.1 of the <i>National Electricity Code</i> .	Temporary	Retain for 2 years after last action.
2.6.2	Greenhouse Gas Emissions Annual reporting of emissions of greenhouse gases to the Australian Greenhouse Office.	Temporary	Retain for 7 years after last action.
2.7	Research		
2.7.1	Original Unpublished Research – Summary/Final Reports and Evaluations Records of original unpublished research performed by the agency into the generation of electricity including use of alternative fuel sources and the uses of by-products/ waste from the electricity generation process, for example, recycling pot ash into building materials. Includes summary/ final reports and evaluations.	Permanent	Retain permanently.
2.7.2	Original Research – Other Records Other records relating to original research (published and unpublished) performed by the agency into the generation of electricity and the uses of by-products/waste from the electricity generation process, including pilot project plans and briefs, interim reports, etc. <i>See General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for publications.</i>	Temporary	Retain for 25 years after last action.
2.7.3	Published Research Copies of published research papers relating to electricity generation and the recycling by-products.	Temporary	Retain until reference ceases.

3. ELECTRICITY TRANSMISSION

Scope Note: *This section includes all records relating to the function of transmission of electricity from generators to customers of high voltage electricity (eg., distributors and large customers directly connected to the transmission grid eg., smelters, etc.).*

See ASSET MANAGEMENT for records relating to the assets used in electricity transmission.

Reference	Description of Records	Status	Disposal Action
3.1	Agreements		
3.1.1	Connection Agreements Agreements between transmission entities and generators, distribution entities and other customers for the connection to the transmission grid. Includes records relating to negotiations of connection agreements.	Temporary	Retain for 7 years after expiry of agreement.
3.1.2	Joint Venture Agreements Agreements involving Government Owned Corporations in joint ventures relating to the transmission of electricity such as Powerlink Queensland's involvement in South Australia's ElectraNet SA consortium.	Permanent	Retain permanently.
3.2	Authorisation		
3.2.1	Transmission Authorities and Special Approvals – Electricity Act 1994 Records relating to transmission authorities (s.30) and special approvals (s.58) issued under the <i>Electricity Act 1994</i> , including applications and amendments.	Temporary	Retain for 7 years after expiry, surrender or transfer of authority.
3.2.2	Economic Regulation Records relating to the economic regulation of transmission authorities by the Australian Competition and Consumer Commission (ACCC) and the Australian Energy Regulator (AER)	Temporary	Retain for 7 years after last action.

Reference	Description of Records	Status	Disposal Action
3.3	Environmental Monitoring		
3.3.1	<i>Sulphur Hexafluoride Gas Emissions</i> Records relating to the monitoring of emissions of sulphur hexafluoride gas (SF6) from high voltage insulation. Includes the SF6 gas inventory.	Temporary	Retain for 7 years after last action.
3.4	Planning		
3.4.1	<i>Electricity Generation and Load Forecasts</i> Annual short term and long term electricity generation and load forecasts received by transmission entities in accordance with clause 5.6.1 of the <i>National Electricity Code</i> .	Temporary	Retain for 7 years after last action.
3.4.2	<i>Planning Reviews with Distributors</i> Records relating to annual planning reviews with distribution network service providers (such as Energex and Ergon Energy) in accordance with clause 5.6.2 of the <i>National Electricity Code</i> . Includes the investigation of alternatives for addressing deficiencies identified in annual planning reviews.	Temporary	Retain for 10 years after publication of annual planning report.
3.5	Reporting		
3.5.1	<i>Greenhouse Gas Emissions</i> Annual reporting of emissions of greenhouse gases including sulphur hexafluoride to the Australian Greenhouse Office.	Temporary	Retain for 7 years after last action.

