

# Seqwater Retention and Disposal Schedule

Responsible public authority: Seqwater

Queensland Disposal Authority Number (QDAN)	717	Version	1
Date of approval	26 February 2015		
Approved by A/State Archivist	Darren Crombie		
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## Scope of retention and disposal schedule

This schedule applies to the core functional records of Seqwater, relating to managing water infrastructure development, operation and maintenance and the storage and treatment of water for public consumption. Seqwater's functions also include the recreation use of our facilities.

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References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

Seqwater is the responsible agency for the Seqwater 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](mailto: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.

## Queensland State Archives

Department of Science, Information Technology and Innovation

### **Revocation of previously issued disposal authorities**

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked.

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](mailto:rkqueries@archives.qld.gov.au).

### **Retention of records**

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

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

**Records created before 1950**

Records described in QDAN717v1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

**Transfer of public records to Queensland State Archives**

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by Seqwater' 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](mailto:rkqueries@archives.qld.gov.au) for further details.

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# 1. WATER INFRASTRUCTURE ASSET MANAGEMENT

*The function of current and future water infrastructure development encompassing asset design, construction, improvement and maintenance throughout the asset's lifecycle until it's decommission. Assets can range from dams to pump stations to toilet blocks and land purchases.*

Reference	Description of records	Status	Disposal action
1.1	<p><b>COMMISSIONING AND DECOMMISSIONING</b></p> <p><i>The activity of commissioning - testing and verification of equipment, facility, infrastructure and/or plant assets which are currently in existence and installed or near completion of installation. The activity of decommissioning could consist of placing asset into care and maintenance mode for the purpose of water storage, water treatment and/or water supply or removing or selling a facility such as a toilet block and kiosks. Equipment, facility, infrastructure and/or plant assets may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Bores</i></li> <li>• <i>Dams</i></li> <li>• <i>Desalination Plants</i></li> <li>• <i>Kiosks</i></li> <li>• <i>Pipelines</i></li> <li>• <i>Pump Stations</i></li> <li>• <i>Reservoirs</i></li> <li>• <i>Toilet Blocks</i></li> <li>• <i>Water Irrigation Schemes</i></li> <li>• <i>Water Recycle Plants</i></li> <li>• <i>Water Treatment Plants</i></li> <li>• <i>Water Quality Facilities</i></li> <li>• <i>Weirs.</i></li> </ul>		
1.1.1	<p><b><i>Infrastructure commissioning and decommissioning - significant</i></b></p> <p>Records relating to the commissioning and decommissioning of equipment, facility, infrastructure assets and/or plant assets that have a major significance and/or historical significance.</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"> <li>• audit reports</li> <li>• environmental impact reports</li> <li>• ongoing maintenance reports</li> <li>• performance records</li> <li>• safety records and data</li> <li>• reliability testing</li> <li>• work orders.</li> </ul> <p>Historical significance can be identified as, but not limited to:</p> <ul style="list-style-type: none"> <li>• aesthetic characteristics</li> <li>• cultural value</li> <li>• design and construction that causes controversy e.g. protests or media attention on a large scale</li> <li>• environmental value</li> <li>• recognised historical value e.g. listed on the Queensland Heritage Register, National Trust List or the Australian Heritage Council</li> <li>• scientific or technical value, e.g. use of non-standard construction materials.</li> </ul>		
1.1.2	<p><b><i>Infrastructure commissioning and decommissioning - other</i></b></p> <p>Records relating to the commissioning and decommissioning of equipment, facility, infrastructure assets and/or plant assets that do not have major significance and/or historical significance as described in <a href="#">reference 1.1.1</a> (e.g. toilet blocks or kiosks).</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
1.2	<p><b>CONSTRUCTION</b></p> <p><i>The activity of constructing Seqwater's Infrastructure Assets for the purpose of water storage, water treatment and/or water supply. Construction of equipment, facility, infrastructure and/or plant assets may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Bores</i></li> <li>• <i>Dams</i></li> <li>• <i>Desalination Plants</i></li> </ul>		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• <i>Kiosks</i></li> <li>• <i>Pipelines</i></li> <li>• <i>Pump Stations</i></li> <li>• <i>Reservoirs</i></li> <li>• <i>Toilet Blocks</i></li> <li>• <i>Water Irrigation Schemes</i></li> <li>• <i>Water Recycle Plants</i></li> <li>• <i>Water Treatment Plants</i></li> <li>• <i>Water Quality Facilities</i></li> <li>• <i>Weirs.</i></li> </ul>		
