

Fire and Emergency Services (Fire Services) Retention and Disposal Schedule

Responsible public authority: Queensland Fire and Emergency Services

Queensland Disposal Authority Number (QDAN)	718	Version	1
Date of approval	25 March 2015		
Approved by A/State Archivist	Darren Crombie		
QSA File Reference	QSA15/172		

Scope of retention and disposal schedule

This schedule partially covers the core business records of the Queensland Fire and Emergency Services; specifically the functions relating to community fire safety, fire and emergency training, fire and emergency vehicles and equipment and managing the fire levy. It excludes the fire and emergency operational functions, such as attending a fire and rescue incident, incident investigations, disaster management and operating the emergency call network. These records are not currently covered under an approved retention and disposal schedule.

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

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

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

Record formats

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

Authority

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

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

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

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Queensland Fire and Emergency Services should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN454 v.1

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

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

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

Records created before 1950

Records described in QDAN718v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

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

Contents

1. COMMUNITY RELATIONS	5
2. COMMUNITY SAFETY	7
3. FIRE AND EMERGENCY COMMERCIAL SERVICES	17
4. FIRE AND EMERGENCY TRAINING	19
5. FIRE AND EMERGENCY VEHICLES AND EQUIPMENT	22
6. FIRE LEVY MANAGEMENT	27
7. LEGACY RECORDS	29

1. COMMUNITY RELATIONS

This function covers records related to establishing rapport with the community and raising and maintaining the public authority's broad public profile. It includes fundraising and the presentation of honours and awards.

Reference	Description of records	Status	Disposal action
1.1	<p>FUNDRAISING</p> <p><i>The activity of fundraising by the Queensland Rural Fire Brigades.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to:</i></p> <ul style="list-style-type: none"> • <i>donations received during an event</i> • <i>promotional material, film or videos taken during an event/campaign</i> • <i>administration of an event, such as catering, invitations and venue bookings.</i> 		
1.1.1	<p>Fundraising event</p> <p>Records relating to developing and delivering fundraising activities for the Queensland Rural Fire Brigades.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • event plans • agreements • briefing notes • post event analysis. <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to gifts, benefits and receipt of money.</i></p> <p><i>See reference number <u>2.1.1</u> for records relating to fire safety advice including station visit and displays.</i></p>	Temporary	Retain for 7 years after last action.
1.2	<p>HONOURS AND AWARDS</p> <p><i>The activities associated with the nomination, assessment and award of honours, medals, decorations and certificates to civilians and Queensland Fire and Emergency Services personnel or the agency for bravery, meritorious service, distinguished service, commendable action or as a token of respect, distinction or achievement.</i></p>		

Reference	Description of records	Status	Disposal action
	<i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to the administration of an award ceremony.</i>		
1.2.1	<p><i>Wearing of medals</i> Records relating to the development and approval of protocols for wearing of medals by Queensland Fire and Emergency Services personnel and volunteers.</p>	Permanent	Retain permanently.
1.2.2	<p><i>Award recipients</i> Records relating to the recipients of awards and medals awarded to individuals or received by Queensland Fire and Emergency Services for recognition of service, achievements, assistance, courageous or meritorious action, in accordance with the <i>Queensland Fire and Rescue Honours and Awards</i> policy. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • award assessment and approvals • award recipient list. <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to other awards.</i></p>	Permanent	Retain permanently.
1.2.3	<p><i>Awards – unsuccessful nominations</i> Records relating to the nominations of recipients of awards and medals that were not successful. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsuccessful nominations • panel notes and reports relating to unsuccessful recipients. 	Temporary	Retain for 2 years after last action.

2. COMMUNITY SAFETY

This function covers developing and implementing strategies and initiatives that are primarily aimed at increasing community safety. This includes planning, managing and participating in activities that will reduce or eliminate the impact of disasters on society and the environment. These disasters, which include natural, man made and technological, could cause significant community disruption.

