



Responsible Public Authorities: Local Governments

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| Queensland Disposal Authority Number (QDAN) | : 480 | Version: 4 |
| Date of approval | : 11 February 2008 | |
| Approved by State Archivist | : | (Signature) |
| QSA File Reference | : QSA07/379 | |

Scope of Retention and Disposal Schedule

This schedule applies to the records of local governments covered by the *Local Government Act 1993*. It includes the records of Aboriginal Shire Councils but does not currently cover the records of Torres Strait Island Councils until they achieve full local government status. This Schedule also applies to Brisbane City Council under the *City of Brisbane Act 1924*.

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records* which is available from Queensland State Archives' website.

Authority

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this Schedule is revoked. Local governments should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to, all previous versions of the *General Retention and Disposal Schedule for Local Government Records* and the following disposal schedules issued to individual local governments:



- QDAN96/0002 Issued to Ilfracombe Shire Council – 5 August 1996
- QDAN96/0003 Issued to Redcliffe City Council – 8 May 1996
- QDAN96/0010 Issued to Pine Rivers Shire Council – 26 May 1996
- QDAN96/0015 Issued to Logan City Council – 4 September 1996
- QDAN96/0020 Issued to Sarina Shire Council – 10 September 1996
- QDAN96/0028 Issued to Pine Rivers Shire Council – 26 September 1996
- QDAN96/0030 Issued to Maroochy Shire Council – 3 October 1996
- QDAN96/0031 Issued to Logan City Council – 3 October 1996
- QDAN96/0037 Issued to Maroochy Shire Council – 10 October 1996
- QDAN96/0044 Issued to Maroochy Shire Council – 24 October 1996
- QDAN96/0050 Issued to Caloundra City Council – 8 November 1996
- QDAN96/0052 Issued to Maroochy Shire Council – 7 November 1996
- QDAN96/0053 Issued to Cairns City Council – 11 November 1996
- QDAN96/0059 Issued to Maroochy Shire Council – 18 November 1996
- QDAN96/0060 Issued to Pine Rivers Shire Council – 18 November 1996
- QDAN96/0061 Issued to Toowoomba City Council – 23 December 1996
- QDAN96/0063 Issued to Maroochy Shire Council – 21 November 1996
- QDAN96/0064 Issued to Toowoomba City Council – 27 November 1996
- QDAN96/0069 Issued to Maroochy Shire Council – 23 December 1996
- QDAN96/0070 Issued to Noosa Shire Council – 9 January 1997
- QDAN96/0075 Issued to Maroochy Shire Council – 2 January 1997
- QDAN96/0076 Issued to Taroom Shire Council – 2 January 1997
- QDAN97/0002 Issued to Maroochy Shire Council – 14 January 1997
- QDAN97/0003 Issued to Maroochy Shire Council – 14 January 1997
- QDAN97/0006 Issued to Toowoomba City Council - 14 January 1997
- QDAN97/0009 Issued to Balonne Shire Council – 3 February 1997



- QDAN97/0010 Issued to Maroochy Shire Council – 4 February 1997
- QDAN97/0011 Issued to Maroochy Shire Council – 4 February 1997
- QDAN97/0012 Issued to Maroochy Shire Council – 4 February 1997
- QDAN97/0013 Issued to Maroochy Shire Council – 4 February 1997
- QDAN97/0014 Issued to Maroochy Shire Council – 4 February 1997
- QDAN97/0016 Issued to Caloundra City Council – 11 February 1997
- QDAN97/0017 Issued to Caloundra City Council – 11 February 1997
- QDAN97/0025 Issued to Pine Rivers Shire Council – 11 March 1997
- QDAN97/0013 Issued to Brisbane City Council – 10 March 1997
- QDAN97/0035 Issued to Laidley Shire Council – 11 March 1997
- QDAN97/0037 Issued to Pine Rivers Shire Council – 4 April 1997
- QDAN97/0040 Issued to Caloundra City Council – 4 April 1997
- QDAN97/0043 Issued to Caloundra City Council – 9 April 1997
- QDAN97/0046 Issued to Cairns City Council – 5 August 1997
- QDAN97/0051 Issued to Jondaryan City Council – 22 April 1997
- QDAN97/0054 Issued to Maroochy Shire Council – 22 April 1997
- QDAN97/0056 Issued to Esk Shire Council – 7 May 1997
- QDAN97/0066 Issued to Pine Rivers Shire Council – 23 May 1997
- QDAN97/0067 Issued to Maroochy Shire Council – 21 May 1997
- QDAN97/0068 Issued to Laidley Shire Council – 2 June 1997
- QDAN97/0073 Issued to Maroochy Shire Council – 30 May 1997
- QDAN97/0075 Issued to Gatton Shire Council – 11 June 1997
- QDAN97/0081 Issued to Caboolture Shire Council – 1 July 1997
- QDAN97/0082 Issued to Caboolture Shire Council – 1 July 1997
- QDAN97/0087 Issued to Pine Rivers Shire Council – 2 July 1997
- QDAN97/0092 Issued to Caloundra City Council – 28 July 1997



- QDAN97/0114 Issued to Toowoomba City Council – 25 August 1997
- QDAN97/0127 Issued to Hervey Bay City Council – 5 September 1997
- QDAN97/0137 Issued to Caloundra City Council – 26 September 1997
- QDAN97/0139 Issued to Caloundra City Council – 3 October 1997
- QDAN97/0140 Issued to Caboolture Shire Council – 3 October 1997
- QDAN97/0162 Issued to Toowoomba City Council – 17 November 1997
- QDAN97/0180 Issued to Gold Coast City Council – 22 December 1997
- QDAN97/0184 Issued to Balonne Shire Council – 24 December 1997
- QDAN98/0006 Issued to Caboolture Shire Council – 15 January 1998
- QDAN98/0020 Issued to Gold Coast City Council – 27 February 1998
- QDAN98/0027 Issued to Maroochy Shire Council – 2 April 1998
- QDAN98/0047 Issued to Cairns City Council – 15 June 1998
- QDAN98/0052 Issued to Cairns City Council – 28 May 1998
- QDAN98/0061 Issued to Whitsunday Shire Council – 7 July 1998
- QDAN98/0062 Issued to Sarina Shire Council – 24 June 1998
- QDAN98/0065 Issued to Esk Shire Council -7 July 1998
- QDAN98/0073 Issued to Sarina Shire Council – 25 August 1998
- QDAN342 v.1 Issued to Ipswich City Council – 10 September 1998
- QDAN98/0074 Issued to Maroochy Shire Council – 25 August 1998
- QDAN346 v.1 Issued to Toowoomba City Council – 22 September 1998
- QDAN350 v.1 Issued to Mackay City Council – 1 October 1998
- QDAN358 v.1 Issued to Toowoomba City Council – 3 November 1998
- QDAN377 v.1 Issued to Caloundra City Council – 5 January 1999
- QDAN381 v.1 Issued to Ipswich City Council – 11 January 1999
- QDAN382 v.1 Issued to Maroochy Shire Council – 11 January 1999
- QDAN383 v.1 Issued to Atherton Shire Council – 13 January 1999



- QDAN386 v.1 Issued to Sarina Shire Council – 19 January 1999
- QDAN389 v.1 Issued to Caloundra City Council – 2 February 1999
- QDAN395 v.1 Issued to Ipswich City Council – 10 February 1999
- QDAN400 v.1 Issued to Redcliffe City Council – 14 April 1999
- QDAN405 v.1 Issued to Sarina Shire Council – 25 March 1999
- QDAN423 v.1 Issued to Sarina Shire Council – 19 May 1999
- QDAN425 v.1 Issued to Broadsound Shire Council – 12 May 1999
- QDAN434 v.1 Issued to Nanango Shire Council – 9 June 1999
- QDAN446 v.1 Issued to Brisbane City Council – 9 September 1999
- QDAN489 v.1 Issued to Burnett Shire Council – 17 April 2000
- QDAN542 v.1 Issued to Townsville City Council – 4 September 2001

Disposal

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

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

This list is not exhaustive.

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



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

Permanent records

Local governments should not transfer permanent records to Queensland State Archives without prior notification and approval. Local governments are required to submit a transfer proposal containing details of the records under consideration for transfer and a comprehensive list. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

Revision history

| Version | Date of approval | Extent of revision |
|---------|------------------|--|
| 1 | March 2000 | Initial Schedule (subject based) |
| 2 | February 2004 | Major revision (alignment with <i>Keyword for Councils</i>) |
| 3 | January 2007 | Major revision (legislative updates) |
| 4 | February 2008 | Minor revision |



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1. COMMERCIAL ACTIVITIES

This function relates to the local government competing commercially or providing services to other local governments or agencies on a fee for service basis.

See section 12.3 – Fees and Charges for records relating to the setting of fees and charges.

*See section 4 – **CORPORATE MANAGEMENT** for the commercialisation of local government business units and the establishment of Local Government Owned Corporations.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Finance*
- *Marketing*
- *Meetings*
- *Policy*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 1.1 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 1.1.1 | Enterprises Statutory notifications regarding the register of enterprises kept by the local government in accordance with s.501 of the <i>Local Government Act 1993</i> . Notifications include the establishment of a register and entries made in the register. <i>See reference number 1.5.1 for register of enterprises.</i> | Temporary | Retain for 5 years after last action. |
| 1.2 | Projects <i>The activity of achieving an objective or outcome, where this is managed as a project.</i> | | |
| 1.2.1 | Commercial projects Records relating to projects undertaken on a commercial basis, including the provision of services to other local governments or agencies, on a fee for service basis. Records may include contracts, proposals and tenders, agreements, progress and final reports, client identification records and summary records. <i>See General Retention and Disposal Schedule for Administrative Records for financial records.</i> | Temporary | Retain for 7 years after project completed. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 1.3 | Proposals <i>The activity of developing quotes, tenders or proposals for work undertaken by the local government on a commercial basis.</i> | | |
| 1.3.1 | Unsuccessful Records relating to unsuccessful proposals/tenders for work to be undertaken on a commercial basis by the local government. <i>See reference number 1.2.1 for successful proposals/tenders.</i> | Temporary | Retain for 2 years after last action. |
| 1.4 | Public Reaction <i>The activity of handling public reaction, complaints, suggestions and compliments about local government policies, facilities or services.</i> | | |
| 1.4.1 | Competitive neutrality Records relating to complaints regarding competitive neutrality including complaints resolved internally by the local government and complaints referred to the Queensland Competition Authority immediately or on appeal. Records may include complaint applications and associated documents, referee reports, local government resolutions and decisions. <i>See reference number 4.8.1 for register of activities conducted by local government business entities.</i> | Temporary | Retain for 7 years after last action. |
| 1.5 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 1.5.1 | <i>Enterprises</i> Register of enterprises assisted by a local government in accordance with s.501 of the <i>Local Government Act 1993</i> . | Temporary | Retain for 5 years after last action. |