1.2.1	<p><b><i>Infrastructure construction - significant</i></b></p> <p>Records relating to the constructing of new infrastructure assets that have major significance.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• construction programs</li> <li>• construction reports</li> <li>• inspection records</li> <li>• pre-construction reports</li> <li>• submissions (not cabinet submissions)</li> <li>• progress/status reports</li> <li>• research advice</li> <li>• schedules</li> <li>• surveillance reports</li> <li>• work orders</li> </ul> <p>Major significance can be identified as, but not limited to:</p> <ul style="list-style-type: none"> <li>• aesthetic characteristics</li> <li>• cultural value</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• design and construction that cause controversy e.g. protests or media attention on a large scale</li> <li>• environmental value</li> <li>• recognised historical value e.g. listed on the Queensland Heritage Register, National Trust List or the Australian Heritage Council</li> <li>• scientific or technical Value e.g. use of non-standard construction materials.</li> </ul>		
1.2.2	<p><b><i>Infrastructure construction - other</i></b>  Records relating to the construction of new infrastructure assets that do not have a major significance and/or historical significance as described in <a href="#">reference 1.2.1</a> (e.g. toilet blocks or kiosks).</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
1.3	<p><b>DESIGN PROCESS</b>  <i>The activity of designing, drawing and mapping Seqwater equipment, facility, infrastructure and/or plant asset for the purpose of water storage, water treatment and/or water supply.</i>  <i>Designing of equipment, facility, infrastructure and/or plant assets may include, however are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Bores</i></li> <li>• <i>Dams</i></li> <li>• <i>Desalination Plants</i></li> <li>• <i>Pipelines</i></li> <li>• <i>Pump Stations</i></li> <li>• <i>Reservoirs</i></li> <li>• <i>Water Irrigation Schemes</i></li> <li>• <i>Water Recycle Plants</i></li> <li>• <i>Water Treatment Plants</i></li> <li>• <i>Water Quality Facilities</i></li> <li>• <i>Weirs.</i></li> </ul>		
1.3.1	<p><b><i>Design</i></b>  Records relating to the designing and mapping of equipment, facility, infrastructure</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal action
	<p>and/or plant assets. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• as built drawings</li> <li>• geotechnical models</li> <li>• hydraulic models</li> <li>• hydrologic models</li> <li>• structure models.</li> </ul>		
1.3.2	<p><b><i>Surveying - built infrastructure</i></b> Records relating to surveying land to determine nature, boundaries and the extent of the construction of Seqwater equipment, facility, infrastructure and/or plant asset for the purpose of water storage, water treatment and/or water supply, where the infrastructure has been built. Records may include, however are not limited to:</p> <ul style="list-style-type: none"> <li>• cadastral surveys</li> <li>• dam site mapping</li> <li>• engineering survey</li> <li>• flood plan mapping</li> <li>• pipeline surveys</li> <li>• land acquisition surveys</li> <li>• survey maps.</li> </ul>	Permanent	Retain permanently.
1.3.3.	<p><b><i>Surveying - infrastructure not built</i></b> Records relating to surveying land to determine nature, boundaries and the extent of the construction of Seqwater equipment, facility, infrastructure and/or plant asset for the purpose of water storage, water treatment and/or water supply, where the infrastructure has not been built. Records may include, however are not limited to:</p> <ul style="list-style-type: none"> <li>• cadastral surveys</li> <li>• dam site mapping</li> </ul>	Temporary	Retain for 25 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• engineering survey</li> <li>• flood plan mapping</li> <li>• pipeline surveys</li> <li>• land acquisition surveys</li> <li>• survey maps.</li> </ul>		
1.4	<p><b>INFRASTRUCTURE AND ASSET MONITORING</b></p> <p><i>The activity of inspecting, maintaining and monitoring to ensure Seqwater's infrastructure assets are in working order for the purpose of water storage, water treatment and/or water supply.</i></p>		
1.4.1	<p><b><i>Inspection and monitoring</i></b></p> <p>Records relating to the inspection and monitoring of the ongoing condition of Seqwater's infrastructure and assets to determine routine maintenance requirements and performance management.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• asset scorecards</li> <li>• asset management plans</li> <li>• Corporate Information System (CIS)</li> <li>• Geospatial Information System (GIS)</li> <li>• Environment Management System – aspects and impacts</li> <li>• Procurement Management Plan.</li> </ul>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
1.4.2	<p><b><i>Strategic plans and processes</i></b></p> <p>Records relating to plans, systems and processes developed and implemented to manage infrastructure assets.</p> <p>Records may include, however are not limited to:</p> <ul style="list-style-type: none"> <li>• Strategic Procurement Plan</li> <li>• Asset Maintenance Strategy</li> <li>• Asset Standard.</li> </ul>	Temporary	Retain for 10 years after last revision.