Reference	Description of Records	Status	Disposal Action
3.6	Research		
3.6.1	<p><i>Original Unpublished Research – Summary/Final Reports and Evaluations</i></p> <p>Records of original unpublished research performed by the agency into the transmission of electricity, including electric and magnetic fields associated with high voltage transmission lines.</p> <p>Includes summary/ final reports and evaluations.</p>	Permanent	Retain permanently.
3.6.2	<p><i>Original Research – Other Records</i></p> <p>Other records relating to original research (published and unpublished) performed by the agency into the transmission of electricity, including pilot project plans and briefs interim reports, etc.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for publications.</i></p>	Temporary	Retain for 25 years after last action.
3.6.3	<p><i>Published Research</i></p> <p>Copies of published research papers relating to electricity transmission and electric and magnetic fields.</p>	Temporary	Retain until reference ceases.
3.7	Testing		
3.7.1	<p><i>Transformer Testing</i></p> <p>Records relating to laboratory testing of transformers including oil tests, insulation checks, transformer life-span assessments.</p>	Temporary	Retain for 7 years after last action.
3.7.2	<p><i>Forensic Analysis</i></p> <p>Records relating to forensic analysis of plant insulation failures.</p>	Temporary	Retain for 7 years after last action.

4. ENERGY DISTRIBUTION

Scope Note: *This section includes all records relating to the distribution or reticulation of both electricity and gas taken from the transmission system and delivered to the end user customer.*

See ASSET MANAGEMENT for records relating to the assets used in the distribution of electricity and gas.

See ENERGY TRADING for the wholesale purchase of electricity and gas.

See ENERGY RETAILING for the sale of electricity and gas to end user customers connected to the distribution systems.

Reference	Description of Records	Status	Disposal Action
4.1	Agreements		
4.1.1	Substations Agreements between distribution entities and customers who have substations installed on their premises for the supply of electricity to other customers in accordance with s.57 <i>Electricity Regulation 1994</i> or in accordance with s.173 of the repealed <i>Electricity Act 1976</i> .	Temporary	Retain for 7 years after expiry of agreement.
4.1.2	Third Party Access – Gas Access Arrangement agreements for third party access to gas distribution systems made under the <i>Gas Pipelines Access (Queensland) Act 1998</i> . Includes approval by the Queensland Competition Authority.	Temporary	Retain for 7 years after expiry of agreement.
4.1.3	Third Party Access – Non-Energy Agreements with non-energy service providers such as telephone and cable television companies for their utilisation of overhead power pole infrastructure.	Temporary	Retain for 7 years after expiry of agreement.

Reference	Description of Records	Status	Disposal Action
4.2	Authorisation		
4.2.1	<i>Electricity Distribution Authorities and Special Approvals</i> Records relating to distribution authorities (s.38) and special approvals (s.58) issued in accordance with the <i>Electricity Act 1994</i> . Includes applications and amendments.	Temporary	Retain for 7 years after expiry, surrender or transfer of authority.
4.2.2	<i>Gas Distribution Authorities</i> Records relating to point-to-point (s.23(1)), area (s.23(2)) and greenfield (s.23(5)) distribution authorities issued in accordance with the <i>Gas Supply Act 2003</i> . Includes applications, decision notices, acceptance notices, renewals and amendments.	Temporary	Retain for 7 years after expiry, surrender or cancellation of authority.
4.3	Inspection		
4.3.1	<i>Customer Installations</i> Records related to the inspection by electricity distributors of customer's electrical installations.	Temporary	Retain for 5 years after last action.
4.4	Monitoring		
4.4.1	Records relating to the routine monitoring of the performance of powerlines and gas pipelines.	Temporary	Retain until administrative use ceases.
4.5	Planning		
4.5.1	<i>Planning Reviews</i> Annual planning reviews conducted by transmission entities with electricity distributors in accordance with clause 5.6.2 of the <i>National Electricity Code</i> .	Temporary	Retain until superseded.