Reference	Description of records	Status	Disposal action
2.1	ADVICE <i>Activities relating to policy and fire safety advice given by Queensland Fire and Emergency Services officers to members of the community.</i>		
2.1.1	Fire safety advice to the community Records relating to general house fire safety advice given to the community including general communication, station visits, displays and public relation activities. <i>See reference numbers 2.2.1 and 2.2.2 for records relating to advice provided as a referral advisory agency.</i> <i>See reference number 1.1.1 for records relating to fundraising events.</i> <i>See reference number 2.3.1 for records relating to community fire safety programs and initiatives.</i>	Temporary	Retain for 7 years after last action.
2.2	COMMUNITY SAFETY OPERATIONS <i>Activities relating to the development, coordination and monitoring of community fire safety operation programs, initiatives, policies and plans. Also includes building inspections, prevention of fire, and monitoring of compliance in accordance with the Building and Other Legislation Act 2002, Building Act 1995, Fire and Rescue Services Act 1990 and Local Government Act 1993.</i>		
2.2.1	Referral advisory agency - building approvals Records relating to the assessment and inspection of buildings by Queensland Fire and Emergency Services as an advice agency in accordance with the <i>Sustainable Planning Act 2009</i> . Records may include, but are not limited to: <ul style="list-style-type: none"> • assessment and inspection reports • correspondence relating to fire safety assessment and inspection 	Temporary	Retain for 3 years after the building is demolished.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • decision notices • construction drawings • certificates of classification • list of fire safety installations. <p><i>See reference number 2.2.2 for records relating to referral agency advice on major infrastructure development.</i></p>		
2.2.2	<p><i>Referral advisory agency - major infrastructure development</i></p> <p>Records relating to advice provided by Queensland Fire and Emergency Services, as an advice agency under the <i>Sustainable Planning Act 2009</i>, about the design and development of major infrastructure to ensure acceptable fire safety standards are achieved at the time of the construction. For example road/rail tunnels and other similar projects that fall outside the usual building approvals process.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • construction drawings • associated design documents • fire engineering reports • fire engineering brief • analysis reports • contracts and agreements • environmental impact statements • correspondence • certificate of classification • ministerial response. <p><i>See reference number 2.2.1 for records relating to standard building approvals.</i></p>	Permanent	Retain permanently.
2.2.3	<p><i>Fire assessment reports</i></p> <p>Records relating to reports following investigations undertaken by Queensland Fire and Emergency Services on the cause of fires; to prevent the recurrence of fires and support</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>the development of community fire safety initiatives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessment and inspection reports • photo evidence • audio and video. 		
2.2.4	<p><i>Building fire safety - compliance and prosecution</i></p> <p>Records relating to the enforcement of requirements under the <i>Fire and Rescue Service Act 1990</i>, <i>Building Fire Safety Regulation 2008</i> and the <i>Building Act 1975</i>, which ensure an appropriate level of fire safety is maintained for occupants of buildings and fire fighters who attend these buildings under emergency conditions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection checklist • photographic evidence • audio evidence • enforcement actions • prosecution results • offender details. 	Temporary	Retain for 3 years after the building is demolished.
2.2.5	<p><i>Building fire safety - assessments</i></p> <p>Records relating to safety assessments conducted by Queensland Fire and Emergency Services to ensure the safety of occupants of buildings.</p> <p>Assessments may include, but are not limited to:</p> <ul style="list-style-type: none"> • building inspections • fire and evacuation plan reviews • budget accommodation building inspections • liquor licence inspections. <p>Records may include, but are not limited to:</p>	Temporary	Retain for 3 years after the building is demolished.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • photographic evidence • file notes • inspection reports • audio and video recordings • plans. <p><i>See reference number 2.2.2 for records relating to advice on major infrastructure development.</i></p> <p><i>See reference number 2.2.6 for records relating to maintenance inspection reports.</i></p>		
2.2.6	<p><i>Maintenance inspection reports – fire safety installations</i></p> <p>Maintenance inspection reports developed by Queensland Fire and Emergency Services of fire safety installations, in accordance with the Queensland Premises Inspection Schedule.</p> <p>Inspections will occur for any of the following reasons:</p> <ul style="list-style-type: none"> • building is included on the building inspection schedule • a complaint • initiated by fire service officer. <p><i>See reference number 2.2.5 for records relating to building inspections.</i></p> <p><i>See reference number 2.2.4 for records relating to noncompliance.</i></p>	Temporary	Retain for 3 years after the building is demolished.
2.2.7	<p><i>Unwanted alarms</i></p> <p>Records relating to the management and reduction of unwanted alarms by Queensland Fire and Emergency Services.</p> <p>Includes pragmatic tests, priority problem buildings (PPB), leniency agreements and regional fire alarm management teams (RFAMT).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • photographs • digital voice recordings • fire engineering reports 	Temporary	Retain for 3 years after the building is removed or demolished.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • unwanted alarm activations • recommendations • correspondence from building owners or body corporates • leniency agreement contracts • enforcement documentation • file notes. <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to revenue collected from attending unwanted alarms.</i></p>		
2.2.8	<p>Fire safety adviser network</p> <p>Records relating to the management of the fire safety advisers network by Queensland Fire and Emergency Services.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • membership renewal and expiry letters • enrolment documentation and supporting documentation • monthly network membership report. 	Temporary	Retain for 4 years after last action.
2.2.9	<p>Street fire hydrant inspections</p> <p>Records relating to inspections undertaken by Queensland Fire and Emergency Services on street hydrants.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • ground hydrant audit report • quadrant planning tool • hydrant location and inspection area plan. 	Temporary	Retain until hydrant is next inspected.
2.2.10	<p>Key receipt (premise) book</p> <p>Records documenting the receipt and return of keys in Queensland Fire and Emergency Services possession for buildings monitored by Queensland Fire and Emergency Services.</p>	Temporary	Retain for 3 years after key is returned to the manager or owner of the building or site.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none"> • key receipt book • station premises key movement register • request for lodgement of keys • key return request. 		
2.3	FIRE SAFETY PROGRAMS AND INITIATIVES <i>Activities relating to programs and initiatives aimed at improving fire safety and reducing deaths and injuries from fire.</i>		
2.3.1	<i>Community fire safety programs and initiatives</i> Records relating to the development, approval, coordination and monitoring of fire safety programs and initiatives by Queensland Fire and Emergency Services. Programs may include, but are not limited to: <ul style="list-style-type: none"> • fire safety planning and strategy • promotion of smoke alarms and other fire safety equipment • safehome • winter fire safety campaign • fire education - year one students • roads, attitude and action planning • senior's education • bushfire safety program and campaign • swiftwater safety campaign • fire safety for indigenous people • fire safety for culturally and linguistically diverse (CALD) people • community aid and post incident support (CAPS) program, including trauma teddy presentation. Records may include, but are not limited to: <ul style="list-style-type: none"> • business and operational plans 	Temporary	Retain for 7 years after the program or initiative concludes.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • sponsoring documents • budget allocations • resource design file • quotes and invoices • business rules and guidelines • staff correspondence and contact details • asset register details. <p><i>See reference number 2.1.1 for advice provided to the community on fire safety.</i></p>		
2.3.2	<p>Research – fire safety</p> <p>Records relating to research on fire safety to improve industry understanding and capability. Research is undertaken on fire incident data and personnel and performance indicators collected or commissioned by the Queensland Fire and Emergency Services for the purpose of developing relevant safety messages, responding to questions from parliament, other fire services, and Australasian Fire Authorities Council (AFAC).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • raw data • survey forms. 	Temporary	Retain for 20 years after last action.
2.4	<p>LIGHTING FIRES RESTRICTIONS AND AUTHORISATIONS</p> <p><i>The process of regulating the lighting of fires in the State of Queensland. Includes the commissioner’s notifications published in the gazette.</i></p>		
2.4.1	<p>Control and prevention of fires - authorisations</p> <p>Records relating to authorisations made under the <i>Fire and Rescue Service Act 1990</i> for the control and prevention of fires, which include:</p> <ul style="list-style-type: none"> • prohibition by commissioner against lighting of fires • requisition by commissioner to reduce fire risk • applications for a permit to light a fire on any land. 	Temporary	Retain for 15 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications published in the gazette, including amendments • applications • notices of the prohibition. <p><i>See reference number 2.4.3 for records relating to fires in state forests and other protected areas.</i></p> <p><i>See reference number 2.4.4 for records relating to contravening local fire ban.</i></p>		
2.4.2	<p><i>Fire bans and restrictions</i></p> <p>Records relating to restrictions placed on the use of fire within Queensland made under the <i>Fire and Rescue Service Act 1990</i>, which include imposing and cancelling a:</p> <ul style="list-style-type: none"> • state of fire emergency • local fire ban • fire danger period. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Minister's approval to declare state of fire emergency • publication of restriction and supporting documentation • notices of failure to comply with the declaration • declaration certificate • records proclaiming a fire ban and supporting information • cancellation of local fire ban and supporting documentation • records on the decision to cancel a restriction • publication of the imposition and cancellation of the restriction. <p><i>See reference number 2.4.3 for records relating to requests to light fires within state forests and protected areas.</i></p> <p><i>See reference number 2.4.4 for records relating to contravening local fire ban.</i></p>	Temporary	Retain for 15 years after the publication of the declaration.
2.4.3	<i>Fires in state forests and other protected areas</i>	Temporary	Retain for 15 years after last