Reference	Description of records	Status	Disposal action
1.4.3	<p><b>Maintenance</b></p> <p>Records relating to the maintenance carried out on the current condition of Seqwater's infrastructure and assets to meet maintenance requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• maintenance work orders</li> <li>• maintenance reports</li> <li>• notifications of work orders</li> <li>• surveillance reports.</li> </ul>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
1.4.4	<p><b>Asset testing</b></p> <p>Records relating to the testing of components and systems ensuring they meet specified requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit outcomes and results</li> <li>• calibration testing</li> <li>• certification of testing standards</li> <li>• compliance testing</li> <li>• test results spread sheets.</li> </ul>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
1.5	<p><b>INFRASTRUCTURE IMPROVEMENTS</b></p> <p><i>The activity of upgrading and improving Seqwater's infrastructure and assets to ensure they are in working order for the purpose of water storage, water treatment and/or water supply.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to improvements which do not alter the structure and are not significant.</i></p>		
1.5.1	<p><b>Infrastructure improvements - significant</b></p> <p>Records relating to the improvement of Seqwater equipment, facility, infrastructure and/or plant asset.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• risk registers</li> </ul>	Permanent	Retain permanently

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• contractor information</li> <li>• tender documentation</li> <li>• financial documentation</li> </ul>		
1.6	<p><b>LAND MANAGEMENT</b>  <i>The activity of managing land owned by Seqwater.</i>  <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to valuations.</i></p>		
1.6.1	<p><b><i>Land management</i></b>  Records relating to the management of land owned by Seqwater.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• boundary plans and adjustment plans</li> <li>• easement plans</li> <li>• leasehold plans</li> <li>• public submissions</li> <li>• recommendations from and consultations with external organisations</li> <li>• recommendations to the Minister i.e. to permanently close roads in the area</li> <li>• reports and recommendation on public submissions</li> <li>• stratum plans</li> <li>• subdivision / amalgamation of land plans</li> </ul>	Temporary	Retain for 7 years after land is disposed of.

## 2. INFRASTRUCTURE AND ASSET OPERATIONS

*The function of operating Seqwater's infrastructure and assets.*

*See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to surveillance recordings, leasing of Seqwater properties and payment of rent.*