2. COMMUNITY RELATIONS

This function relates to establishing rapport with the community and presenting and advancing the public image of the local government. The function includes celebrations, ceremonies, speeches, official representation at functions and participation in community activities. It also includes community consultation and the management of the local government corporate image and memorials.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Conferences*
- *Enquiries*
- *Marketing*
- *Meetings*
- *Policy*
- *Reporting*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 2.1 | Addresses <i>The activity of giving speeches or presentations for training, professional, community relations or sales purposes.</i> | | |
| 2.1.1 | Historically significant Records of speeches made by the Mayor or Councillors on occasions of historical significance such as, but not limited to, a local government centenary, opening of Council Chambers or a royal or foreign head of state visit. Includes transcripts, audio-visual material and photographs. <i>See reference number 2.3.1 for other records of historically significant occasions.</i> | Permanent | Retain permanently. |
| 2.1.2 | Other Records of speeches made by the Mayor or Councillors on occasions that do not have historical significance as determined in reference number 2.1.1. Includes transcripts, audio-visual material and photographs. <i>See reference number 2.3.2 for other records of occasions that do not have historical significance.</i> | Temporary | Retain for 2 years after last action. |
| 2.2 | Awards <i>The activity of managing and presenting awards for outstanding services, contributions and achievements.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 2.2.1 | Major Records relating to major awards initiated or received by a local government, such as Freedom of/Keys to the City. | Permanent | Retain permanently. |
| 2.2.2 | Minor Records relating to minor awards initiated or received by a local government, such as traineeships, cadetships, tidy town, town beautification schemes and garden prizes. | Temporary | Retain 7 years after last action. |
| 2.2.3 | Unsuccessful Records of unsuccessful awards initiated or submitted by a local government including arrangements, applications and award evaluations. | Temporary | Retain for 2 years after last action. |
| 2.3 | Celebrations, Ceremonies and Functions <i>The activity of arranging and managing celebrations, ceremonies and functions to celebrate, commemorate or honour an event or occasion.</i> <i>See General Retention and Disposal Schedule for Administrative Records for records relating to the planning and administration of celebrations, ceremonies and functions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 2.3.1 | <p>Historically significant</p> <p>Records documenting celebrations, ceremonies and functions of historical significance.</p> <p>Includes, but is not limited to, occasions such as a local government centenary, opening of Council Chambers or a royal or foreign head of state visit.</p> <p>A selection of records should be retained such as programs, photographs and summary reports.</p> <p><i>See reference number 2.1.1 for historically significant speeches made by the Mayor or Councillors.</i></p> | Permanent | Retain permanently. |
| 2.3.2 | <p>Other</p> <p>Records documenting celebrations, ceremonies and functions that do not have historical significance as described in reference number 2.3.1.</p> <p>Includes, but is not limited to, receptions, festivals or celebrations, openings and citizenship ceremonies.</p> <p><i>See reference number 2.1.2 for other speeches made by the Mayor or Councillors.</i></p> | Temporary | Retain for 5 years after last action. |
| 2.4 | <p>Community Consultation</p> <p><i>The activity of meeting regularly with the community and community representatives to provide comments and feedback on local government services, proposals and policies.</i></p> <p><i>See reference numbers 4.3.1 and 4.3.2 for records of community meetings.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 2.4.1 | Public meetings Administrative arrangements and notifications of public meetings and community consultation committee meetings, where the local government seeks input and negotiates with experts or community representatives. | Temporary | Retain for 5 years after last action. |
| 2.5 | Corporate Image <i>The activity of identifying, designing and procuring symbols that promote the image and identity of a local government.</i> | | |
| 2.5.1 | Design Records relating to the design of chains of office, crests, logos, emblems and flags etc. Records may include, but are not limited to, research documentation, designs and artwork. <i>See General Retention and Disposal Schedule for Administrative Records for records relating to copyright.</i> | Permanent | Retain permanently. |
| 2.6 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 2.6.1 | Community groups Correspondence with community groups and organisations such as, but not limited to, sporting organisations, activity groups, seniors' organisations and arts groups. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 2.7 | Memorials <i>The activity of designing memorials or monuments to commemorate a person or event.</i> | | |
| 2.7.1 | Design Records relating to the research and design of memorial cairns, plaques, monuments, statues and fountains including special funding, siting, naming and unveiling. Records may include, but are not limited to, research documentation, designs and artwork. | Permanent | Retain permanently. |
| 2.8 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i> <i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |
| 2.8.1 | Community consultation Community consultation policy. | Permanent | Retain permanently. |
| 2.9 | Sponsorships <i>The activity of developing partnerships between a local government and other organisations where one provides assistance to the other in return for promotional benefits.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 2.9.1 | <p>Proposals</p> <p>Records relating to sponsorship proposals, including arrangements, approvals agreements and implementation.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for financial records.</i></p> | Temporary | Retain for 7 years after last action. |
| 2.10 | <p>Visits</p> <p><i>The activity of managing and arranging visits to the local government, or by local government staff and Councillors to other organisations, to inform, educate and promote the services, facilities, role and operation of local government.</i></p> <p><i>See reference number 2.3.1 for visits of historical significance.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for arrangements for visiting dignitaries.</i></p> | | |
| 2.10.1 | <p>External</p> <p>Records relating to visits by local government representatives to educational institutions, community groups and other organisations.</p> <p>Records may include, but are not limited to, photographs, itineraries and visit reports.</p> | Temporary | Retain for 5 years after last action. |
| 2.10.2 | <p>Internal</p> <p>Records relating to routine visits to the local government by members of the public, educational institutions, community groups and other organisations.</p> <p>Records may include, but are not limited to, photographs, itineraries and visit reports.</p> | Temporary | Retain for 5 years after last action. |



3. COMMUNITY SERVICES

This function relates to the provision of services to assist local residents and the community. It includes records created by contractors engaged to deliver services on behalf of the local government.

This function does not include records of funded community organisations unless otherwise specified. Local governments should refer to service agreements for retention requirements.

*See section **26 – RECREATION AND CULTURAL SERVICES** for other programs and services.*

Services provided by local governments include, but are not limited to:

- *Aged care;*
- *Child care;*
- *Crisis support;*
- *Disability services;*
- *Domestic violence support;*
- *Employment assistance;*
- *Home care;*
- *Library and information services;*
- *Out of school hours programs; and*
- *Respite care.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Conferences*
- *Contracting Out*
- *Financial Management*
- *Grant Funding*
- *Liaison*
- *Marketing*
- *Meetings*
- *Policy*
- *Publications*
- *Procedures*
- *Reporting*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 3.1 | <p>Library and Public Information Access</p> <p><i>This section relates to the provision of public library services and access to public information. It includes planning and promoting library activities, collection management, the acquisition of library materials, mobile library services, reference services and access to computers and the internet.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the management of in-house reference libraries or collections and the acquisition of library materials not covered below.</i></p> | | |
| 3.1.1 | <p>Access</p> <p>Records relating to the access policy for the library collection.</p> <p>Includes policies covering access to and use of special collections, and access to public information via the internet.</p> | Temporary | Retain until superseded. |
| 3.1.2 | <p>Collection control</p> <p>Records relating to control of the library collection.</p> <p>Records may include, but are not limited to, library catalogues including catalogues of other libraries, shelf listings, discard lists and accession lists.</p> | Temporary | Retain until superseded. |
| 3.1.3 | <p>Gifts and loans - permanent</p> <p>Records relating to gifts and permanent loans of historic manuscripts and rare books including records of conditions of deposit, agreements and disposal information.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition of other library materials.</i></p> | Permanent | Retain permanently at the local government. |



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| 3.1.4 | Loans - temporary Records relating to temporary loans of books and other items. | Temporary | Retain for 5 years after last action. |
| 3.1.5 | Lending Records relating to the lending of books or items from the library collection. Records may include, but are not limited to, records of inter-library loans and borrowed or overdue items. <i>See General Retention and Disposal Schedule for Administrative Records for records relating to the collection of fines for overdue items.</i> | Temporary | Retain until administrative use ceases. |
| 3.1.6 | Library activities Records relating to activities provided by the library such as book readings, children's activities, holiday programs and genealogical research. | Temporary | Retain for 2 years after last action. |
| 3.1.7 | Library operations Records relating to routine administrative and operating arrangements for public libraries. Records may include, but are not limited to, access requests, staff rosters, access registers and bookings for the use of library computers. | Temporary | Retain for 5 years after last action. |
| 3.1.8 | Library users Records relating to public library users and library membership. Records may include, but are not limited to, applications for membership, borrower registration, parent/guardian permissions and membership details. | Temporary | Retain for 2 years after membership expires. |
| 3.1.9 | Local history | Permanent | Retain |



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|--------|--|-----------|---------------------------------------|
| | Local history collection of pamphlets, books, brochures, photographs and historical documents acquired from the community that document the local history of the area. This excludes public records of the local government. | | permanently in library. |
| 3.1.10 | Photocopying/copyright declarations Photocopying or copyright declarations made in accordance with s.203A of the <i>Copyright Act 1968 (Commonwealth)</i> . | Temporary | Retain for 4 years after last action. |
| 3.1.11 | Reference services Records relating to research requests and enquiries undertaken by library staff. | Temporary | Retain for 2 years after last action. |
| 3.2 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |
| 3.2.1 | Community plans Records relating to the development of community development plans, social plans and programs, or service plans. Includes final version of plans. | Temporary | Retain for 5 years after superseded. |



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| 3.2.2 | <p>Community services - establishment</p> <p>Records relating to the establishment of community services and their associated programs, activities and events.</p> <p>Records may include needs analysis and other preliminary research, community needs assessment data, correspondence with partnering agencies or other interested parties, and administrative arrangements for individual activities or events.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the ongoing evaluation of programs against formulated plans.</i></p> <p><i>See section 5 - COUNCIL PROPERTIES for the planning and construction of local government-owned community facilities.</i></p> <p><i>See relevant community service under section 3.3 – Service Delivery for operational records of local government services and programs.</i></p> | Temporary | Retain for 5 years after last action. |
| 3.3 | <p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p> | | |
| 3.3.1 | <p>Accommodation and housing</p> <p>Card indexes for housing and various forms of accommodation available throughout the local government area, such as flats, units and motels.</p> <p><i>See section 5 - COUNCIL PROPERTIES for the planning and construction of local government-owned community facilities.</i></p> | Temporary | Retain until reference ceases. |
| 3.3.2 | <p>Child care - establishment</p> | Temporary | Retain for 5 years |



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| | Records relating to the establishment and operation of centre-based child care services. Records include licensing and accreditation documentation, funding arrangements, establishment of centre, Commonwealth subsidies, and use of facilities and premises. | | after centre ceases to operate. |
| 3.3.3 | Child care - policy Child care policy. | Permanent | Retain permanently. |



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| 3.3.4 | <p><i>Child care – individual children</i></p> <p>Records relating to individual children in care.</p> <p>Records may include:</p> <ul style="list-style-type: none">• enrolment details;• admission agreements;• information about a parenting order or parenting plan in accordance with the <i>Family Law Act 1975</i>;• health and medical requirements;• excursion and other authorisations;• Family Assistance Office assessment notices and correspondence;• statement of child care usage forms;• attendance records; and• personal development plans and programs. <p><i>This record class excludes records relating to a child's injury, illness or death.</i></p> <p><i>See section 27 – RISK MANAGEMENT for records relating to complaints resulting in potential or actual compensation claims.</i></p> | Temporary | Retain for 3 years after child leaves care. |
|-------|---|-----------|---|



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 3.3.5 | Child care – register of attendance Register of attendance where this information is not kept on an individual child's file. | Temporary | Retain for 3 years after all children have left care. |
| 3.3.6 | Child care – excursions/fire drills Records relating to excursions and fire drills. | Temporary | Retain for 3 years after last action. |
| 3.3.7 | Child care – deaths Records relating to a child's death whilst in licensee's care. Includes statutory notifications issued in accordance with s.81 of the <i>Child Care Act 2002</i> . | Temporary | Retain for 6 years after the death of the child. |
| 3.3.8 | Child care – medical care Records relating to child care injuries and illnesses suffered while in licensee's care and medical or emergency treatment administered at child care centre. Includes statutory notifications of serious injury, harm or suspected harm suffered while in licensee's care in accordance with s.81 of <i>Child Care Act 2002</i> . | Temporary | Retain for 10 years after the child attains the age of 18. |
| 3.3.9 | Child care - staff Records relating to child care staff including staff member name, address and telephone number, attendance of staff member and rest pauses taken. <i>See General Retention and Disposal Schedule for Administrative Records for other personnel records.</i> | Temporary | Retain for 3 years after staff member leaves centre. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 3.3.10 | Child care - equipment Records relating to child care equipment in use at the child care centre. | Temporary | Retain for 5 years after disposal of equipment. |
| 3.3.11 | Child care - vehicles Records relating to child care vehicles owned by the licensee and used to transport children cared for at the centre, including make, model and registration number. | Temporary | Retain for 5 years after disposal of vehicle. |
| 3.3.12 | Child care – summary records Registers and other summary records relating to the day to day operations of the centre not required by legislation. Includes records such as toileting, behaviour and sleep charts. | Temporary | Retain until administrative use ceases. |
| 3.3.13 | Community safety Records relating to community and neighbourhood safety including Neighbourhood Watch, Safe City programs and the identification of areas subject to move on powers in accordance with the <i>Police Powers and Responsibilities Act 2000</i> . Records may include, but are not limited to, notifications of declared areas, statistics, liaison with law enforcement agencies and public submissions. <i>See General Retention and Disposal Schedule for Administrative Records for security surveillance records.</i> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 3.3.14 | <i>Disability services - policy</i> Disability access policy. | Permanent | Retain permanently. |
| 3.3.15 | <i>Disability services – concessions - approved</i> Records relating to successful applications or requests for passes or concessions to carers of disabled persons to enable them to access local government facilities and services. | Temporary | Retain for 2 years after expiry. |
| 3.3.16 | <i>Disability services – concessions - refused</i> Records relating to unsuccessful applications or requests for passes or concessions to carers of disabled persons to enable them to access local government facilities and services. | Temporary | Retain for 2 years after last action. |
| 3.3.17 | <i>Domestic and family violence support - adults</i> Records relating to support services provided to adult victims of domestic and family violence. Records may include, but are not limited to, copies of court protection orders, incident documents, agency's response and arrangements for accommodation at shelters and personal counselling records. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 3.3.18 | <p>Domestic and family violence support - minors</p> <p>Records relating to support services provided to minors who are victims of domestic and family violence.</p> <p>Records may include, but are not limited to, copies of court protection orders, children's drawings illustrating abuse, incident documents detailing types of abuse, the agency's response and arrangements for accommodation at shelters and personal counselling records.</p> | Temporary | Retain for 7 years after minor attains the age of 18. |
| 3.3.19 | <p>Home care</p> <p>Records relating to the operation and administration of the Home Assist Secure program to help senior citizens and those with a disability remain in their home by offering assistance with home repairs, maintenance, modifications and home security.</p> <p>Records may include, but are not limited to, requests and client files.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for financial records.</i></p> <p><i>See section 15 - GRANTS AND SUBSIDIES for funding records.</i></p> | Temporary | Retain for 5 years after discontinuation of service to client. |
| 3.3.20 | <p>Pensioner cottages - policy</p> <p>Policy on pensioner cottage land acquisition, funding and management.</p> | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 3.3.21 | <p>Pensioner cottages - tenants</p> <p>Records relating to renting out pensioner cottages including tenancy applications, waiting lists and tenant assessments.</p> <p><i>See section 5.4 – Design and Construction and section 5.5 – Maintenance for records relating to the construction and maintenance of pensioner cottages.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for financial records relating to the payment of rent.</i></p> | Temporary | Retain for 5 years after last action. |
| 3.3.22 | <p>Respite care – adults</p> <p>Client case files for adults.</p> <p>Records may include, but are not limited to, profiles, care plans, accident/incident forms, fee relief applications, advocate authorities, client medication forms, interagency referral forms, and admission and discharge records.</p> | Temporary | Retain for 10 years after last action. |
| 3.3.23 | <p>Respite care - minors</p> <p>Client case files for minors.</p> <p>Records may include, but are not limited to, profiles, care plans, accident/incident forms, fee relief applications, advocate authorities, client medication forms, interagency referral forms, permissions, and admission and discharge records.</p> | Temporary | Retain for 10 years after child attains age of 18. |
| 3.3.24 | <p>Respite care - register</p> <p>Client register.</p> | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 3.3.25 | Respite care – admission and discharge registers Registers detailing the admission and discharge of clients. | Temporary | Retain for 10 years after last action. If minors are registered retain until minors attain 28 years of age. |
| 3.3.26 | Respite care - staff Records relating to respite care staff, including staff member name, address and telephone number. <i>See General Retention and Disposal Schedule for Administrative Records for other personnel records.</i> | Temporary | Retain for 2 years after staff member leaves centre. |
| 3.3.27 | Respite care - programs Records relating to the planning of programs and activities, including activity planners, program analysis forms, outing preparation forms and checklists. | Temporary | Retain for 2 years after last action. |
| 3.3.28 | Senior services Records relating to Senior Associations or Senior Councils which advise local governments on issues affecting senior citizens. Records may include, but are not limited to, records of elections and meetings such as minutes, agendas, nominations and ballot papers etc. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 3.3.29 | <p>Youth services</p> <p>Records relating to Youth Councils which advise local governments on issues affecting young people.</p> <p>Records may include, but are not limited to, election records, minutes, agendas, nominations and ballot papers.</p> | Temporary | Retain for 5 years after last action. |
| 3.4 | <p>Reporting</p> <p><i>The activity of providing a formal response to a situation, request or legislative requirement. Includes original data collected by the local government for research and evaluation purposes.</i></p> <p><i>Does not include data provided by other government sources, e.g. Australian Bureau of Statistics.</i></p> | | |
| 3.4.1 | <p>Statistics – student housing</p> <p>Records relating to student housing research and statistics.</p> | Temporary | Retain for 5 years after last action. |
| 3.4.2 | <p>Statistics – unstructured leisure</p> <p>Records relating to unstructured leisure research and statistics.</p> | Temporary | Retain for 5 years after last action. |
| 3.4.3 | <p>Statistics – disability services</p> <p>Disabled services statistics, including community surveys for local, state and federal government programs.</p> | Temporary | Retain for 10 years after last action. |
| 3.4.4 | <p>Statistics – youth</p> <p>Youth statistics collected for local, state and federal government programs.</p> | Temporary | Retain for 10 years after last action. |