Reference	Description of records	Status	Disposal action
	<p>Records relating to requests from the commissioner to light fires in state forests, timber reserves or forest entitlement areas to reduce hazardous fuel loads, undertake controlled burns, and manage wild fires.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • request for approval from the chief executive of the department that deals with matters arising under the <i>Nature Conservation Act 1992</i> • request for approval from the chief executive of the department that deals with matters arising under the <i>Forestry Act 1959</i>. 		action.
2.4.4	<p>Contravening local fire ban</p> <p>Records relating to the handling of matters relating to contraventions of local fire bans issued under section 86F of the <i>Fire and Rescue Act 1990</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certification of notice of a local fire ban produced as evidence in an action against a person contravening the ban • certificate purporting to be signed by the commissioner stating the following matters as evidence of the matters: <ul style="list-style-type: none"> (a) on a stated day, or during a stated period, a local fire ban was in force at a stated place; (b) the types of fire the lighting of which was prohibited under the ban • records purporting evidence against the offender. 	Temporary	Retain for 15 years after last action.
2.5	<p>VOLUNTEER AND PERSONNEL MANAGEMENT</p> <p><i>The activities associated with managing persons who provide services on a voluntary basis. Includes personnel of the Queensland Fire and Emergency Services who undertake specialised and dangerous roles, such as fire fighting and emergency rescue.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to promotional activities, marketing strategies and advertisements to attract volunteers.</i></p>		
2.5.1	<p>Volunteer brigade membership</p> <p>Records relating to volunteer brigade membership within the Queensland Fire and Emergency Services.</p>	Temporary	Retain for 80 years from date of birth or 7 years from date of separation,