Reference	Description of records	Status	Disposal action
2.1	<p><b>HYDROGRAPHY</b></p> <p><i>The activity of analysing the physical conditions, boundaries, flow and related characteristics of surface water including the mapping of bodies of water.</i></p>		
2.1.1	<p><b>Analysis</b></p> <p>Records relating to surface water analysis.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• water quantities</li> <li>• gauging station inspection reports.</li> </ul>	Temporary	Retain for 10 years from last action date.
2.2	<p><b>INFRASTRUCTURE OPERATIONS</b></p> <p><i>The activity of managing the infrastructure and asset operations while maintaining them as reliable and secure water supply solutions to meet water demands, in accordance with the required legislation and standards.</i></p> <p><i>Equipment, facility, infrastructure and/or plant assets may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• Bores</li> <li>• Dams</li> <li>• Desalination Plants</li> <li>• Pipelines</li> <li>• Pump Stations</li> <li>• Reservoirs</li> <li>• Water Irrigation Schemes</li> <li>• Water Recycle Plants</li> </ul>		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• <i>Water Treatment Plants</i></li> <li>• <i>Water Quality Facilities</i></li> <li>• <i>Weirs.</i></li> </ul> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to the leasing of Seqwater properties and the payment of rent.</i></p>		
2.2.1	<p><b>Operations</b></p> <p>Records relating to monitoring and operating infrastructure and assets as water demand supply solutions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreed operating protocols</li> <li>• dam break analyses</li> <li>• data books</li> <li>• deformation surveys</li> <li>• designs flood hydrology</li> <li>• ground water reports</li> <li>• major and minor water storage reports</li> <li>• release from infrastructure records</li> <li>• safety seismic monitoring</li> <li>• safety surveillance and reviews</li> <li>• surface water reports</li> <li>• system leakage management plans</li> <li>• volume stream and zone flow data</li> <li>• water level data.</li> </ul>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.
2.2.2	<p><b>Approved failure impact assessments (category 1 and 2)</b></p> <p>Records relating to failure impact assessments (FIA) of existing and proposed category 1 and category 2 dams in accordance with the <i>Water Supply (Safety and Reliability) Act 2008</i>.</p>	Temporary	Retain for 7 years after the transfer, disposal or demolition of the water infrastructure asset.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• acceptance, review notices</li> <li>• assessment reports and submissions</li> <li>• final regulatory decisions on existing and proposed dams</li> <li>• FIA notices</li> <li>• inspection reports</li> <li>• preliminary assessments.</li> </ul>		
2.2.3	<p><b><i>Rejected failure impact assessments</i></b></p> <p>Records relating to rejected failure impact assessments (FIA) of existing and proposed dams under the <i>Water Supply (Safety and Reliability) Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• rejection notices</li> <li>• assessment submissions.</li> </ul>	Temporary	Retain for 2 years from last action date and until all appeal processes have been completed.
2.2.4	<p><b><i>Dam safety procedures</i></b></p> <p>Master set of procedures required for dam safety regulation under the <i>Water Supply (Safety and Reliability) Act 2008</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• failure impact assessments</li> <li>• acceptable flood capacity</li> <li>• dam safety management.</li> </ul>	Permanent	Retain for 14 years after last revision.
2.3	<p><b>MONITORING AND MANAGEMENT</b></p> <p><i>The activity of being aware and managing the running condition and operations of the infrastructure and asset for the purpose of water storage, water treatment and/or water supply.</i></p> <p><i>See the <a href="#">General Retention and Disposal Schedule for Administrative Records</a> for records relating to the management and storage of chemicals, health monitoring, hazardous substance polices and safety data sheets.</i></p>		
2.3.1	<p><b><i>Drought management</i></b></p> <p>Records relating to developing, implementing and managing alternative water supply</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>arrangements during a drought.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• climate studies</li> <li>• water use conservation plans</li> <li>• technical reports</li> <li>• calculation worksheets</li> <li>• guidelines</li> <li>• models.</li> </ul>		
2.4	<p><b>ECOLOGICAL MONITORING</b></p> <p><i>The activity of monitoring ecological programs associated with Seqwater's operations, including Aquatic Ecosystem Monitoring Programs, Habitat Assessments and Population Surveys.</i></p>		
2.4.1	<p><b><i>Energy consumption and efficiency management</i></b></p> <p>Records relating to identifying, developing, executing, and reporting on energy consumption, production and management programs associated with Seqwater's operations. This includes carbon accounting, emissions trading and energy efficiency opportunities as well as greenhouse gas emissions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• carbon accounting</li> <li>• emissions trading reports</li> <li>• greenhouse gas emission reports</li> <li>• energy production and consumption reports</li> <li>• Energy Efficiencies Opportunities (EEO) program, including assessment plans.</li> </ul>	Temporary	Retain for 10 years from last action date.
2.4.2	<p><b><i>Fauna management</i></b></p> <p>Records relating to deaths of fauna found on Seqwater premises.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• outcomes</li> <li>• summary reports</li> </ul>	Temporary	Retain for 25 years from last action date.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• species management profiles.</li> </ul>		
2.4.3	<p><b><i>Hazardous substances</i></b></p> <p>Records relating to monitoring the impact of hazardous substances on the ecosystem, including aquatic flora and fauna.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• erosion reports</li> <li>• fish stranding reports</li> <li>• information on revegetation</li> <li>• records of fish deaths</li> <li>• vegetation removal registers</li> <li>• water quality test reports.</li> </ul>	Permanent	Retain permanently
2.4.4	<p><b><i>Pest and weed management</i></b></p> <p>Records relating to the biological, physical and chemical control of pests and weeds, including spraying, baiting, fumigating and trapping.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• chemical usage and/or misuse</li> <li>• exclusion zone areas</li> <li>• environmental assessments</li> <li>• herbicide applications</li> <li>• herbicide training checklists</li> <li>• location register</li> <li>• precautions</li> <li>• signage</li> <li>• statistics and results</li> <li>• wash down bays</li> <li>• weed hygiene declarations</li> <li>• weed management reports</li> </ul>	Temporary	Retain for 25 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• weed spraying program/ schedules.</li> </ul>		
2.4.5	<p><b><i>Native Title areas</i></b>  Records relating to the development and management of Native Title including assessments by the relevant Queensland or federal government department.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Indigenous Land Use Agreements (ILUA)</li> <li>• investigations</li> <li>• Native Title assessments</li> <li>• plans.</li> </ul>	Permanent	Retain permanently.
2.4.6	<p><b><i>Water monitoring</i></b>  Records relating to monitoring the impact of water supply and distribution infrastructure operations on the ecosystem, including aquatic flora and fauna.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• habitat assessments</li> <li>• ecosystem monitoring programs</li> <li>• information on revegetation</li> <li>• population surveys</li> <li>• records of fish deaths</li> <li>• water leakage reports</li> <li>• water quality test reports</li> <li>• water quality monitoring programs.</li> </ul>	Temporary	Retain for 10 years from last action date.
2.4.7	<p><b><i>Wastewater management</i></b>  Records relating to managing the treatment of wastewater, human waste and chemicals, including water that flows through sewers.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• waste tracking forms</li> <li>• incident investigations.</li> </ul>	Temporary	Retain for 10 years from last action date.