4. CORPORATE MANAGEMENT

This function relates to the application of broad systematic planning to define the corporate mission and to determine methods of local government operation. It includes the evaluation of strategies for service delivery and the direction of future operations.

This function also relates to the planning and establishment of new business activities or the reform of current services in line with the National Competition Policy. It includes establishing Local Government Owned Corporations and enterprises and the application of the Code of Competitive Conduct to services.

Records of service provision and the day to day operations of Local Government Owned Corporations are not within the scope of this Schedule.

See relevant function in this schedule for records of service provision and the day to day operations of commercialised business activities.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Assets*
- *Committees*
- *Contracting*
- *Tendering*
- *Joint Ventures*
- *Marketing*
- *Planning*
- *Policy*
- *Workplace Health and Safety*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 4.1 | Approvals <i>The activity of assessing and approving a service or facility to ensure compliance with, or exemption from, relevant standards, guidelines, legislation or regulations.</i> | | |
| 4.1.1 | Anti-competitive activities Records relating to authorisations sought by the local government in relation to anti-competitive activities, in accordance with the <i>Trade Practices Act 1974 (Commonwealth)</i> . Includes public interest tests. | Temporary | Retain for 7 years after activity ceases. |
| 4.1.2 | Queensland Competition Authority – successful applications Records relating to successful applications submitted by the local government to the Queensland Competition Authority, for the accreditation of its commercial or corporatised business activities, in accordance with s.834 of the <i>Local Government Act 1993</i> . Includes notifications and associated correspondence. | Temporary | Retain for 7 years after cessation of accreditation or activity. |
| 4.1.3 | Queensland Competition Authority – unsuccessful applications Records relating to unsuccessful applications submitted by the local government to the Queensland Competition Authority, for the accreditation of its commercial or corporatised business activities, in accordance with s.834 of the <i>Local Government Act 1993</i> . Includes notifications and associated correspondence. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 4.2 | Audit <i>The activity of officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with standards.</i> | | |
| 4.2.1 | Appointments Records relating to the appointment of auditors for annual audit. | Temporary | Retain for 3 years after last action. |
| 4.2.2 | Statements Auditors' statements of indebtedness. <i>These statements complement the Financial Statement of the local government.</i> | Permanent | Retain permanently. |
| 4.3 | Meetings <i>The activities associated with managing meetings to formulate, discuss, update or resolve issues.</i> <i>See reference number 2.4.1 for administrative arrangements for meetings and section 13.6 – Council Meetings for records of Council meetings.</i> <i>See General Retention and Disposal Schedule for Administrative Records for records of committee meetings.</i> | | |
| 4.3.1 | Community consultation - formal Records of community consultation committee meetings, where the local government seeks input and feedback and negotiates with experts or community representatives on services, policies and proposals. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 4.3.2 | Community consultation - informal Records of informal, ad hoc meetings for community consultation where the local government seeks input and feedback and negotiates with experts or community representatives on services, policies and proposals. | Temporary | Retain for 5 years after last action. |
| 4.4 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 4.4.1 | Procedures - final Strategic procedures for the monitoring of corporatised business activities. <i>See General Retention and Disposal Schedule for Administrative Records for records relating to operational procedures for the administration of core functions.</i> | Temporary | Retain for 3 years after superseded. |
| 4.4.2 | Procedures - development Records relating to the development of strategic procedures for the monitoring of corporatised business activities. <i>See General Retention and Disposal Schedule for Administrative Records for records relating to the development of operational procedures for the administration of core functions.</i> | Temporary | Retain for 3 years after last action. |
| 4.5 | Performance Management <i>The activity of implementing performance management within local government.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 4.5.1 | <p>Implementation</p> <p>Records relating to the implementation of performance management in the local government.</p> <p>Records may include, but are not limited to, continuous improvement plans and service level agreements.</p> | Temporary | Retain for 10 years after last action. |
| 4.6 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for strategic and corporate plans.</i></p> <p><i>See reference numbers 4.3.1 and 4.3.2 for records of community consultation that form part of the planning process.</i></p> | | |
| 4.6.1 | <p>Final version</p> <p>Final version of Local Government Owned Corporation Corporatisation Charters, Corporate Plans and Statements of Corporate Intent, provided to the local government in accordance with the <i>Local Government Act 1993</i>.</p> <p>Includes records documenting commercially sensitive matters omitted from the final version of the charter, plan or statement that is available to the public.</p> | Permanent | Retain permanently. |
| 4.6.2 | <p>Development</p> <p>Records relating to the development of Corporatisation Charters for Local Government Owned Corporations, in accordance with the <i>Local Government Act 1993</i>.</p> <p><i>See reference numbers 4.3.1 and 4.3.2 for records of community consultation.</i></p> | Temporary | Retain for 4 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 4.6.3 | <p>Commercialisation/corporatisation - unsuccessful</p> <p>Records relating to the proposed commercialisation or corporatisation of business activities which did not proceed.</p> <p>Includes public benefit assessment report.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for commercialisation/corporatisation proposals that proceeded.</i></p> | Temporary | Retain for 10 years after last action. |
| 4.7 | <p>Procedures</p> <p><i>The activity of applying standard methods of operation to activities undertaken by local government in accordance with formulated policy.</i></p> | | |
| 4.7.1 | <p>Accounting</p> <p>Accounting procedures including correspondence relating to accounting procedures, Treasurer's instructions and advice re provisions of the <i>Evidence Act 1977</i>.</p> | Temporary | Retain for 10 years after last action. |
| 4.7.2 | <p>Implementation</p> <p>Records relating to the formulation and implementation of procedures.</p> | Temporary | Retain for 5 years after last action. |
| 4.7.3 | <p>Master copy</p> <p>Master copy of procedure manuals.</p> | Temporary | Retain for 2 years after superseded. |
| 4.8 | <p>Registration</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 4.8.1 | <p>Register of activities</p> <p>Register of activities conducted by local government business entities to which competitive neutrality principles apply, in accordance with s.846 of the <i>Local Government Act 1993</i>.</p> <p>See <i>General Retention and Disposal Schedule for Administrative Records for complaints registers</i>.</p> | Temporary | Retain for 5 years after last action. |
| 4.9 | <p>Reporting</p> <p><i>The activity of providing a formal response to a situation, request or legislative requirement.</i></p> | | |
| 4.9.1 | <p>Annual Statement of Accounts - certified</p> <p>Annual Statement of Accounts – certified original presented to Council.</p> | Permanent | Retain permanently. |
| 4.9.2 | <p>Annual Statement of Accounts - draft</p> <p>Annual Statement of Accounts – drafts, working papers and duplicates.</p> | Temporary | Retain for 1 year after last action. |
| 4.9.3 | <p>Local Government Owned Corporations – quarterly reports</p> <p>Quarterly reports on Local Government Owned Corporation operations, including subsidiaries, provided to the local government as a shareholder, in accordance with s.683 of the <i>Local Government Act 1993</i>.</p> | Temporary | Retain for 5 years after last action. |



5. COUNCIL PROPERTIES

This function relates to the acquisition, construction, development, disposal and maintenance of facilities and premises owned, leased or otherwise occupied by a local government.

*See section **27 - RISK MANAGEMENT** for records relating to the management of public liability and issues surrounding public use of local government properties.*