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • medical assessments • membership applications • transfers. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to criminal history checks and expression of interest forms.</i></p> <p><i>See reference number 4.2.1 for records relating to training received by a volunteer.</i></p>		whichever is later.
2.5.2	<p>Personnel history cards</p> <p>Records documenting the history of Queensland Fire and Emergency Services officers and volunteers who attend fire and emergency situations, such as firefighters. Includes their usage of breathing apparatus and the types of exposure to hazardous materials at the time of an incident.</p> <p><i>See reference number 5.1.5 for records relating to breathing apparatus log book.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to employee service history for personnel other than firefighters.</i></p>	Temporary	Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.

3. FIRE AND EMERGENCY COMMERCIAL SERVICES

The function of competing commercially or providing a service to an external organisation or persons on a fee for service basis. Services may be undertaken on consultancy or contract basis.

See the [General Retention and Disposal Schedule for Administrative Records \(GRDS\)](#) for marketing and business development.

Reference	Description of records	Status	Disposal action
3.1	<p>SPECIALIST SERVICES</p> <p><i>The activities relating to specialist services provided to industry, local and state governments on a fee for service basis. Services may include advice, specialist training, inspections, emergency services.</i></p>		
3.1.1	<p>Successful proposals/tenders</p> <p>Records relating to services undertaken by Queensland Fire and Emergency Services on a commercial fee for service basis.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts/agreements • proposals and tenders • progress and final reports • client records • summary records • requests to waive fees. <p><i>See reference number 3.1.2 for records relating to unsuccessful proposals.</i></p> <p><i>See section 4 for records relating to training provided by Queensland Fire and Emergency Services on a commercial basis..</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for financial records.</i></p>	Temporary	Retain for 7 years after expiry or cancellation of contract.
3.1.2	<p>Unsuccessful proposals</p> <p>Records relating to unsuccessful proposals/tenders submitted by Queensland Fire and Emergency Services to undertake work on a commercial fee for service basis.</p>	Temporary	Retain until reference ceases.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• proposals and tenders• correspondence between parties. <p><i>See reference number 3.1.1 for records relating to successful proposals/tenders.</i></p>		
3.1.3	<p><i>Competitive neutrality</i></p> <p>Records relating to complaints regarding competitive neutrality including complaints resolved internally by Queensland Fire and Emergency Services and complaints referred to the Queensland Competition Authority immediately or on appeal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• complaint application and associated documents• referee reports• agency resolution and decisions.	Temporary	Retain for 7 years after last action.