Reference	Description of Records	Status	Disposal Action
4.5.2	Joint Planning Records related to joint planning with transmission entities for augmentation, or the provision of non-network alternatives, to address deficiencies identified in annual planning reviews.	Temporary	Retain for 10 years after last action.
4.5.3	Contingency Supply Plans Gas distributors' contingency supply plan made in accordance with s.237 <i>Gas Supply Act 2003</i> .	Temporary	Retain until superseded.
4.6	Premise Connection Services		
4.6.1	Premise Connections Records relating to the connection of premises to electricity and gas distribution networks including premise address, current meter details and position, date of connection, etc.	Temporary	Retain until the premise is physically disconnected from the distribution network.
4.6.2	Service Orders Service orders relating to premise connections including initial connections, disconnections, reconnections, special readings and alterations and amendments. <i>See 1.5.10 for service orders relating to assets.</i>	Temporary	Retain for 3 years after last action.
4.6.3	Delivery Point Registry Delivery Point Registry for gas distributors in accordance with clause 5.1 <i>Gas Retail Market Business Rules</i> .	Temporary	Retain until superseded.
4.7	Reporting		
4.7.1	Load Forecasts Annual short term and long term electricity load forecast reports supplied to transmission entities in accordance with clause 5.6.1 of the <i>National Electricity Code</i> .	Temporary	Retain for 2 years after last action.



Reference	Description of Records	Status	Disposal Action
4.7.2	Ring-Fencing Guidelines – Compliance and Breaches Records relating to the reporting of compliance and breaches by electricity distributors to the Queensland Competition Authority in accordance with s.6.15 and s.6.20 of the <i>Electricity Distribution: Ring-Fencing Guidelines September 2000</i> .	Temporary	Retain for 7 years after last action.
4.8	Testing		
4.8.1	Meter Accuracy Records relating to the testing of the accuracy of distribution entity's electricity and gas meters installed on customers' premises. Includes requests from retail entities on behalf of customers, correspondence between the customer, retail entity and the distribution entity regarding the test and the test results. Includes testing in accordance with s.45 <i>Electricity Regulation 1994</i> .	Temporary	Retain for 3 years after last action.
4.8.2	Meter Testing Instruments Records relating to the testing of instruments used for testing of electricity and gas meters. Includes annual instrument testing in accordance with s.53 <i>Electricity Regulation 1994</i> .	Temporary	Retain for 2 years after test date.
4.8.3	Appliance Testing Records relating to the testing of appliances in order for manufacturers to obtain approval for the appliance in accordance with s.101 <i>Electrical Safety Regulations 2002</i> .	Temporary	Retain for 7 years after test date.

5. ENERGY RETAILING

Scope Note: *This section includes all records relating to the retailing of electricity and gas to consumers, which is effected by Ergon Energy and Energex. Includes records relating to meter reading and billing.*

See LEVY COLLECTION for the administration of the Community Ambulance Cover levy.

Reference	Description of Records	Status	Disposal Action
5.1	Agreements		
5.1.1	Sale Contracts – Franchised/Non-Contestable Customers Master standard sale contract for franchised/non-contestable customers for the supply of electricity or gas.	Temporary	Retain until superseded.
5.1.2	Sale Contracts – Non-Franchised/Contestable Customers Contracts with individual non-franchised/contestable customers for the supply of electricity or gas.	Temporary	Retain for 7 years after expiry of contract.
5.1.3	Purchase Contracts Contracts made between retailers and distributors relating to the purchase of electricity and gas for on-sale to end user customers.	Temporary	Retain for 7 years after expiry of agreement.
5.2	Authorisation		
5.2.1	Electricity Retail Authorities and Special Approvals Records relating to retail authorities (s.47) and special approvals (s.58) issued under the <i>Electricity Act 1994</i> , including applications and amendments	Temporary	Retain for 7 years after expiry, surrender or transfer of authority.
5.2.2	Gas Retail Authorities Records relating to area (s.26(1)), exclusive (s.26(4)) and general (s.26(6)) retail authorities issued in accordance with the <i>Gas Supply Act 2003</i> . Includes applications, decision notices, acceptance notices, renewals and amendments.	Temporary	Retain for 7 years after expiry, surrender or cancellation of authority.