See General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition, disposal, maintenance, fit outs and cleaning of buildings and structures and the conservation of places and structures of historical significance.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Acquisitions*
- *Auditing*
- *Conservation*
- *Construction*
- *Contracting Out*
- *Disposal*
- *Leasing/Leasing Out*
- *Maintenance*
- *Planning*
- *Policy*
- *Procedures*
- *Security*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 5.1 | Access <i>The activity of providing fair, efficient and impartial access to local government services, buildings and facilities.</i> | | |
| 5.1.1 | Disabled access Records relating to requirements for the provision of facilities and access to local government services, buildings and facilities for people with a disability. | Temporary | Retain for 5 years after last action. |
| 5.2 | Acquisition and Disposal <i>The activity of acquiring and disposing of land by the local government as regulated by the Acquisition of Land Act 1967 and the Local Government Act 1993. Also includes the conversion and rehabilitation of land from one use to another.</i> <i>See General Retention and Disposal Schedule for Administrative Records for the acquisition and disposal of local government buildings and capital assets.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 5.2.1 | <p>Acquisition – historically significant</p> <p>Records relating to the acquisition of land that has historical significance.</p> <p>Includes land acquired by purchase or bequest.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• acquisition aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. land provides habitat for rare flora or fauna;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. land has strong or special association with the community for social or spiritual reasons;• scientific value, e.g. land important for scientific research;• high aesthetic characteristics valued by the community;• land acquired for public recreation and open space purposes including parks and reserves;• Indigenous importance, e.g. spiritual significance to the community or Native Title claims;• land acquired for waste management, land fill purposes or for the disposal of other contaminants. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 5.2.2 | <p>Acquisition – other</p> <p>Records relating to the acquisition of land that is not historically significant as described in reference number 5.2.1.</p> <p>Includes land acquired by purchase or bequest.</p> <p>Excludes compulsory acquisitions or resumptions in accordance with the <i>Acquisition of Land Act 1967</i> and the <i>Local Government Act 1993</i>.</p> <p>See section 27.1 – <i>Claims Management for records of compensation claims</i>.</p> | Temporary | Retain for 12 years after disposal of land. |
| 5.2.3 | <p>Acquisition – compulsory acquisition or resumption</p> <p>Records relating to the compulsory acquisition or resumption of land that is not historically significant as described in reference number 5.2.1, in accordance with the <i>Acquisition of Land Act 1967</i> and the <i>Local Government Act 1993</i>.</p> <p>Includes land acquired for road widening and realignment purposes.</p> <p>See section 27.1 – <i>Claims Management for records of compensation claims</i>.</p> | Temporary | Retain for 12 years after disposal of land AND 2 years after the finalisation of all compensation claims. |
| 5.2.4 | <p>Acquisitions – not proceeded</p> <p>Records relating to land acquisitions that are proposed but not proceeded with.</p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 5.2.5 | <p><i>Disposal - historically significant</i></p> <p>Records documenting the disposal of land that has historical significance as described in reference number 5.2.1.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• disposal aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. land provides habitat for rare flora or fauna;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. land has strong or special association with the community for social or spiritual reasons;• scientific value, e.g. land important for scientific research;• high aesthetic characteristics valued by the community;• land acquired for public recreation purposes including parks and reserves;• Indigenous importance, e.g. spiritual significance to the community or Native Title claims;• land acquired for waste management or land fill purposes. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 5.2.6 | <p>Disposal - other</p> <p>Records documenting the disposal of land that is not historically significant as described in reference number 5.2.5.</p> | Temporary | <p>Retain for 12 years after disposal of land</p> <p>AND</p> <p>2 years after finalisation of all compensation claims.</p> |
| 5.2.7 | <p>Conversion of cemeteries</p> <p>Records relating to the conversion of cemeteries to other uses, including objections and submissions.</p> <p>Records may include, but are not limited to, maps, site plans, ministerial correspondence, authorisations and records relating to the relocation of bodies and gravestones/memorials.</p> | Permanent | <p>Retain permanently.</p> |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 5.2.8 | <p>Restoration of contaminated land</p> <p>Records relating to the restoration, rehabilitation and eventual re-use of contaminated land including land previously used for land fill, waste disposal sites, waste transfer stations and rubbish tips.</p> <p>Includes records demonstrating compliance with safety standards and correspondence with environmental authorities.</p> <p><i>See reference number 11.9.1 for notifications of contaminated land; reference number 5.2.5 for the disposal of contaminated land; reference number 5.6.1 for monitoring of contaminated land and reference numbers 5.7.2 – 5.7.3 for site management plans for contaminated land.</i></p> | Permanent | Retain permanently. |
| 5.2.9 | <p>Easements - local government</p> <p>Records relating to access easements owned by the local government that allow right of way, drainage or sewerage access, the supply of water, gas, electricity or telecommunication facilities and water storage.</p> <p>Records may include, but are not limited to, easement documents, agreements and survey plans.</p> | Temporary | Retain for 7 years after extinguishment of easement. |
| 5.2.10 | <p>Easements - other</p> <p>Records relating to access by the local government to land owned by another party, including easement or access agreements.</p> | Temporary | Retain for 7 years after access arrangements cease. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 5.2.11 | Native title – Indigenous Land Use Agreements Indigenous Land Use Agreements (ILUA) and related records, including legal advice and minutes of body corporate meetings created under an ILUA. | Temporary | Retain for 7 years after expiry of agreement. |
| 5.2.12 | Native title – claim books Copies of claim books containing anthropological findings provided to Council for information by Native Title researchers. | Temporary | Retain until reference ceases. |
| 5.3 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |
| 5.3.1 | National Association of Testing Authorities Records relating to the accreditation of local government laboratories and equipment by the National Association of Testing Authorities (NATA) to operate as a public testing service provider. Records may include, but are not limited to, applications, notifications and renewals. | Temporary | Retain for 7 years after accreditation ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 5.3.2 | <p><i>Environmentally relevant activities – successful registration</i></p> <p>Records relating to the successful registration of a local government to conduct an environmentally relevant activity (ERA) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes, but is not limited to, activities relating to the operation of water treatment plants, waste management facilities, landfill sites and quarries.</p> <p><i>See section 7.6 for a definition of an environmentally relevant activity.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• approvals;• amendments;• audit statements;• cancellations;• decisions notices;• environmental reports;• notifications;• renewals;• suspensions; and• transfers. | Temporary | Retain for 7 years after expiry or cancellation of registration. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 5.3.3 | <p><i>Environmentally relevant activities – unsuccessful registration</i></p> <p>Records relating to the unsuccessful registration of a local government to conduct an environmentally relevant activity (ERA) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes, but is not limited to, activities relating to the proposed operation of water treatment plants, waste management facilities, landfill sites and quarries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• audit statements;• decision notices;• environmental reports;• notifications; and• representations against a decision. | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 5.4 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings and structures owned, leased or otherwise occupied by the local government. Records may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>as-constructed plans;</i> • <i>contracts;</i> • <i>consultants/engineers reports;</i> • <i>inspection records;</i> • <i>maps and drawings;</i> • <i>specifications;</i> • <i>surveys; and</i> • <i>tenders.</i> <p><i>Buildings and/or structures may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>branch offices and depots;</i> • <i>community centres/halls;</i> • <i>jetties and boat ramps;</i> • <i>libraries;</i> • <i>museums and art galleries;</i> • <i>pensioner cottages;</i> • <i>pounds;</i> • <i>public toilet blocks;</i> • <i>public swimming pools;</i> • <i>skate parks;</i> • <i>sporting facilities/gymnasiums; and</i> • <i>theatres.</i> | | |
| 5.4.1 | <p>Council Chambers</p> <p>Records relating to the design and construction of the Council Chambers or principal building of the local government where the Council meets.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 5.4.2 | <p><i>Buildings – historically significant</i></p> <p>Records relating to the design, construction and commissioning of buildings and/or structures that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building has strong or special association with the community for social reasons, e.g. first public library in the local government area;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 5.4.3 | <i>Buildings – other</i> Records relating to the design, construction and commissioning of buildings and/or structures that are not historically significant as described in reference number 5.4.2. | Temporary | Retain for 7 years after the building or structure is demolished, removed or disposed of. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 5.5 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings and structures owned, leased or otherwise occupied by the local government.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>consultants/engineers reports;</i>• <i>contracts;</i>• <i>inspection reports;</i>• <i>maintenace requests;</i>• <i>specifications; and</i>• <i>tenders.</i> <p><i>Buildings and/or structures may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>branch offices and depots;</i>• <i>community centres/halls;</i>• <i>jetties and boat ramps;</i>• <i>libraries;</i>• <i>museums and art galleries;</i>• <i>pensioner cottages;</i>• <i>pounds;</i>• <i>public toilet blocks;</i>• <i>public swimming pools;</i>• <i>skate parks;</i>• <i>sporting facilities/gymnasiums; and</i>• <i>theatres.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 5.5.1 | <p>Major maintenance – buildings/structures of historical significance</p> <p>Records relating to major maintenance, conservation and repairs that affect the structure of buildings and structures that are historically significant as described in reference numbers 5.4.1 and 5.4.2.</p> <p>Includes changes that impact on the heritage value of the building or structure such as altering the façade or aesthetic aspects of the building.</p> | Permanent | Retain permanently. |
| 5.5.2 | <p>Major maintenance – other buildings/structures</p> <p>Records relating to major maintenance and repairs that affect the structure of buildings and structures that are not historically significant as described in reference numbers 5.4.1 and 5.4.2.</p> | Temporary | Retain for 7 years after removal or disposal of building or structure. |
| 5.5.3 | <p>Minor maintenance – all buildings/structures</p> <p>Records relating to minor repairs or alterations that do not affect the structure of buildings and structures owned or leased by the local government.</p> | Temporary | Retain for 7 years after last action. |
| 5.5.4 | <p>Routine maintenance – all buildings/structures</p> <p>Records relating to routine maintenance of buildings and structures owned or leased by the local government.</p> <p>Includes, but is not limited to, grounds maintenance, painting and cleaning.</p> | Temporary | Retain for 2 years after last action. |
| 5.6 | <p>Monitoring</p> <p><i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 5.6.1 | <p>Contaminated land</p> <p>Records relating to the monitoring of contaminated land owned or managed by the local government including inactive waste disposal sites.</p> <p>Records may include, but are not limited to, testing, site excavations, soil movement and disposal, maintenance records, routine site inspections and electricity generation.</p> <p><i>See reference numbers 24.3.4 – 24.3.5 for records relating to investigations into emergencies and incidents at inactive waste disposal sites.</i></p> | Permanent | Retain permanently. |
| 5.7 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> | | |
| 5.7.1 | <p>Accommodation</p> <p>Records relating to planning for accommodation and housing in the local government area.</p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 5.7.2 | <p>Contaminated land – approved Site Management Plans</p> <p>Records relating to approved Site Management Plans for contaminated land owned or managed by the local government, voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to, final plan, site investigations, suitability statements and risk analysis documentation.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Site Management Plans required as part of a development application.</p> <p>See reference numbers 24.3.4 – 24.3.5 for records relating to incidents causing public or environmental harm.</p> | Temporary | Retain for 30 years after superseded. |
| 5.7.3 | <p>Contaminated land – unapproved Site Management Plans</p> <p>Records relating to unapproved site management plans for contaminated land owned or managed by the local government, voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to, final plan, site investigations and risk analysis documentation.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Site Management Plans required as part of a development application.</p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 5.8 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based. See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |
| 5.8.1 | Sale of land and property Policies relating to the sale and development of local government owned land and property. | Permanent | Retain permanently. |
| 5.8.2 | Exchange of land and property Policy on the exchange of local government owned land and property. | Permanent | Retain permanently. |
| 5.9 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |
| 5.9.1 | Implementation Records relating to the implementation of programs such as energy efficiency and conservation. | Temporary | Retain for 5 years after last action. |
| 5.10 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 5.10.1 | Property Property registers. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 5.10.2 | Resumptions Resumptions register or other summary record of resumptions or the compulsory acquisition of land. | Permanent | Retain permanently. |
| 5.10.3 | Leases Register of leases for reserves. | Permanent | Retain permanently. |
| 5.11 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 5.11.1 | Contaminated land Reports relating to the ongoing management of contaminated land and inactive waste disposal sites, submitted by the lessee of the site to the local government, as required under a Site Management Plan. | Temporary | Retain for 7 years after expiry of lease. |
| 5.12 | Valuations <i>The activity of valuing land and property.</i> | | |
| 5.12.1 | Property Records of valuations on local government properties. | Temporary | Retain until superseded. |



6. CUSTOMER SERVICE

This function relates to planning, monitoring and evaluating services provided to customers by the local government. It includes integrated service provision at shopfront locations and the introduction of new types of customer services such as electronic trading facilities. It also includes handling reactions to services, customer consultation and feedback.

*See General Retention and Disposal Schedule for Administrative Records and section **27 – RISK MANAGEMENT** of this Schedule for records of potential liability cases.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Evaluation*
- *Meetings*
- *Planning*
- *Policy*
- *Procedures*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 6.1 | Access <i>The activity of providing fair, efficient and impartial access to local government services and facilities.</i> | | |
| 6.1.1 | Policies Records of policies for service delivery and access that is efficient, fair and impartial including programs for user-education, after-hours support, call centres, information desks and disadvantaged clients. | Temporary | Retain for 5 years after last action. |
| 6.2 | Guidelines <i>The activity of setting standards or determining a course of action.</i> | | |
| 6.2.1 | Services Records of service delivery guidelines and procedures. | Temporary | Retain for 2 years after last action. |
| 6.3 | Standards <i>The activity of implementing industry or local government benchmarks for services and processes to enhance the quality and efficiency of the organisation.</i> <i>See General Retention and Disposal Schedule for Administrative Records for records relating to planning and evaluating services.</i> | | |
| 6.3.1 | Customer service charter Master copy of customer service charter. | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 6.3.2 | <p>Service standards</p> <p>Records relating to the setting of service standards for local government services.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for agreements with service providers.</i></p> | Temporary | Retain for 2 years after last action. |



7. DEVELOPMENT AND BUILDING CONTROLS

This function relates to the regulation and approval of development applications by local governments for specific premises, buildings, properties and structures. It covers building works, plumbing and drainage works, operational works, tidal works, reconfiguration of a lot, material change of use, code assessments and impact assessments.

Development applications relate to the construction, demolition, removal or modification of a specific site, building, address or location and may include preliminary approvals sought prior to the submission of a development application.

This section also includes records relating to construction materials and dealings with the Queensland Building Services Authority.

Development applications are regulated by the Building Act 1975, Integrated Planning Act 1997, Environmental Protection Act 1994, Plumbing and Drainage Act 2002, Coastal Protection and Management Act 1995 and the Building Code of Australia.