4. FIRE AND EMERGENCY TRAINING

The function of providing training to fire personnel, volunteers and training on a commercial basis by Queensland Fire and Emergency Services. Also includes assistance provided to Australian and international organisations to improve their standards of fire safety and emergency management.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to professional development of personnel that does not include specific fire safety and emergency training.

Reference	Description of records	Status	Disposal action
4.1	<p>ACCREDITATION</p> <p><i>The activities relating to the accreditation of Queensland Fire and Emergency Services as a registered training organisation and the accreditation of courses.</i></p>		
4.1.1	<p>Registered training organisation accreditation</p> <p>Records relating to the registration and compliance of Queensland Fire and Emergency Services as a registered training organisation (RTO).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms and supporting documentation • compliance reports • curriculum framework review documentation • senior executive endorsement • self assessment check reports. 	Temporary	Retain for 30 years after registration ceases.
4.2	<p>COURSE ASSESSMENT AND TRAINING</p> <p><i>The activities relating to student training data and assessment of operational firefighters, fire officers, fire communications officers, volunteers, staff from other agencies and commercial clients. Assessment and processing of results.</i></p>		
4.2.1	<p>Records of attainment and competency</p> <p>Records of results of courses held by Queensland Fire and Emergency Services for accredited and non-accredited training courses for operational firefighters, fire officers, fire communications officers, volunteers and staff from other agencies.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.

	<ul style="list-style-type: none"> training completion notification forms (PD015). <p>See reference number 4.2.2 for records of attainment and competency for commercial clients.</p>		
4.2.2	<p>Records of attainment and competency - commercial clients</p> <p>Records of results of courses held by Queensland Fire and Emergency Services for accredited training courses through the VET Quality Framework for accredited and non-accredited training courses for fee paying clients.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> training completion notification forms (PD015). <p>See reference number 4.2.1 for records of attainment and competency for operational firefighters, fire officers, fire communications officers, volunteers and staff from other agencies.</p>	Temporary	Retain for 30 years after last action.
4.2.3	<p>Assessment instruments and evidence records</p> <p>Records of student assessment evidence (theory papers, observations checklists, workbooks, projects and assignments etc) used to determine competency for a nationally recognised unit of competency or non-recognised courses.</p> <p>Includes tools, procedures, assessors marking guides, criteria, observations and checklists (master copies only).</p>	Temporary	Retain for 7 years after results are entered into the Learning Management System.
4.2.4	<p>Core skills training courses</p> <p>Records relating to the skills drill, knowledge maintenance, assessment and appraisal of all officers and firefighters to ensure they meet the basic minimum core skills training requirements.</p>	Temporary	Retain for 5 years after last action.
4.2.5	<p>Working papers</p> <p>Records containing teaching staff working papers for course/subject preparation and delivery.</p> <p>See reference number 4.2.6 for resource materials.</p>	Temporary	Retain for 6 months after last action.
4.2.6	<p>Resources and materials</p> <p>Resources and materials used in course and subject delivery (includes study guides,</p>	Temporary	Retain for 10 years after course/program last offered.

	readings, self-assessment exercises, audio visual teaching aids, assignments and lecture notes).		
--	--	--	--

See reference number [4.2.5](#) for records relating to working papers.

5. FIRE AND EMERGENCY VEHICLES AND EQUIPMENT

The function of acquisition, development, maintenance, repair, disposal and commissioning of specialised fire and emergency vehicles, specialised emergency equipment, uniforms and protective clothing used for emergency response situations and operations.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to standard government fleet vehicles and equipment.