Reference	Description of records	Status	Disposal action
2.5	<p><b>WATER DISTRIBUTION</b>  <i>The activity of planning, monitoring, maintaining and providing appropriate water quality levels for water distribution services to customers via Seqwater's water distribution system infrastructure, including but not limited to pump station, channels and pipelines.</i></p>		
2.5.1	<p><b><i>Distribution</i></b>  Records relating to water distribution services, including monitoring to ensure water quality.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bulk Authority Emergency Plan</li> <li>• direction orders</li> <li>• notices</li> <li>• running sheets</li> <li>• supply agreements</li> <li>• logbooks/daybooks</li> <li>• work requests.</li> </ul>	Temporary	Retain for 15 years from last action date.
2.6	<p><b>WATER TREATMENT AND QUALITY</b>  <i>The activity of managing the processes involved in enhancing the quality of water for its fitness for use prior to distribution.</i></p>		
2.6.1	<p><b><i>Treatment and water quality levels</i></b>  Records relating to the treatment and testing of water supplies, including the use of disinfectants, antioxidants, coagulants, flocculants, algaecides, oxidants and chemicals for softening, pH adjustment, fluoridation, chlorination and scale prevention purposes. Also includes monitoring of water quality for chemicals, substances and micro-organisms e.g. blue green algae.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• analysis reports</li> <li>• Blue Green Algae analysis reports</li> <li>• collection data</li> <li>• customer confidence reports</li> </ul>	Temporary	Retain for 50 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• fluoride levels</li> <li>• log sheets</li> <li>• measurement data</li> <li>• monthly reports</li> <li>• monitoring and quality parameter registers</li> <li>• water sample statistics</li> <li>• photographs</li> <li>• Submersible Data Loggers (SDL)</li> <li>• water quality analysis data sheets</li> <li>• water sample reports</li> <li>• work requests</li> <li>• Volume Register of Drinking Water Levels.</li> </ul>		
2.6.2	<p><b><i>Drinking Water Quality Management Plan</i></b>  Records relating to the Drinking Water Quality Management Plan developed and submitted to the water regulator.  Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approvals</li> <li>• amendments</li> <li>• audit</li> <li>• decision notices.</li> </ul>	Temporary	Retain for 15 years after superseded.
2.6.3	<p><b><i>Equipment calibration</i></b>  Records relating to the calibration of equipment used to test and monitor the quality of water supplies.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• calibration results</li> <li>• certificates.</li> </ul>	Temporary	Retain for 5 years from last action date.