*See section 18 – **LAND USE AND PLANNING** for the development of local government planning schemes which determine the strategic framework for the management of the natural and built environments.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Procedures*
- *Publications*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 7.1 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 7.1.1 | Infrastructure agreements – local government Infrastructure agreements to which the local government is a party in accordance with the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 7 years after expiry of agreement. |
| 7.1.2 | Infrastructure agreements – other Copies of infrastructure agreements to which the local government is not a party, provided to the local government by a public service entity, in accordance with s.5.2.4 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain until reference ceases. |
| 7.2 | Appeals <i>This activity relates to the review of decisions made by local governments concerning development applications that are heard by a higher court or tribunal such as, but not limited to, the Planning and Environment Court and Building and Development Tribunal.</i> <i>For appeal files where the local government decision is overturned and the development application is approved, please refer to the relevant development application record class.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.2.1 | <p>Upheld decisions</p> <p>Records relating to appeals against a local government decision to refuse a development application, where the decision is upheld by a higher court or tribunal.</p> <p>Records may include, but are not limited to, legal briefs, decisions, correspondence between parties, legal advice and copies of the development application.</p> | Temporary | Retain for 7 years after conclusion of appeal process. |
| 7.3 | <p>Applications</p> <p><i>The activity of applying for approval or accreditation to the local government to ensure compliance with relevant standards, guidelines, legislation or regulations.</i></p> | | |
| 7.3.1 | <p>Budget accommodation buildings - advice</p> <p>Records relating to applications, submitted to the local government by the owner of a budget accommodation building that was built or approved prior to 1992, for advice on whether the building is compliant with Part 14 of the <i>Queensland Development Code (Fire Safety Standard)</i>, in accordance with s.222 of the <i>Building Act 1975</i>.</p> <p>Records may include, but are not limited to, applications, advice and decision notices.</p> <p><i>See reference number 7.12.1 for records relating to budget accommodation inspections and section 7.5 – Development Applications – Building Works for building development applications.</i></p> | Temporary | Retain until the building is removed or demolished. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 7.3.2 | <p>Budget accommodation buildings – extensions of time</p> <p>Records relating to applications or requests, submitted to the local government by the owner of a budget accommodation building that was built or approved prior to 1992, for an extension of time for compliance with Part 14 of the <i>Queensland Development Code (Fire Safety Standard)</i> in accordance with s.221 of the <i>Building Act 1975</i>.</p> <p>Records may include, but are not limited to, approved and rejected applications and decision notices.</p> <p>See section 7.5 – <i>Development Applications – Building Works for building development applications</i>.</p> | Temporary | Retain until the building is removed or demolished. |
| 7.3.3 | <p>Swimming pool fencing - advice</p> <p>Records relating to applications for advice on compliance of existing residential swimming pool fencing with required pool fencing standards in accordance with s.244 of the <i>Building Act 1975</i>.</p> <p>Records may include, but are not limited to, applications, decision notices and instructions for rectification.</p> | Temporary | Retain for 7 years after demolition or removal of swimming pool fencing. |
| 7.3.4 | <p>Swimming pool fencing – extensions of time</p> <p>Records relating to applications for extensions of time for compliance with residential swimming pool fencing standards in accordance with s.262 of the <i>Building Act 1975</i>.</p> <p>Records may include, but are not limited to, applications and decision notices.</p> | Temporary | Retain for 7 years after compliance achieved or pool fencing requirements no longer applicable. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 7.4 | Approvals <i>The activity of assessing and approving a service or facility to ensure compliance with, or exemption from, relevant standards, guidelines, legislation or regulations.</i> <i>See 7.5 – 7.11 for development approvals.</i> | | |
| 7.4.1 | Building products Records relating to the approval of building products. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 7.5 | <p>Development Applications – Building Works</p> <p><i>This section relates to development applications submitted to and assessed by a local government for the construction, modification, removal or demolition of a building or structure.</i></p> <p><i>It includes development applications given to a local government by a private certifier in accordance with s.86 of the Building Act 1975 as well as preliminary or pre-lodgement approvals sought prior to the submission of a development application.</i></p> <p><i>It also includes appeal records where a local government decision is overturned and the development application is approved.</i></p> <p><i>Appeal records and preliminary or pre-lodgement approvals may either be managed as part of the development application or separately.</i></p> <p><i>A development application for building works may include, but is not limited to, the following records:</i></p> <ul style="list-style-type: none">• <i>appeal records;</i>• <i>approvals;</i>• <i>decision notices;</i>• <i>environmental impact statements;</i>• <i>extension of time requests;</i>• <i>fire safety installations and special fire services;</i>• <i>fire safety management plans;</i>• <i>inspection records;</i>• <i>plans, drawings and specifications;</i>• <i>preliminary or pre-lodgement approval documentation;</i>• <i>records lodged by a private certifier; and</i>• <i>special conditions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 7.5.1 | <p>Building works – historically significant</p> <p>Building development applications for historically significant buildings or structures that are approved in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• building or structure aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building has strong or special association with the community for social, socio-economic or spiritual reasons such as the first building constructed in the local government area or churches;• significant building constructed by the local government, e.g. Council Chambers;• scientific, technical or architectural value, e.g. first building of its type to utilise non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• social value, e.g. building has strong or special association with the life or works of a person or group of persons of importance to the local government area or Queensland. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.5.2 | <p>Building works – swimming pool fencing</p> <p>Building development applications for swimming pool fences that do not have historical significance as described in reference number 7.5.1, and are approved in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain until the swimming pool fencing is removed or demolished. |
| 7.5.3 | <p>Building works – classes 1 – 9</p> <p>Building development applications for buildings and structures in classes 1 to 9 inclusive, that do not have historical significance as described in reference number 7.5.1, and are approved in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain until the building or structure is removed or demolished. |
| 7.5.4 | <p>Building works – class 10</p> <p>Building development applications for structures in class 10 that do not have historical significance as described in reference number 7.5.1, excluding swimming pool fences, and are approved in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> <p>See reference number 7.5.2 for swimming pool fences.</p> | Temporary | Retain for 10 years after last action or until the structure is removed or demolished, whichever event occurs first. |
| 7.5.5 | <p>Building works – refused</p> <p>Building development applications for buildings and structures that are refused by the local government in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after refusal. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.5.6 | Building works – withdrawn Building development applications for buildings and structures that are withdrawn by the applicant prior to approval by the local government in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 2 years after last action. |
| 7.5.7 | Building works – lapsed prior to approval Building development applications for buildings and structures that have lapsed prior to approval by the local government in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 2 years after application lapses. |
| 7.5.8 | Building works – lapsed after approval Building development applications for buildings and structures that have lapsed after approval and the building works have not proceeded in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 5 years after approval lapses. |
| 7.5.9 | Building works – cancelled Building development applications for buildings and structures that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 5 years after cancellation. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 7.6 | <p>Development Applications – Material Change of Use</p> <p><i>This section relates to development applications for a material change of use, submitted to and assessed by the local government, in accordance with the Integrated Planning Act 1997.</i></p> <p><i>A material change of use relates to the start of a new use of premises, the re-establishment on premises of a use that has been abandoned, or a material change in the intensity or scale of the use of the premises.</i></p> <p><i>Appeal records and preliminary or pre-lodgement approvals may either be managed as part of the development application or separately.</i></p> <p><i>Prior to the introduction of the Integrated Planning Act 1997, material change of use development applications were referred to as rezonings.</i></p> <p><i>This section also includes development applications for a material change of use that include environmentally relevant activities (ERA) which require assessment under the Environmental Protection Act 1994.</i></p> <p><i>An environmentally relevant activity involves the release of a contaminant that may cause environmental harm.</i></p> <p><i>A development application for a material change of use may include, but is not limited to, the following records:</i></p> <ul style="list-style-type: none"> • <i>appeal records;</i> • <i>approvals;</i> • <i>decision notices;</i> • <i>environmental evaluation/investigation records;</i> • <i>extension of time requests;</i> • <i>information relied upon by the assessment manager;</i> • <i>inspection records;</i> • <i>plans, drawings and specifications;</i> • <i>preliminary or pre-lodgement approval documentation; and</i> • <i>site management plans.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 7.6.1 | <p>Material change of use – approved</p> <p>Development applications for a material change of use that are approved by the local government, in accordance with the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> <p>See reference number 7.6.6 for applications that are cancelled prior to commencement of the development.</p> | Temporary | Retain until development approval is superseded. |
| 7.6.2 | <p>Material change of use – refused</p> <p>Development applications for a material change of use that are refused by the local government, in accordance with the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> | Temporary | Retain for 2 years after last action. |
| 7.6.3 | <p>Material change of use – withdrawn</p> <p>Development applications for a material change of use that are withdrawn by the applicant prior to approval by the local government, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.6.4 | <p>Material change of use – lapsed prior to approval</p> <p>Development applications for a material change of use that have lapsed prior to approval by the local government, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> | Temporary | Retain for 2 years after application lapses. |
| 7.6.5 | <p>Material change of use – lapsed after approval</p> <p>Development applications for a material change of use that have lapsed after approval by the local government, in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> | Temporary | Retain for 5 years after approval lapses. |
| 7.6.6 | <p>Material change of use – cancelled</p> <p>Development applications for a material change of use that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> <p>Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> | Temporary | Retain for 5 years after cancellation. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 7.7 | <p>Development Applications – Operational Works</p> <p><i>This section relates to development applications for operational works, submitted to and assessed by the local government, in accordance with the Integrated Planning Act 1997.</i></p> <p><i>Appeal records and preliminary or pre-lodgement approvals may either be managed as part of the development application or separately.</i></p> <p><i>Development applications for operational works include:</i></p> <ul style="list-style-type: none"> • <i>clearing vegetation;</i> • <i>conducting a forest practice;</i> • <i>excavating or filling;</i> • <i>extraction of gravel, rock, sand or soil;</i> • <i>placing an advertising device on premises.</i> • <i>removing, destroying or damaging a marine plant;</i> • <i>taking or interfering with water;</i> • <i>work that materially affects premises or their use;</i> • <i>tidal works or work in a coastal management district; and</i> • <i>work in a declared fish habitat area.</i> <p><i>A development application for operational works may include, but is not limited to, the following records:</i></p> <ul style="list-style-type: none"> • <i>appeal records;</i> • <i>approvals;</i> • <i>decision notices;</i> • <i>extension of time requests;</i> • <i>inspection records;</i> • <i>plans, drawings and specifications;</i> • <i>preliminary and pre-lodgement approval records; and</i> • <i>special conditions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.7.1 | <p>Operational works – approved</p> <p>Development applications for operational works that are approved, in accordance with the <i>Integrated Planning Act 1997</i>.</p> <p>See reference number 7.7.6 for applications that are cancelled prior to commencement of the work.</p> | Temporary | Retain for 10 years after approval. |
| 7.7.2 | <p>Operational works – refused</p> <p>Development applications for operational works that are refused by the local government, in accordance with the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.7.3 | <p>Operational works – withdrawn</p> <p>Development applications for operational works that are withdrawn by the applicant prior to approval by the local government, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.7.4 | <p>Operational works – lapsed prior to approval</p> <p>Development applications for operational works that have lapsed prior to approval by the local government, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after application lapses. |
| 7.7.5 | <p>Operational works – lapsed after approval</p> <p>Development applications for operational works that have lapsed after approval and not proceeded with, in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after approval lapses. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 7.7.6 | <p>Operational works – cancelled</p> <p>Development applications for operational works that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after cancellation. |
| 7.8 | <p>Development Applications – Plumbing and Drainage Works</p> <p><i>This section relates to the assessment of development applications for plumbing and drainage works by the local government, in accordance with the Plumbing and Drainage Act 2002.</i></p> <p><i>Development applications for plumbing and drainage works relate to approval for plumbing and drainage work to commence (compliance permit) or certification of the work once it is completed (compliance certificate). Includes applications for the approval of a greywater use facility.</i></p> <p><i>Appeal records and preliminary or pre-lodgement approvals may either be managed as part of the development application or separately.</i></p> <p><i>A development application for plumbing and drainage works may include, but is not limited to, the following records:</i></p> <ul style="list-style-type: none">• <i>appeal records;</i>• <i>approvals;</i>• <i>compliance certificates and permits;</i>• <i>decision notices;</i>• <i>inspection records;</i>• <i>plans, drawings and specifications;</i>• <i>preliminary and pre-lodgement approval records; and</i>• <i>special conditions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 7.8.1 | <p>Plumbing and drainage works – classes 2 – 9</p> <p>Development applications for plumbing and drainage compliance permits and certificates for buildings in Class 2 to Class 9 inclusive that are approved, in accordance with s.85 and s.86 of the <i>Plumbing and Drainage Act 2002</i>.</p> <p><i>See reference number 7.8.7 for applications that are cancelled prior to commencement of the work.</i></p> | Temporary | Retain until the building is removed or demolished. |
| 7.8.2 | <p>Plumbing and drainage works – class 1 and 10</p> <p>Development applications for plumbing and drainage compliance permits and certificates for buildings in Class 1 and Class 10 that are approved, in accordance with s.85 and s.86 of the <i>Plumbing and Drainage Act 2002</i>.</p> | Temporary | Retain for 10 years after last action or until the building is removed or demolished, whichever event occurs first. |
| 7.8.3 | <p>Plumbing and drainage works – refused</p> <p>Development applications for plumbing and drainage compliance permits and certificates that are refused by the local government, in accordance with s.85 and s.86 of the <i>Plumbing and Drainage Act 2002</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.8.4 | <p>Plumbing and drainage works – withdrawn</p> <p>Development applications for plumbing and drainage compliance permits and certificates submitted under the <i>Plumbing and Drainage Act 2002</i> that are withdrawn by the applicant prior to approval by the local government, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 7.8.5 | <p>Plumbing and drainage works – lapsed prior to approval</p> <p>Development applications for plumbing and drainage compliance permits and certificates submitted under the <i>Plumbing and Drainage Act 2002</i> that have lapsed prior to approval by the local government, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after application lapses. |
| 7.8.6 | <p>Plumbing and drainage works – lapsed after approval</p> <p>Development applications for plumbing and drainage compliance permits and certificates submitted under the <i>Plumbing and Drainage Act 2002</i> that have lapsed after approval and not proceeded with, in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after approval lapses. |