Reference	Description of records	Status	Disposal action
5.1	<p>ACQUISITION, MAINTENANCE, USAGE AND DISPOSAL</p> <p><i>The activity relating to the acquisition, maintenance, disposal, testing, repair, servicing and commissioning of specialised fire and emergency vehicles and equipment and protective clothing and uniforms used for emergency response situations and operations. Also includes usage and damage history for fire emergency protective clothing, uniforms and special operations protective clothing and equipment.</i></p>		
5.1.1	<p><i>Specialised fire and emergency vehicles and equipment - acquisition, maintenance and disposal</i></p> <p>Records relating to the acquisition, maintenance and disposal of specialised fire and emergency vehicles and equipment.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • proof of ownership • warranty documents • formal quotes and quotes received • correspondence relating to acquisition or disposal • inspection reports • maintenance records • testing records • manuals • commissioning records. <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to tenders for specialised vehicles and equipment.</i></p> <p><i>See reference number 5.1.2 for the acquisition and disposal of protective clothing and</i></p>	Temporary	Retain for 7 years after disposal of vehicle or item.

Reference	Description of records	Status	Disposal action
	<i>uniforms.</i>		
5.1.2	<p><i>Fire and emergency protective clothing and uniforms – acquisition and disposal</i> Records relating to the acquisition, testing, disposal, repair and ongoing maintenance of specialised protective clothing and uniforms. Includes records from the Program of Research process adopted by the State Operations Branch under the whole of government SOA 796-10. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • formal requests for quotations • orders • correspondence relating to the acquisition or disposal • user requirement statements • market research reports • testing and evaluation reports • approved EBN's. <p>See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to tenders for specialised vehicles and equipment. See retention period <i>5.1.3</i> for records relating to their usage and maintenance.</p>	Temporary	Retain for 15 years after disposal of clothing.
5.1.3	<p><i>Fire and emergency protective clothing and uniforms – usage and maintenance</i> Records documenting the use of protective clothing and uniforms. Includes turnout ensembles. See reference number <i>5.1.5</i> for records relating to breathing apparatus log books. See reference number <i>5.1.2</i> for records relating to the acquisition and disposal of these items. See reference number <i>5.1.4</i> for records relating to service records for specialised clothing and equipment.</p>	Temporary	Retain for 50 years after the sale or disposal of the clothing.
5.1.4	<p><i>Special operations protective clothing and equipment – service records</i> Records documenting the complete service history of special operations protective</p>	Temporary	Retain for 80 years from last action.

Reference	Description of records	Status	Disposal action
	<p>clothing and equipment. Includes reports of damage, testing, repairs and maintenance. Includes breathing apparatus and chemical encapsulating suits. <i>See reference number 5.1.5 for records relating to breathing apparatus log books.</i> <i>See reference number 5.1.3 for maintenance records on other protective clothing and uniforms.</i></p>		
5.1.5	<p><i>Breathing apparatus log book</i> Records documenting the use of breathing apparatus by Queensland Fire and Emergency Services personnel at incidents, training and fit testing. Information recorded in the log book may include, but is not limited to:</p> <ul style="list-style-type: none"> • wearer's name • time used • set number of cylinder used • address • type of incident, training or testing. <p><i>See reference number 2.5.2 for records relating to personnel history cards.</i> <i>See reference number 5.1.4 for service records of specialised protective clothing and equipment.</i></p>	Temporary	Retain for 100 years after last action.
5.2	<p>DESIGN AND MODIFICATION <i>Activities associated with the design and modification of specialised fire and emergency equipment, vehicles, protective clothing and uniforms. Includes documentation from the Program of Research process adopted by the State Operations Branch under the whole of government SOA 796-10.</i></p>		
5.2.1	<p><i>Design and modification of fire and emergency vehicles, equipment, protective clothing and uniforms - original design</i> Records relating to the design and modification of specialised fire and emergency vehicles, equipment, protective clothing and uniforms, where the design is an original and not a copy of an Australian or international standard design.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • design specifications and instructions • plans • requests for modifications • alterations to equipment • evaluation • testing and review of constructed or manufactured items against performance specifications prior to acceptance by the agency. <p>See reference number 5.2.2 for records relating to Australian and international standard designs.</p>		
5.2.2	<p><i>Design and modification of fire and emergency vehicles, equipment, protective clothing and uniforms - copy of design</i></p> <p>Records relating to the design and modification of specialised fire and emergency vehicles and items where the design is a copy of an Australian or international standard design.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • design specifications and instructions • plans • requests for modifications • alterations to equipment • evaluation • testing and review of constructed or manufactured items against performance specifications prior to acceptance by the agency. 	Temporary	Retain for 7 years after disposal of vehicle, item or clothing.
5.2.3	<p><i>Research and development - designs</i></p> <p>Final reports or findings of research relating to protective clothing and uniforms, which lead to significant change in approved protective clothing, suppliers, training, procedures, policy or legislation.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
5.2.4	<i>Research and development - designs not used</i> Final reports or findings of research relating to protective clothing and uniforms which has limited or no impact on approved protective clothing, suppliers, training, procedures, policy or legislation.	Temporary	Retain for 15 years after last action.