Reference	Description of records	Status	Disposal action
2.6.4	<p><b><i>Purified recycled water</i></b>  Records relating to water that is mechanically filtered or processed to be cleaned for consumption suitable for beneficial use.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificates</li> <li>• exemption guidelines</li> <li>• treatment results</li> <li>• Water Quality Guidelines for recycled water schemes.</li> </ul>	Temporary	Retain for 15 years from last action date.
2.7	<p><b>LICENSING MANAGEMENT</b>  <i>The activity of applying and seeking licences, permits and/or approvals required by Seqwater to undertake its business.</i></p>		
2.7.1	<p><b><i>Licences, permits and approvals</i></b>  Records relating to the granting of licenses, permits and approvals to undertake Seqwater activities.  Includes:</p> <ul style="list-style-type: none"> <li>• environmental activities</li> <li>• storage of flammable and combustible liquids</li> <li>• use of explosives</li> <li>• specialised drivers licenses</li> <li>• electrical licenses</li> <li>• service provider licenses</li> <li>• riparian licenses</li> <li>• riverine protection permits</li> <li>• water operations licenses</li> <li>• water licenses and water permits.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approvals</li> </ul>	Temporary	Retain for 7 years after the expiry, surrender, cancellation or transfer of the licence.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• cancellations</li> <li>• decisions notices</li> <li>• notifications</li> <li>• suspensions</li> <li>• transfers.</li> </ul>		
2.7.2	<p><b>Licence register</b> Records relating to the licences held by an individual working on a Seqwater site Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• register database.</li> </ul>	Temporary	Retain for 7 years after the expiry, surrender, cancellation or transfer of the licence.
2.8	<p><b>RECREATION OPERATIONS AND MAINTENANCE</b> <i>The activity of seeking and granting permission to undertake requested action related to the use of recreational areas owned, leased and/or managed including the maintenance of recreational facilities and property management.</i></p>		
2.8.1	<p><b>Car park facilities</b> Records relating to usage of the car parks within the recreational areas. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• car parking daily reports</li> <li>• copies of notices</li> <li>• daily summary reports</li> <li>• notice of removal and detention of vehicles</li> <li>• publication of notices in the newspaper</li> <li>• tickets.</li> </ul>	Temporary	Retain for 7 years from last action date.
2.8.2	<p><b>Recreational use</b> Records relating to applications for use of recreational areas for commercial and leisure use. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> </ul>	Temporary	Retain for 7 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• approvals</li> <li>• cancellations</li> <li>• decisions notices</li> <li>• notifications.</li> </ul>		
2.8.3	<p><b><i>Facilities and equipment use</i></b>  Records relating to the use of facilities and equipment.  Facilities and equipment may include, but not limited to:-</p> <ul style="list-style-type: none"> <li>• barbeques</li> <li>• boardwalks</li> <li>• car parks</li> <li>• harnesses, lanyards and pumps</li> <li>• irrigation systems</li> <li>• picnic facilities</li> <li>• pools and lagoons</li> <li>• seats and benches</li> <li>• water, gas and sewerage systems</li> <li>• water resources.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• attendance estimates and other preliminary research</li> <li>• condition reports</li> <li>• cleaning records</li> <li>• maintenance requests</li> <li>• notifications</li> <li>• plumbing plans</li> <li>• pontoon use records</li> <li>• road closures</li> <li>• sand sifts</li> </ul>	Temporary	Retain for 7 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• station numbers</li> <li>• risk hazard inspections</li> <li>• weekly, quarterly and six-monthly inspection reports.</li> </ul>		
2.8.4	<p><b>Hygiene services</b></p> <p>Records relating to the planning for and management of hygiene services. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cleaning reports</li> <li>• sharps disposal reports.</li> </ul>	Temporary	Retain for 7 years from last action date.
2.8.5	<p><b>Road closures</b></p> <p>Records relating to the permanent and temporary road closures. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• permit cancellations</li> <li>• permit condition changes</li> <li>• purchase price of land/road when sold</li> <li>• road closure applications</li> <li>• fencing agreements</li> <li>• submissions</li> <li>• transfers.</li> </ul>	Temporary	Retain for 7 years from last action date.
2.9	<p><b>FIRE MANAGEMENT</b></p> <p><i>The activity of protecting and managing Seqwater recreational parks, assets and facilities from damage and destruction by wildfire and through prescribed burning. Includes activities associated with prevention of fires, mapping, etc</i></p>		
2.9.1	<p><b>Fire buildings</b></p> <p>Records relating to the documentation of the design of buildings and structures for fire management purposes including final plans. Buildings may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• fire towers</li> </ul>	Temporary	Retain for 7 years after demolition or removal of building or structure.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• fire fighting units.</li> </ul>		
2.9.2	<p><b>Fire compliance</b></p> <p>Records relating to failure of, or breaches issued by Seqwater for offences such as illegal lighting of fires.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Notifications of illegal fires.</li> </ul>	Temporary	Retain for 7 years from last action date.
2.9.3	<p><b>Fire detection</b></p> <p>Records relating to the development, management and implementation of programs and actions for the detection and minimisation of fires including air spotting and lightning location system programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Fire observers log books.</li> </ul>	Temporary	Retain for 5 years from last action date.
2.9.4	<p><b>Fire equipment</b></p> <p>Records relating to the construction or manufacture of new equipment or facilities for fire management purposes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Accommodation (site sheds)</li> <li>• Access and Parking</li> <li>• Communication Systems</li> <li>• Project Management Records</li> <li>• Progress Reports</li> <li>• Security and Safety Arrangements</li> <li>• Signage.</li> </ul>	Temporary	Retain for 7 years from last action date.
2.9.5	<p><b>Investigations - significant fires</b></p> <p>Records relating to investigations into major fires that have a significant impact on Seqwater e.g. major wildfires that cause a significant loss of life, plantation or property.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• Notifications.</li> </ul>		
2.9.6	<p><b><i>Investigations - other fires</i></b></p> <p>Records relating to investigations into minor fires that have a minimal impact on Seqwater e.g. wildfires that require little or no action or impact a small area</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Notifications</li> </ul>	Temporary	Retain for 5 years from last action date.
2.9.7	<p><b><i>Prescribed burning</i></b></p> <p>Records relating to the development, management and application of prescribed burning programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Aerial Ignition Programs</li> <li>• District Fire Protection Plans</li> <li>• Monitoring and Surveillance Programs</li> <li>• Prescribed Burning Guidelines</li> <li>• Weather Conditions, fuel, soil moisture, and damage assessments</li> </ul>	Temporary	Retain for 7 years from last action date.