| 7.8.7 | <p>Plumbing and drainage works – cancelled</p> <p>Development applications for plumbing and drainage compliance permits and certificates submitted under the <i>Plumbing and Drainage Act 2002</i> that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after cancellation. |
| 7.8.8 | <p>Plans - sewerage</p> <p>Sewerage house plans.</p> | Temporary | Retain for 7 years after pipelines are removed or demolished. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.8.9 | Plans – plumbing and drainage Plumbing and drainage as-constructed plans. | Temporary | Retain for 7 years after structure is removed or demolished. |
| 7.9 | Development Applications – Reconfiguration of a lot <i>This section relates to the approval of development applications for the reconfiguration of a lot in accordance with the Integrated Planning Act 1997.</i> <i>Reconfiguration of a lot refers to the subdivision of land to create smaller lots.</i> <i>Appeal records and preliminary approvals may all be managed as part of the development application or separately.</i> <i>Prior to the introduction of the Integrated Planning Act 1997, development applications relating to the reconfiguration of a lot were referred to as subdivisions.</i> <i>A development application for reconfiguration of a lot may include, but not be limited to, the following records:</i> <ul style="list-style-type: none">• <i>appeal records;</i>• <i>approvals;</i>• <i>decision notices;</i>• <i>extension of time requests;</i>• <i>inspection records;</i>• <i>plans, drawings and specifications;</i>• <i>preliminary and pre-lodgement approval records; and</i>• <i>special conditions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.9.1 | <p>Reconfiguration of a lot – approved</p> <p>Development applications for the reconfiguration of a lot that are approved, in accordance with the <i>Integrated Planning Act 1997</i>.</p> <p>See reference number 7.9.6 for applications that are cancelled prior to the development commencing.</p> | Temporary | Retain for 20 years after approval. |
| 7.9.2 | <p>Reconfiguration of a lot – refused</p> <p>Development applications for the reconfiguration of a lot that are refused by the local government, in accordance with the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.9.3 | <p>Reconfiguration of a lot – withdrawn</p> <p>Development applications for the reconfiguration of a lot that are withdrawn by the applicant prior to approval by the local government, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.9.4 | <p>Reconfiguration of a lot – lapsed prior to approval</p> <p>Development applications for the reconfiguration of a lot that have lapsed prior to approval by the local government, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after application lapses. |
| 7.9.5 | <p>Reconfiguration of a lot – lapsed after approval</p> <p>Development applications for the reconfiguration of a lot that have lapsed after approval and not proceeded with, in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after approval lapses. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 7.9.6 | <p>Reconfiguration of a lot – cancelled</p> <p>Development applications for the reconfiguration of a lot that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after cancellation. |
| 7.10 | <p>Development Applications – Swimming Pool Fencing Exemptions</p> <p><i>This section relates to applications for exemptions to swimming pool fencing requirements in accordance with the Building Act 1975.</i></p> <p><i>Development applications to construct a private swimming pool must include a pool fencing component. Private swimming pools are classified under Class 10b according to s.A3 of the Building Code of Australia and development applications for their construction should therefore be sentenced under reference number 7.5.2 of this Schedule.</i></p> <p><i>See reference number 7 12.2 for records of swimming pool fencing inspection programs.</i></p> | | |
| 7.10.1 | <p>Swimming pool fencing exemptions - approved</p> <p>Records relating to swimming pool fencing exemption applications that are approved, in accordance with s.240 of the <i>Building Act 1975</i>.</p> | Temporary | Retain for 7 years after exemption ceases. |
| 7.10.2 | <p>Swimming pool fencing exemptions - refused</p> <p>Records relating to swimming pool fencing exemption applications that are refused, in accordance with s.240 of the <i>Building Act 1975</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.10.3 | <p>Swimming pool fencing exemptions - register</p> <p>Register of swimming pool fencing exemptions, in accordance with s.243 of the <i>Building Act 1975</i>.</p> | Temporary | Retain for 7 years after all exemptions cease. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 7.11 | <p>Development Applications – Prescribed Tidal Works/Tidal Works</p> <p><i>This section relates to the assessment and approval of development applications for prescribed tidal works by the local government, in accordance with the Integrated Planning Act 1997 and the Coastal Protection and Management Act 1995.</i></p> <p><i>It includes submissions, such as development approvals or applications, made by the local government as a concurrence agency, to the Environmental Protection Agency for assessment as part of a development application for tidal works.</i></p> <p><i>Tidal works relate to approval for the construction of structures that are completely or partly within a local government tidal area, e.g. jetties, pontoons, boat ramps, groynes and wharves.</i></p> <p><i>Appeal records and preliminary or pre-lodgement approvals may either be managed as part of the development application or separately.</i></p> <p><i>A development application for prescribed tidal works may include, but not be limited to, the following records:</i></p> <ul style="list-style-type: none">• <i>appeal records;</i>• <i>approvals;</i>• <i>decision notices;</i>• <i>extension of time requests;</i>• <i>inspection records;</i>• <i>plans, drawings and specifications;</i>• <i>preliminary and pre-lodgement approval records; and</i>• <i>special conditions.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 7.11.1 | <p><i>Prescribed tidal works – historically significant</i></p> <p>Development applications for prescribed tidal works, for historically significant structures that are approved by the local government, in accordance with the <i>Integrated Planning Act 1997</i> and the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• structure aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. structure has long term effects or significantly altered the local environment;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. structure has strong or special association with the community for social, socio-economic or spiritual reasons;• scientific, technical or architectural value, e.g. first structure of its type to utilise non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• social value, e.g. structure has strong or special association with the life or works of a person or group of persons of importance to the local government area or Queensland. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 7.11.2 | <i>Prescribed tidal works – other</i> Development applications for prescribed tidal works, approved by the local government, for structures that are not historically or culturally significant as described in reference number 7.11.1, in accordance with the <i>Integrated Planning Act 1997</i> and the <i>Coastal Protection and Management Act 1995</i> . | Temporary | Retain until the structure is removed or demolished. |
| 7.11.3 | <i>Prescribed tidal works – refused</i> Development applications for prescribed tidal works that are refused by the local government, in accordance with the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 2 years after last action. |
| 7.11.4 | <i>Prescribed tidal works – withdrawn</i> Development applications for prescribed tidal works that are withdrawn by the applicant prior to approval by the local government, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 2 years after last action. |
| 7.11.5 | <i>Prescribed tidal works – lapsed prior to approval</i> Development applications for prescribed tidal works that have lapsed prior to approval by the local government, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 2 years after application lapses. |
| 7.11.6 | <i>Prescribed tidal works – lapsed after approval</i> Development applications for prescribed tidal works that have lapsed after approval by the local government and not proceeded with, in accordance with s.3.5.21 of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain for 5 years after approval lapses. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.11.7 | <p>Prescribed tidal works – cancelled</p> <p>Development applications for prescribed tidal works that are cancelled after approval but prior to the development commencing, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after cancellation. |
| 7.11.8 | <p>Tidal works – assessed and approved by EPA</p> <p>Records relating to development applications for tidal works that are assessed and approved by the Environmental Protection Agency, in accordance with the <i>Integrated Planning Act 1997</i> and the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Records may include but are not limited to, submissions provided by the local government to the Environmental Protection Agency, applications, local government approvals, decision notices and conditions of approval.</p> | Temporary | Retain until the structure is removed or demolished. |
| 7.11.9 | <p>Tidal works – assessed and refused by EPA</p> <p>Records relating to development applications for tidal works that are assessed and refused by the Environmental Protection Agency, in accordance with the <i>Integrated Planning Act 1997</i> and the <i>Coastal Protection and Management Act 1995</i>.</p> <p>Records may include but are not limited to, submissions provided by the local government to the Environmental Protection Agency, applications, local government approvals and decision notices.</p> | Temporary | Retain for 2 years after notification of refusal. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 7.11.10 | <p>Tidal works – assessed by EPA but not proceeded with</p> <p>Records relating to development applications for tidal works that are assessed by the Environmental Protection Agency but not proceeded with, in accordance with the <i>Integrated Planning Act 1997</i> and the <i>Coastal Protection and Management Act 1995</i>. Includes applications that are cancelled, lapsed or withdrawn by the applicant.</p> <p>Records may include, but are not limited to, submissions provided by the local government to the Environmental Protection Agency, applications, local government approvals and notifications.</p> | Temporary | Retain for 2 years after notification. |
| 7.12 | <p>Inspections</p> <p><i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i></p> | | |
| 7.12.1 | <p>Budget accommodation buildings - inspections</p> <p>Records relating to inspections of budget accommodation buildings to monitor compliance with fire safety standards in accordance with s.228 of the <i>Building Act 1975</i>.</p> <p>Includes records of joint inspection programs conducted by local government and Queensland Fire and Rescue Service officers.</p> <p><i>See reference number 7.15.1 for register of budget accommodation buildings.</i></p> | Temporary | Retain until the building is removed or demolished. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 7.12.2 | Swimming pool fencing – approved inspection programs Records relating to approved inspection programs of residential swimming pools to monitor compliance with pool fencing safety standards in accordance with the <i>Building Act 1975</i> . | Temporary | Retain for 7 years after last action. |
| 7.12.3 | Temporary accommodation Records relating to inspections of temporary accommodation, mobile homes and caravans. | Temporary | Retain for 2 years after last action. |
| 7.12.4 | Inspection diaries Diaries of building and development inspections conducted by local governments. | Temporary | Retain for 2 years after last action. |
| 7.13 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 7.13.1 | Professional building organisations Correspondence with professional building organisations, including lists of registered builders, plumbers, electricians, architects, engineers, town planners, etc. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 7.14 | <p>Private Certification</p> <p><i>The activity of providing private certification under written contractual arrangements with clients in accordance with the Building Act 1975.</i></p> <p><i>Private certifiers are building certifiers whose licence issued under the Building Act 1975 has private certification or development approval endorsement.</i></p> <p><i>It is a requirement under s.86 of the Building Act 1975 that private certifiers lodge copies of all approved development applications with the relevant local government. These should then be retained by the local government in accordance with the relevant record class for development applications.</i></p> | | |
| 7.14.1 | <p>Private certifiers - certificates of classification</p> <p>Certificates of classification issued by the local government as a private certifier, in accordance with s.102 of the <i>Building Act 1975</i>.</p> <p>This includes certificates issued by the local government as a private certifier for buildings/structures outside the boundaries of the local government area.</p> <p><i>See reference number 7.15.5 for copies of certificates provided to the local government as the assessment manager.</i></p> | Temporary | Retain for 5 years after completion of building work. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 7.14.2 | <p>Private certifiers – approved building development applications</p> <p>Records relating to building development applications approved by the local government as a private certifier, in accordance with s.147 (2) of the <i>Building Act 1975</i>.</p> <p>This includes building development applications approved by the local government as a private certifier, for buildings outside the boundaries of the local government area.</p> <p><i>See section 7.5 – Development Applications – Building Works for copies of approved building development applications provided to the local government by a private certifier.</i></p> | Temporary | Retain for 5 years after final inspection certificate or certificate of classification granted. |
| 7.14.3 | <p>Private certifiers - lapsed after approval</p> <p>Records relating to lapsed building development applications approved by the local government as a private certifier, in accordance with s.147 (2) of the <i>Building Act 1975</i>.</p> <p>This includes building development applications approved by the local government as a private certifier, for buildings and structures outside the boundaries of the local government area.</p> <p><i>See section 7.5 – Development Applications – Building Works for copies of approved building development applications provided to the local government as the assessment manager.</i></p> | Temporary | Retain for 5 years after approval lapses. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.14.4 | <p>Private certifiers - lapsed prior to approval</p> <p>Building development applications for buildings and structures that have lapsed prior to approval by the local government as a private certifier, in accordance with s.3.2.12 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after application lapses. |
| 7.14.5 | <p>Private certifiers - refused</p> <p>Building development applications for buildings and structures that are refused by the local government as a private certifier, in accordance with the <i>Building Act 1975</i> and the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after refusal. |
| 7.14.6 | <p>Private certifiers - withdrawn</p> <p>Building development applications for buildings and structures that are withdrawn by the applicant prior to approval by the local government as a private certifier, in accordance with s.3.2.11 of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 2 years after last action. |
| 7.14.7 | <p>Private certifiers - cancelled</p> <p>Building development applications for buildings and structures that are cancelled by the applicant after approval by the local government as a private certifier, in accordance with s.3.5.26 of the <i>Integrated Planning Act 1997</i>.</p> <p><i>See section 7.5 – Development Applications – Building Works for copies of approved building development applications provided to the local government as the assessment manager.</i></p> | Temporary | Retain for 5 years after cancellation. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 7.15 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 7.15.1 | Budget accommodation buildings Register of budget accommodation buildings that are inspected by the local government to monitor compliance with Part 14 of the <i>Queensland Development Code (Fire Safety Standard)</i> and the <i>Fire and Rescue Service Act 1990</i> , in accordance with s.228 of the <i>Building Act 1975</i> . | Temporary | Retain until all the buildings contained within the register have been removed or demolished. |
| 7.15.2 | Buildings - constructed Register of buildings constructed in the local government area. | Permanent | Retain permanently. |
| 7.15.3 | Buildings - street index Street index to buildings. | Permanent | Retain permanently. |
| 7.15.4 | Building work - notices Register of building work notices issued by the local government, in accordance with the <i>Local Government Act 1936</i> and the <i>Building Act 1975</i> prior to the introduction of the <i>Integrated Planning Act 1997</i> . | Temporary | Retain until all notices have been complied with. |
| 7.15.5 | Certificates of classification Certificates of classification issued by the local government in accordance with s.102 of the <i>Building Act 1975</i> . | Temporary | Retain until the building is removed or demolished. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 7.15.6 | Certificates of classification - register Register of certificates of classification. | Temporary | Retain until all certificates of classification have been destroyed. |
| 7.15.7 | Development applications Register of development applications submitted to the local government, in accordance with s.5.7.5 of the <i>Integrated Planning Act 1997</i> . Includes applications lodged with the local government by a private certifier. | Permanent | Retain permanently. |
| 7.15.8 | Environmentally relevant activities Register of development approvals for environmentally relevant activities, in accordance with s.540 of the <i>Environmental Protection Act 1994</i> . <i>See section 7.6 for a definition of environmentally relevant activities.</i> | Permanent | Retain permanently. |
| 7.15.9 | Subdivisions Register of subdivisions approved under the repealed <i>Local Government (Planning and Environment) Act 1990</i> . | Permanent | Retain permanently. |
| 7.15.10 | Swimming pools Street index to swimming pools. | Temporary | Retain for 10 years after superseded. |
| 7.15.11 | Zonings/rezonings Register of zonings, rezonings and consents approved under the repealed <i>Local Government (Planning and Environment) Act 1990</i> . | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 7.16 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 7.16.1 | Industry organisations Reports to industry organisations including, but not limited to, the Australian Bureau of Statistics, Queensland Building Services Authority and Housing Industry Association. | Temporary | Retain for 5 years after last action. |