6. FIRE LEVY MANAGEMENT

The function of administering the fire levy scheme, which includes the constitution of levy districts and prescribing fire levy contributions.

Reference	Description of records	Status	Disposal action
6.1	<p>FIRE LEVY SCHEME</p> <p><i>The activities associated with the administration and application of the Emergency Management, Fire and Rescue Levy Scheme across the State.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to managing the levy funds accounts.</i></p>		
6.1.1	<p>Constitution and levy districts</p> <p>Records related to the creation, amendment, amalgamation or removal of levy districts, in accordance with the <i>Fire and Rescue Service Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • business cases submitted by regions • levy district maps. 	Temporary	Retain for 7 years after last action.
6.1.2	<p>Fire levy contributions and local government audits</p> <p>Records related to the management of fire levy contributions and audits including:</p> <ul style="list-style-type: none"> • returns by component of local governments • refunds to Council or ratepayers due to a misapplication, clerical or system error in applying the fire levy scheme • complete accounts of Local Government audits either as physical audit or an internal control self-assessment. 	Temporary	Retain for 7 years after end of financial year.
6.1.3	<p>Fire levy appeal</p> <p>Records relating to appeals from the public against their Emergency Management, Fire and Rescue levy classification by a local government, in accordance with the <i>Fire and Rescue Service Act 1990</i>.</p> <p><i>See reference number 6.1.4 for records relating to summary details of an applicant.</i></p>	Temporary	Retain for 1 year after last action.

6.1.4	<p><i>Fire levy appeal – summary details</i></p> <p>Details recorded about an applicant appealing a fire levy. Details recorded may include, but is not limited to:</p> <ul style="list-style-type: none">• applicant name• address and property details. <p><i>See reference number 6.1.3 for records relating to appeal applications.</i></p>	Temporary	Retain for 7 year after last action.
-------	---	-----------	--------------------------------------

7. LEGACY RECORDS

This section covers certain legacy records created by the following agencies:

- Brisbane Metropolitan Fire Brigade
- Brisbane Volunteer Fire Brigade
- City Volunteer Fire Brigade
- Regional fire brigades
- Queensland Fire Service
- Rural Fire Brigades
- Metropolitan Fire Brigade
- Rural Fires Council
- Fire Boards
- Rural Fire Boards
- Queensland Fire and Rescue Authority

Reference	Description of records	Date range	Status	Disposal action
7.1.1	Decisions, minutes of board, photos and operation reports Files containing decisions, board minutes, photos and operation reports.	1860 - 1996	Permanent	Retain permanently.
7.1.2	Fire-fighters safety Records relating to safety of fire-fighters and death on duty.	1860 - 1996	Permanent	Retain permanently.
7.1.3	Fire stations and fire-fighting equipment Records relating to building and development of fire stations, and development and design of fire-fighting equipment.	1860 - 1990	Permanent	Retain permanently.
7.1.4	Volunteer fire brigades Records relating to creation of volunteer fire brigades and	1860 - 2001	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	membership in those brigades, including: <ul style="list-style-type: none"> • records verifying dates and position held by members who can be nominated for awards and medals within the agency • brigade amalgamation records including maps. 			
7.1.5	<p><i>Fire fascination programs</i></p> <p>Records relating to preventative strategies to deal with fire play that are developed and facilitated by specially trained fire fighters.</p> <p>Includes fight fire fascination, an education and development program that proactively focuses on the problems associated with young people and children that have an unhealthy interest in fire.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • registration booklets • questionnaires • practitioner details/case loads • trainers details • data captured in the community safety operations system (CSOS). 	- 2013	Temporary	Retain 7 years after the child turns 18 years of age.