### 3. BOARD MANAGEMENT AND CORPORATE GOVERNANCE

The functions of providing administrative and secretariat support to the Seqwater Board of Directors and its subcommittees established to manage the operational, management planning and strategic direction of Seqwater. The Board is also responsible for providing advice to the shareholding Ministers. See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating legal advice and the appointment of Chief Executive Officers, delegations, annual reporting, contracts management, compliance, business improvements and employment histories.

Reference	Description of records	Status	Disposal action
3.1	<b>ADVICE</b> <i>The activity associated with offering opinions by or to the Board. Also includes the process of advising.</i>		
3.1.1	<b>Ministerial directions</b> Records relating to the directions received from Seqwater's shareholding Ministers. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• Advice Requests</li> <li>• Correspondence.</li> </ul>	Permanent	Retain permanently.
3.1.2	<b>Operational advice</b> Records relating to advice received or provided by the Seqwater Board concerning operational matters.	Temporary	Retain for 10 years from last action date.
3.2	<b>APPOINTMENTS</b> <i>The activity of appointing members to the Seqwater Board of Directors.</i>		
3.2.1	<b>Board of Directors</b> Records relating to the nomination and appointment of members to the Seqwater Board of Directors. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• Board Register</li> <li>• Gazettal Notices</li> <li>• Instruments of Appointment</li> </ul>	Temporary	Retain for 25 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"><li>• Letters of Appointment</li><li>• Nominations.</li></ul>		
3.2.2	<p><b><i>Board member separation notice</i></b> Records relating to the separation of a Board member from Seqwater. Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Gazette Notice</li><li>• Resignation Advice</li><li>• Separation Notice.</li></ul>	Temporary	Retain for 7 years from last action date.