8. ECONOMIC DEVELOPMENT

This function relates to the improvement of the local economy through the encouragement of industry, employment, tourism, regional development and trade.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 8.1 | International Relations <i>The activity of managing relations, agreements and contracts with other countries including Sister Cities.</i> | | |
| 8.1.1 | Agreements Records relating to the establishment and maintenance of agreements with other countries, including Sister City agreements and meeting minutes. | Permanent | Retain permanently. |
| 8.2 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 8.2.1 | Industry organisations Records relating to liaison with local chambers of commerce, progress, industry, professional and customer associations on routine matters relating to economic development and trade. | Temporary | Retain for 5 years after last action. |
| 8.3 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |
| 8.3.1 | Regional development Records of local government input into plans and strategies for economic development of the region. | Temporary | Retain for 10 years after last action. |
| 8.4 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 8.4.1 | Economic programs Records of program objectives, summaries of proposals and program evaluation and analysis relating to economic development. | Temporary | Retain for 20 years after last action. |
| 8.5 | Projects <i>The activities associated with achieving an objective or outcome, where this has been managed as a project.</i> | | |
| 8.5.1 | Significant Records of significant, successful and unique projects, such as regional developments, innovative or special purpose projects where the local government is involved in early planning stages. Includes controversial initiatives or agreements undertaken between the local government and developers. Records may include, but are not limited to, evaluations, summary/final reports and related papers. | Permanent | Retain permanently. |
| 8.5.2 | Other Records of other projects, including unsuccessful ones. | Temporary | Retain for 10 years after last action. |
| 8.6 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 8.6.1 | Major Reports on major local government activities to promote the local economy, including economic development reviews. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 8.6.2 | Other Summaries and reports on other local government activities to promote the local economy, including evaluations of success rates. | Temporary | Retain for 20 years after last action. |
| 8.7 | Service Delivery <i>The activity of providing services on a long term basis by the local government or other agencies.</i> | | |
| 8.7.1 | Services Records of the provision of services on a long-term basis by the local government, or by agencies under contract, to support economic development and activities in the area. | Temporary | Retain for 10 years after last action. |
| 8.7.2 | Saleyards/abattoirs Records of usage of abattoirs/saleyards. | Temporary | Retain for 6 months after last action. |
| 8.8 | Trade <i>The activity of managing measures to promote and support local, regional and national trade and retailing.</i> | | |
| 8.8.1 | Local economy Information collected on trade and the impact on local trade of trade negotiations and amendments. | Temporary | Retain for 5 years after last action. |



9. EMERGENCY SERVICES

This function relates to the prevention of loss and the minimisation of threats to life, property and the natural environment, from natural disasters and other emergencies. It also includes the coordination of disaster/emergency responses, reporting on bush fire hazard reduction activities and the declaration of bush fire danger periods.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Conferences*
- *Contracting*
- *Insurance*
- *Meetings*
- *Policy*
- *Procedures*
- *Standards*
- *Tendering*
- *Training*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 9.1 | Appointments <i>The activity of managing appointments of personnel.</i> | | |
| 9.1.1 | Fire control officers Records of appointments of local fire control officers. <i>See General Retention and Disposal Schedule for Administrative Records for other personnel records.</i> | Temporary | Retain for 10 years after last action. |
| 9.2 | Audit <i>The activity of officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with standards.</i> | | |
| 9.2.1 | Disaster preparedness Records of inspections and audits of local government disaster preparedness. | Temporary | Retain for 10 years after last action. |
| 9.3 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |
| 9.3.1 | Emergency response officers Authorisations for local government officers to act as emergency response officers. | Temporary | Retain for 3 years after last action. |
| 9.4 | Communications <i>The activity of operating emergency communication equipment.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 9.4.1 | Emergency communication equipment Records relating to the operation of emergency communication equipment, including schedules and radio logs. | Temporary | Retain for 10 years after last action. |
| 9.5 | Emergency Response <i>The activity of responding to a disaster or emergency.</i> | | |
| 9.5.1 | Disasters/emergencies Records relating to the local government's response to a disaster or emergency. Records may include, but are not limited to, incident files, State Emergency Service (SES) response records and other material relating to the implementation of the Local Disaster Preparedness Plan. | Temporary | Retain for 20 years after last action. |
| 9.6 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 9.6.1 | Fire warnings Records of notices regarding danger periods, fire hazards and fire bans. | Temporary | Retain for 5 years after last action. |
| 9.7 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 9.7.1 | Disaster planning Records relating to plans for measures to be taken to recover from the effects of disasters such as fire, flood, earthquake, etc., and to save or secure assets. Includes State Emergency Service (SES) Local Disaster Preparedness Plan, counter disaster and recovery planning, and emergency procedures. | Temporary | Retain until superseded. |
| 9.8 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |
| 9.8.1 | Bush fires Records of local government activities to reduce bush fire fuel, fire breaks, etc. | Temporary | Retain for 10 years after last action. |
| 9.9 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 9.9.1 | Fire zones Fire zone registers. | Temporary | Retain until superseded. |
| 9.10 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 9.10.1 | Funding assistance – major incidents Reports regarding major incidents and emergencies, such as floods and bushfires, prepared by local government or delegated authorities to apply for special assistance from the state government. | Temporary | Retain for 20 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 9.10.2 | Minor incidents Reports prepared by local government and delegated authorities on minor cases and copies of external reports collected for information. | Temporary | Retain for 5 years after last action. |
| 9.11 | Service Delivery <i>The activity of delivering services by the local government on a long term basis or by other agencies.</i> | | |
| 9.11.1 | Emergency services providers Records of liaison with emergency services providers on coverage, planning and welfare relief. | Temporary | Retain for 10 years after last action. |
| 9.12 | Volunteers <i>The activity of managing persons who provide emergency, rescue, fire fighting, community or information services on a voluntary basis.</i> | | |
| 9.12.1 | Volunteer coordination Records relating to volunteer coordination, recruitment and welfare. | Temporary | Retain for 10 years after last action. |