Reference	Description of Records	Status	Disposal Action
5.3	Customer Connection Services		
5.3.1	Customer Records Records relating to electricity and gas retailer's customers. Includes (but is not limited to): <ul style="list-style-type: none">customer's identity and current contact details;products and services provided to the customer;participation in elective programs such as voluntary renewable energy payments (eg., Energex's Earth's Choice program and Ergon Energy's Clean Energy program);community ambulance cover levy exemptions. <i>See the General Retention and Disposal Schedule for Administrative Records for the customer's billing records.</i>	Temporary	Retain for 5 years after ceasing to be a customer.
5.4	Monitoring		
5.4.1	Meter Reading Records relating to the reading of individual customer meters including data from hand held electronic readers and meter reading schedule.	Temporary	Retain until administrative use ceases.

6. ENERGY TRADING

Scope Note: *This section includes all records relating to the trading of electricity on the National Electricity Market. Activities include the bidding of electricity generation capacity by power stations on the National Electricity Market, the purchase of electricity by distribution and retail entities and the trading of electricity through existing power purchase agreements and hedge contracts.*

See RENEWABLE ENERGY COMPLIANCE for the trade of Renewable Energy Certificates.

Reference	Description of Records	Status	Disposal Action
6.1	Agreements		
6.1.1	<p>Power Purchase Agreements</p> <p>Power purchase agreements managed by the Queensland Power Trading Corporation (Enertrade) and entered into before the introduction of the National Electricity Market in 1998 with the following privately owned power stations:</p> <ul style="list-style-type: none"> • Collinsville • Gladstone • Mt Stuart • Oakey • Townsville <p><i>See the General Retention and Disposal Schedule for Administrative Records for other power purchase agreements.</i></p>	Temporary	Retain for 25 years after expiry of agreement.
6.2	<p>Bidding and Dispatch</p> <p><i>The activity of submitting bids and dispatching electricity on the National Electricity Market.</i></p>		
6.2.1	<p>Daily Bids</p> <p>Records of daily bids and re-bids by generators for the sale and supply of electricity on the National Electricity Market.</p>	Temporary	Retain for 1 month after last action.

Reference	Description of Records	Status	Disposal Action
6.2.2	Default Bids Records of default bids submitted by generators to the National Electricity Market.	Temporary	Retain for 1 month after last action.
6.2.3	Dispatch Instructions Records relating to dispatch instructions issued every 5 minutes to the generators by the National Electricity Market Management Company Ltd.	Temporary	Retain for 1 month after last action.
6.4	Market Analysis / Research		
6.4.1	Market Research Records related to research of the National Electricity Market such as electricity consumption trends, other market participants' bid strategies, etc.	Temporary	Retain until reference ceases.
6.5	Registration		
6.5.1	National Electricity Market Registration Records relating to registration with the National Electricity Market Management Company Ltd under the <i>National Electricity Code</i> . Includes registration as a: <ul style="list-style-type: none"> • Generator; • Transmission Network Service Provider; • Distribution Network Service Provider; • Metering Provider; • Market Customer. 	Temporary	Retain for 7 years after expiry or cessation of registration.