## 4. CUSTOMER MANAGEMENT

*The function of account management, billing and customer liaison provided to customers by Seqwater.*

Reference	Description of records	Status	Disposal action
4.1	<p><b>ACCOUNTING AND BILLING</b></p> <p><i>The activity of providing customers with clearly understood, accurate, timely and complete accounts and billing information</i></p>		
4.1.1	<p><b>Customer billing records</b></p> <p>Records relating to customer billing, including supporting documents and working papers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• access charges</li> <li>• adjustments</li> <li>• allocation charges</li> <li>• Auto Telegraphic Transfers (TT) reports</li> <li>• billing checklists</li> <li>• invoicing data</li> <li>• meter batch reports</li> <li>• water supply charges</li> <li>• minimum charges</li> <li>• irrigable drainage rates</li> <li>• prices</li> <li>• recurring charge reports</li> <li>• remaining balance reports</li> <li>• SWIM-SAP Reconciliation reports</li> <li>• water authority charges reports.</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account.
4.2	<p><b>CUSTOMER LIAISON</b></p>		

Reference	Description of records	Status	Disposal action
	<i>The activity of managing the general contract between Seqwater and its customers and clients.</i>		
4.2.1	<p><b>Customer debt and disputes</b></p> <p>Records relating to the management and collection of debts, including any disputes that may involve negotiation, arbitration or disconnection.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• arbitration documentation</li> <li>• directions not to take</li> <li>• disconnection and/or reconnection directions</li> <li>• negotiation documentation</li> <li>• recovery actions</li> <li>• supporting documentation.</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of customer agreement or closure of customer account.
4.2.2	<p><b>Customer notifications</b></p> <p>Records relating to notifying customers of upcoming water events and activities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• address lists</li> <li>• customer standards of service</li> <li>• distribution rules</li> <li>• newsletters</li> <li>• service targets</li> <li>• water orders</li> </ul>	Temporary	Retain for 3 years from last action date.
4.2.3	<p><b>Customer relationships</b></p> <p>Records relating to the liaising with and maintaining Seqwater's relationship with its customers and clients, including customer service standards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• customer feedback</li> </ul>	Temporary	Retain for 7 years from last action date.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"><li>• customer satisfaction register</li><li>• procedures standard</li><li>• Customer Service Standard.</li></ul>		

## 5. FLOOD MANAGEMENT

The function relating to any process or action to manage, control or monitor the release or overflow of water from any of our dams related to a flood event. See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to routine advice.

Reference	Description of records	Status	Disposal action
5.1	<p><b>FLOOD MITIGATION</b></p> <p><i>The activity of carrying out processes involved in flood prevention and measures taken to reduce the effects of floods.</i></p>		
5.1.1	<p><b><i>Flood mitigation and drainage</i></b></p> <p>Records relating to the prevention of floods, including the planning and implementation of mitigation and drainage measures, and the development of flood mitigation structures.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• emergency action plans</li> <li>• feasibility studies</li> <li>• flood modelling</li> <li>• flood mitigation schemes</li> <li>• flood risk analysis</li> <li>• forecasting</li> <li>• plans.</li> </ul>	Permanent	Retain permanently.
5.1.2	<p><b><i>Flood mitigation manuals</i></b></p> <p>Records relating to flood mitigation manuals, prepared in accordance with the <i>Water Supply (Safety and Reliability) Act 2008</i>. Includes notifications and amendments to the flood mitigation manual.</p>	Temporary	Retain for 14 years after last revision.
5.1.3	<p><b><i>Floods - raw data</i></b></p> <p>Records relating to the information and raw data collected and used in the analysis and development of flood management planning.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• flood level books</li> <li>• gauge reading field books.</li> </ul>		
5.1.4	<p><b>Floods - summary records</b></p> <p>Summary records relating to the monitoring of flood heights, levels and locations. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers of flood gauge readings</li> <li>• flood height registers.</li> </ul>	Permanent	Retain permanently.
5.1.5	<p><b>Funding assistance - major incidents</b></p> <p>Reports regarding major incidents and emergencies, such as floods and bushfires, prepared by the authority to apply for special assistance from the state government.</p>	Temporary	Retain for 20 years from last action date.
5.1.6	<p><b>Rainfall readings - master set</b></p> <p>Master set of rainfall readings where the information is retained by the Seqwater and not provided to the Bureau of Meteorology.</p>	Permanent	Retain permanently.
5.1.7	<p><b>Significant advice</b></p> <p>Records relating to advice issued and received on dam safety matters that have a significant impact on the policies and strategic direction of the department. Records may include, but are not limited to,</p> <ul style="list-style-type: none"> <li>• advice received on the approval of flood mitigation manuals.</li> </ul>	Permanent	Retain permanently.