7. GOVERNMENT OWNED CORPORATION COMPLIANCE

Scope Note: *This section includes all records relating to the specific compliance requirements for Government Owned Corporations in accordance with the Government Owned Corporation Act 1993 and the Corporations Act 2001 (Commonwealth) which are not covered by the General Retention and Disposal Schedule for Administrative Records.*

Reference	Description of Records	Status	Disposal Action
7.1	Corporations Act Compliance		
7.1.1	<p><i>Company Registration</i></p> <p>Records relating to the registration of companies (including subsidiaries) in accordance with s.118 of the <i>Corporations Act 2001 (Commonwealth)</i>.</p>	Temporary	Retain for 7 years after company registration has ceased.
7.1.2	<p><i>Conflicts of Interest Management</i></p> <p>Records relating to the management of conflicts of interest in relation to the provision of financial services, including:</p> <ul style="list-style-type: none"> • Conflicts identified and action taken; • Reports to senior management about conflicts of interest matters; • Copies of written conflicts disclosure given to clients or the general public; <p>in accordance with Australian Securities and Investment Commission's Policy Statement 181 <i>Licensing: Managing conflicts of interest (PS181)</i>.</p>	Temporary	Retain for 7 years after last action.



Reference	Description of Records	Status	Disposal Action
7.1.3	<p>Financial Records</p> <p>Financial records that:</p> <ul style="list-style-type: none">• correctly document and explain the Energy GOCs' transactions and financial position and performance; and• would enable true and fair financial statements to be prepared and audited; <p>in accordance with s.286 of the <i>Corporations Act 2001 (Commonwealth)</i>.</p> <p>See <i>General Retention and Disposal Schedule for Administrative Records for other records relating to financial management</i>.</p>	Temporary	Retain for 7 years from end of last financial year.
7.2	Reporting		
7.2.1	<p>Quarterly Reports</p> <p>Quarterly reports on corporation operations given to the shareholding Ministers in accordance with s.130 <i>Government Owned Corporations Act 1993</i>.</p>	Temporary	Retain for 5 years after last action.
7.2.2	<p>Statements of Corporate Intent – Final Version</p> <p>Final version of the corporation's Statement of Corporate Intent in accordance with s.111 <i>Government Owned Corporations Act 1993</i> for the financial year.</p> <p>Includes commercially sensitive matters omitted from the version reproduced in the corporation's annual report in accordance with s.132 <i>Government Owned Corporations Act 1993</i>.</p>	Permanent	Retain permanently.
7.2.3	<p>Statements of Corporate Intent – Development</p> <p>Records relating to the development of Statements of Corporate Intent.</p>	Temporary	Retain for 3 years after last action.

Reference	Description of Records	Status	Disposal Action
7.3	Shareholding Minister Liaison		
7.3.1	<p><i>Ministerial Directions - Significant</i></p> <p>Records relating to directions received from the corporation's shareholding Ministers in accordance with the <i>Government Owned Corporations Act 1993</i> which have a significant impact on the strategic direction of the corporation.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other records relating to routine liaison between the corporation and shareholding Ministers including ministerial correspondence.</i></p>	Permanent	Retain permanently.

8. LEVY COLLECTION

Scope Note: *This section includes all records relating to the collection of non-energy related levies by Energy Government Owned Corporations on behalf of the State Government such as the collection of the Community Ambulance Cover levy by electricity retailers.*

Reference	Description of Records	Status	Disposal Action
8.1	Community Ambulance Cover Collection		
8.1.1	Statements of Levy Liability Records relating to Statement of Levy Liability of customers in accordance with the <i>Community Ambulance Cover Act 2003</i> .	Temporary	Retain for 3 years after last action.
8.1.2	Exemptions Records relating to levy exemptions in accordance with the <i>Community Ambulance Cover Act 2003</i> , including applications, notifications of exemption and loss of exemptions where details of the customer's exemption are documented as part of the retailer's customer records described in 5.3.1	Temporary	Retain for 3 years after last action.
8.1.3	Returns – On-Suppliers Returns submitted to the electricity retailer by on-suppliers in accordance with s.96 <i>Community Ambulance Cover Act 2003</i> , including notices of changes in on-supply arrangements.	Temporary	Retain for 3 years after last action.
8.1.4	Returns – Commissioner of State Revenue Returns submitted by the electricity retailer to the Commissioner of State Revenue concerning the payment of levies in accordance with s.103 <i>Community Ambulance Cover Act 2003</i> .	Temporary	Retain for 5 years from end of last financial year.

9. RENEWABLE ENERGY COMPLIANCE

Scope Note: *This section includes all records relating to compliance requirements in relation to renewable energy in accordance with the Commonwealth's Renewable Energy (Electricity) Act 2000.*

Reference	Description of Records	Status	Disposal Action
9.1	Acquisition		
9.1.1	Renewable Energy Certificates Records related to the acquisition of Renewable Energy Certificates by both generators and retailers.	Temporary	Retain for 10 years after last action.
9.1.2	Transfer Agreements – Renewable Energy Certificates Agreements between electricity retailers and end user customers for the transfer of Renewable Energy Certificates earned by customers to the electricity retailer.	Temporary	Retain for 10 years after the expiry of the agreement.
9.2	Authorisation		
9.2.1	Registration – Renewable Energy Regulator Records relating to registration with the Office of the Renewable Energy Regulator in accordance with s.9 <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i> .	Temporary	Retain for 10 years after expiry of registration.
9.2.2	Power Station Accreditation – Renewable Energy Regulator Records relating to the accreditation of power stations by the Office of the Renewable Energy Regulator in accordance with s.13 the <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i> .	Temporary	Retain for 10 years after expiry of accreditation.
9.2.3	Accreditation – Other than Renewable Energy Regulator Records relating to accreditation of renewable and/or sustainable energy programs with bodies other than the Office of the Renewable Energy Regulator, such as the National Green Power Accreditation Steering Group, etc.	Temporary	Retain for 7 years after accreditation ceases.

Reference	Description of Records	Status	Disposal Action
9.3	Disposal		
9.3.1	<p>Renewable Energy Certificates</p> <p>Records relating to the transfer of ownership of registered Renewable Energy Certificates from one owner to another in accordance with s.27 <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i>.</p> <p>Includes notifications to the Office of the Renewable Energy Regulator of the transfer.</p>	Temporary	Retain for 10 years after last action.
9.4	Reporting		
9.4.1	<p>Generation Returns</p> <p>Annual electricity generation return documenting:</p> <ul style="list-style-type: none"> • total amount of electricity generated; • total amount of electricity generated using eligible renewable energy sources; • number of renewable energy certificates created; <p>and submitted to the Office of the Renewable Energy Regulator in accordance with s.20 <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i>.</p>	Temporary	Retain for 10 years after last action.

Reference	Description of Records	Status	Disposal Action
9.4.2	<p>Energy Acquisition Statements</p> <p>Annual renewable energy acquisition statements documenting:</p> <ul style="list-style-type: none"> entity's name and address; amount of electricity acquired; value of renewable energy certificate being surrendered; any shortfalls / surpluses carried forward for the previous year; any surplus carried forward for the current year; <p>and submitted to the Office of the Renewable Energy Regulator in accordance with s.44 <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i>.</p>	Temporary	Retain for 10 years after last action.
9.4.3	<p>Energy Shortfall Statements</p> <p>Annual renewable energy shortfall statements documenting:</p> <ul style="list-style-type: none"> entity's name and address; renewable energy certificates shortfall for the year; any shortfall / surplus carried forward for the previous year; any shortfall carried forward for the year; amount of renewable energy shortfall charge for the year; <p>and submitted to the Office of the Renewable Energy Regulator in accordance with s.46 <i>Renewable Energy (Electricity) Act 2000 (Commonwealth)</i>.</p>	Temporary	Retain for 10 years after last action.
9.4.4	<p>Accreditation Bodies – Other than Renewable Energy Regulator</p> <p>Records relating to the annual reporting of renewable and/or sustainable energy programs to accreditation bodies, other than the Office of the Renewable Energy Regulator, in accordance with the accreditation agreements.</p>	Temporary	Retain for 2 years after last action.

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