10. ENERGY SUPPLY AND TELECOMMUNICATIONS

This function relates to the distribution and retailing of gas by the local government to the end user. It also includes negotiating with service providers for the provision of energy and telecommunications to the local community.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Joint Ventures*
- *Marketing*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 10.1 | <p>Acquisition</p> <p><i>The activity of acquiring buildings, structures and equipment by the local government for the distribution of gas.</i></p> <p><i>See section 5.2 - Acquisition and Disposal for records of the acquisition of land by the local government.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for the acquisition and disposal of other local government buildings and capital assets.</i></p> | | |
| 10.1.1 | <p><i>Buildings, structures and equipment – historically significant</i></p> <p>Records relating to the acquisition of buildings, structures and equipment used for the distribution of gas which have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• acquisition aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building or structure has strong or special association with the community for social or spiritual reasons;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• environmental value, e.g. unique eco-friendly construction techniques. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 10.1.2 | Building, structures and equipment – other Records relating to the acquisition of buildings, structures and equipment used for the distribution of gas that do not have historical significance as described in reference number 10.1.1. | Temporary | Retain for 7 years after the disposal of the building, structure or equipment. |
| 10.2 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 10.2.1 | Other local governments Records relating to agreements and contracts with other local governments to supply gas. | Temporary | Retain for 7 years after expiry of agreement. |
| 10.2.2 | Sale contracts – franchised/non-contestable customers Master standard sale contract for franchised/non-contestable customers for the supply of gas. | Temporary | Retain for 7 years after expiry of contract. |
| 10.2.3 | Sale contracts – non-franchised/contestable customers Contracts with individual non-franchised/contestable customers for the supply of gas. | Temporary | Retain for 7 years after expiry of contract. |
| 10.3 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 10.3.1 | <p>Area distribution authorities</p> <p>Records relating to area distribution authorities sought by the local government and issued in accordance with the <i>Gas Supply Act 2003</i>.</p> <p>Records may include, but are not limited to, applications, decision notices, acceptance notices, renewals and amendments.</p> | Temporary | Retain for 7 years after expiry, surrender or cancellation of authority. |
| 10.3.2 | <p>Area retail authorities</p> <p>Records relating to area retail authorities sought by the local government and issued in accordance with the <i>Gas Supply Act 2003</i>.</p> <p>Records may include, but are not limited to, applications, decision notices, acceptance notices, renewals and amendments.</p> | Temporary | Retain for 7 years after expiry, surrender or cancellation of authority. |
| 10.4 | <p>Campaigns</p> <p><i>The activity of educating or raising public awareness about an issue or law.</i></p> | | |
| 10.4.1 | <p>Public awareness</p> <p>Records relating to public awareness campaigns, such as the promotion of energy conservation, etc.</p> | Temporary | Retain for 5 years after last action. |
| 10.5 | <p>Certification</p> <p><i>The activity of providing a written statement which provides evidence of the facts as stated.</i></p> | | |
| 10.5.1 | <p>Test certificates</p> <p>Installation test certificates for gas works and gas mains.</p> | Temporary | Retain for 2 years after service disconnected. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 10.6 | Connection <i>The activity of connecting or disconnecting premises to the gas distribution network.</i> | | |
| 10.6.1 | Premise connections Records relating to the connection or disconnection of premises to gas distribution networks, including premise address, current meter details and position, date of connection/disconnection, etc. | Temporary | Retain until the premise is physically disconnected from the gas distribution network. |
| 10.6.2 | Service/work orders Service orders relating to premise connections including initial connections, disconnections, reconnections, special readings, alterations, amendments, rosters and work orders. | Temporary | Retain for 3 years after last action. |
| 10.6.3 | Delivery Point Registry Delivery Point Registry for gas distributors in accordance with clause 5.1 of the <i>Gas Retail Market Business Rules</i> . | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 10.7 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning (including decommissioning) specifically designed and/or purpose built buildings, structures and plant used in the distribution of gas.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings and/or structures may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gas mains;</i>• <i>gas meters;</i>• <i>gas pipes; and</i>• <i>gas works.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 10.7.1 | <p><i>Buildings, structures and plant – historically significant</i></p> <p>Records relating to the design, construction and commissioning of buildings, structures and plant used for the distribution of gas that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• design and construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building or structure has strong or special association with the community for social or spiritual reasons;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• environmental value, e.g. unique eco-friendly construction techniques. | Permanent | Retain Permanently. |
| 10.7.2 | <p><i>Buildings, structures and plant – other</i></p> <p>Records relating to the design, construction and commissioning of buildings, structures and plant used for the distribution of gas which do not have historical significance as described in reference number 10.7.1.</p> | Temporary | Retain for 7 years after disposal of building, structure or plant. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 10.7.3 | Gas pipes – site plans Records showing the location of gas pipes including site plans. | Temporary | Retain for 2 years after layout changes. |
| 10.7.4 | Gas pipes – working drawings Working drawings of gas pipelines and connections not circulated as an official draft. | Temporary | Retain until reference ceases. |
| 10.8 | Disposal <i>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used in the distribution of gas.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 10.8.1 | <p><i>Buildings, structures and plant – historically significant</i></p> <p>Records relating to the disposal of buildings, structures and plant used for the distribution of gas that have historical significance as described in reference number 10.7.1.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• disposal aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building or structure has strong or special association with the community for social or spiritual reasons;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• environmental value, e.g. unique eco-friendly construction techniques. | Permanent | Retain permanently. |
| 10.8.2 | <p><i>Buildings, structures and plant – other</i></p> <p>Records relating to the disposal of buildings, structures and plant used for the distribution of gas that do not have historical significance as described in reference number 10.8.1.</p> | Temporary | Retain for 7 years after disposal of building, structure or plant. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 10.9 | Inspections <i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i> | | |
| 10.9.1 | External Records relating to inspections of local government constructions carried out by the responsible state government body, including inspections of gas mains and works. | Temporary | Retain for 10 years after last action. |
| 10.10 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 10.10.1 | Industry groups – major matters Records relating to liaison with industry, professional and customer associations on matters of major public interest or controversy. | Permanent | Retain permanently. |
| 10.10.2 | Industry groups – minor matters Records relating to liaison with industry, professional and customer associations on routine matters. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 10.11 | <p>Maintenance</p> <p><i>Records relating to the maintenance of specifically designed and/or purpose built buildings, structures and plant used in the distribution of gas.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the use, presence, neutralisation and removal of asbestos in local government buildings.</i></p> <p><i>Records may include but are not limited to:</i></p> <ul style="list-style-type: none">• <i>inspection reports;</i>• <i>outage reports;</i>• <i>plant isolation reports;</i>• <i>plant status and failure reports; and</i>• <i>return to service reports.</i> <p><i>Buildings and/or structures may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gas mains;</i>• <i>gas pipes; and</i>• <i>gas works.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 10.11.1 | <p><i>Buildings, structures and plant – historically significant</i></p> <p>Records relating to the maintenance or conservation of buildings, structures and plant used for the distribution of gas that are historically significant as described in reference number 10.7.1.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building or structure has strong or special association with the community for social or spiritual reasons;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• environmental value, e.g. unique eco-friendly construction techniques. | Permanent | Retain permanently. |
| 10.11.2 | <p><i>Buildings, structures and plant – other</i></p> <p>Records relating to the maintenance of buildings, structures and plant used for the distribution of gas that do not have historical significance as described in reference number 10.11.1.</p> | Temporary | Retain for 7 years after disposal of building, structure or plant. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 10.11.3 | Service/work orders Service/work orders relating to maintenance of a minor nature on distribution assets. | Temporary | Retain for 3 years after last action |
| 10.11.4 | Equipment maintenance/calibration Records relating to the maintenance and calibration of local government installed equipment such as gas meters. Includes maintenance requests and work orders. | Temporary | Retain for 3 years after last action. |
| 10.12 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 10.12.1 | Services Records relating to the monitoring of services including technical records. | Temporary | Retain for 10 years after last action. |
| 10.12.2 | Meter reading Records relating to the reading of individual customer meters including data from hand held electronic readers and meter reading schedule. | Temporary | Retain until administrative use ceases. |
| 10.13 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 10.13.1 | Relocation Notices submitted to the local government of intention to relocate electricity structures. | Temporary | Retain for 10 years after last action. |
| 10.13.2 | Authority notices Telecommunication and electricity authority notices and plans of intended work including land access and Telstra activity notices. | Temporary | Retain for 5 years after last action. |
| 10.14 | Permits <i>The activity of managing permission to undertake an activity or process.</i> | | |
| 10.14.1 | Occupational permits Records relating to occupational permits issued for the temporary occupation of local government land in accordance with s.37 of the <i>Acquisition of Land Act 1967</i> for transmission lines, gas mains, cables and towers. | Temporary | Retain for 7 years after permit expires. |
| 10.15 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |
| 10.15.1 | Future services Records relating to planning for future services and meeting demand. | Temporary | Retain for 20 years after last action. |
| 10.15.2 | Contingency supply plans Gas distributors' contingency supply plan made in accordance with s.237 of the <i>Gas Supply Act 2003</i> . | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 10.16 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 10.16.1 | Statutory reports Statutory reports submitted to the relevant state government authority in accordance with area retail and distribution authorities issued under the <i>Gas Supply Act 2003</i> . Includes Quarterly Entry Reports and Annual Reports. | Temporary | Retain for 5 years after last action. |
| 10.17 | Service Providers <i>The activities associated with managing agencies or organisations that are involved in the provision of electricity, gas and telecommunications services to local government or to the local community in conjunction with the local government.</i> | | |
| 10.17.1 | Service levels Records relating to local government negotiations with electricity, gas and telecommunications service providers, to ensure acceptable levels of service in the local area. | Temporary | Retain for 7 years after last action. |



11. ENVIRONMENTAL MANAGEMENT

This function relates to the management of air, soil and water quality and the conservation of environmentally sensitive areas such as remnant bushlands, waterways, beaches and foreshores. It includes the development of environment management plans and programs to preserve the natural environment and to protect existing plant and animal life in accordance with the Environmental Protection Act 1994.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Advice*
- *Auditing*
- *Committees*
- *Conferences*
- *Contracting*
- *Legislation*
- *Meetings*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 11.1 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 11.1.1 | Stock route water facility agreements Water facility agreements entered into by the local government with landowners, in accordance with s.163 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . Includes related correspondence. | Temporary | Retain for 7 years after expiry of agreement. |
| 11.1.2 | Declared pest fence agreements Agreements relating to openings in declared pest fences entered into by the local government in accordance with s.52 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . Includes related correspondence. | Temporary | Retain for 7 years after expiry of agreement. |
| 11.2 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |
| 11.2.1 | Pest control – proscribed chemicals and poisons Records relating to the authorisation obtained by local government to use proscribed chemicals and poisons for the purpose of pest control, in accordance with the <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> and the <i>Agricultural and Veterinary Chemicals (Queensland) Act 1994</i> . Records may include, but are not limited to, applications, renewals, decision notices and correspondence with the relevant authority. | Temporary | Retain for 7 years after authorisation ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 11.3 | Boundaries <i>The activity of establishing, monitoring and reviewing boundaries within the local government area.</i> | | |
| 11.3.1 | Urban districts – destruction of dogs Maps showing urban districts within the local government area relating to the control and destruction of dogs in accordance with s.96 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . | Temporary | Retain until superseded. |
| 11.4 | Campaigns <i>The activity of educating or raising public awareness about an environmental issue or law.</i> | | |
| 11.4.1 | Environmental issues Records relating to raising public awareness of environmental issues, conservation programs and laws such as, but not limited to, beach erosion, tree planting, threatened species, pest control and catchment management. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 11.5 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures and facilities used to control and manage travelling stock and pests.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gates;</i>• <i>pest fences;</i>• <i>grids/grills;</i>• <i>vehicle and machinery washdown facilities; and</i>• <i>holding yards;</i>• <i>watering facilities.</i> | | |
| 11.5.1 | <p>Travelling stock and pest management structures and facilities</p> <p>Records relating to the design and construction of travelling stock and pest management buildings, structures and facilities.</p> | Temporary | Retain for 7 years after disposal of building, structure or facility. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 11.6 | <p>Licensing</p> <p><i>This activity relates to the registration of operators by the local government to conduct environmentally relevant activities in accordance with the Environmental Protection Act 1994.</i></p> <p><i>An environmentally relevant activity involves the release of a contaminant that may cause environmental harm.</i></p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for environmental matters related to a development application.</i></p> | | |
| 11.6.1 | <p>Environmentally relevant activities - successful</p> <p>Records relating to successful applications for registration to conduct an environmentally relevant activity, submitted to the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes records relating to the approval, cancellation, transfer, amendment, renewal, suspension and surrender of registration certificates.</p> <p>Also includes all associated environmental reports, local government notifications and decisions, written representations against a decision, audit statements and associated correspondence.</p> | Temporary | Retain for 30 years after registration ceases. |
| 11.6.2 | <p>Environmentally relevant activities - unsuccessful</p> <p>Records relating to unsuccessful applications for registration to carry out an environmentally relevant activity, submitted to the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes applications withdrawn by the applicant prior to approval.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 11.7 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings, structures and facilities used to control and manage travelling stock and pests.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>maintenance requests;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>gates;</i>• <i>grids/grills;</i>• <i>holding yards;</i>• <i>pest fences;</i>• <i>vehicle and machinery washdown facilities; and</i>• <i>watering facilities.</i> | | |
| 11.7.1 | <p>Travelling stock and pest management structures and facilities</p> <p>Records relating to the maintenance of travelling stock and pest management structures and facilities.</p> <p>Includes records relating to the maintenance of pasture on the stock route network.</p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 11.7.2 | <p>Equipment calibration</p> <p>Records relating to the calibration of equipment used to undertake environmental monitoring.</p> <p>Includes equipment used to monitor contaminated land or test water quality in local government waterways.</p> <p>Records may include, but are not limited to, calibration results and certificates.</p> <p><i>See reference number 11.8.2 for water quality testing in local government waterways and reference number 5.6.1 for monitoring of contaminated land.</i></p> | Temporary | Retain for 15 years after last action. |
| 11.8 | <p>Monitoring</p> <p><i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p> | | |
| 11.8.1 | <p>Declared pests</p> <p>Records relating to the monitoring of the prevalence and spread of declared pests including reports of infestations from landowners.</p> | Temporary | Retain for 5 years after last action. |
| 11.8.2 | <p>Water quality</p> <p>Records relating to the monitoring of water quality in waterways within the local government area including stormwater, lakes, rivers, streams and catchment areas.</p> <p>Records may include water quality reports, testing results and raw data.</p> <p><i>See reference number 11.7.2 for calibration of testing equipment and reference numbers 32.7.1 and 32.7.2 for monitoring of drinking water.</i></p> | Temporary | Retain for 15 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 11.9 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 11.9.1 | Contaminated land – Environmental Management Register Records relating to notifications regarding contaminated land in the local government area that is included on the Environmental Management Register managed by the Environmental Protection Agency. Includes notifications issued by and to the local government. | Temporary | Retain until land removed from the Environmental Management Register. |
| 11.9.2 | Contaminated land - other Records relating to notifications regarding contaminated land in the local government area that is not included in the Environmental Management Register managed by the Environmental Protection Agency. Includes notifications issued by and to the local government. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 11.9.3 | <p>Declared pests</p> <p>Records relating to the declaration by the local government, of an animal or plant as a declared pest under a local law.</p> <p>Records may include, but are not limited to, classification records, notifications, inspections and reports of an outbreak or infestation.</p> <p><i>See section 19 – LAWS AND ENFORCEMENT for the development of related local laws.</i></p> | Permanent | Retain permanently. |
| 11.10 | <p>Permits</p> <p><i>The activity of managing permission to undertake an activity or process.</i></p> | | |
| 11.10.1 | <p>Trees and vegetation – removal and lopping</p> <p>Records relating to applications or requests for the removal or lopping of trees from public and/or private land, which do not form part of a development application.</p> <p>Includes successful and unsuccessful applications.</p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for tree removal applications submitted as part of a development application.</i></p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 11.10.2 | <p><i>Trees and vegetation – protected</i></p> <p>Records relating to applications for a permit to undertake activities that will cause damage to trees, vegetation or other natural assets under a protection order or within a declared preservation area, which do not form part of a development application.</p> <p>Includes successful and unsuccessful applications.</p> <p><i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for applications submitted as part of a development application.</i></p> <p><i>See reference numbers 11.12.13 and 11.12.14 for the declaration of preservation areas and the issue of protection orders.</i></p> | Temporary | Retain for 7 years after permit expires. |
| 11.11 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> <p><i>See reference number 5.7.2 for site management plans for contaminated land.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 11.11.1 | <p>Environmental Management Programs - approved</p> <p>Records relating to approved Environmental Management Programs voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Environmental Management Programs submitted by an applicant as part of a development application.</p> <p>See reference number 11.15.2 for statutory reports.</p> | Temporary | Retain for 7 years after program completed or activity ceases. |
| 11.11.2 | <p>Environmental Management Programs - unapproved</p> <p>Records relating to unapproved Environmental Management Programs voluntarily submitted to the Environmental Protection Agency by the local government in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>See section 7- DEVELOPMENT AND BUILDING CONTROLS for Environmental Management Programs submitted by an applicant as part of a development application.</p> <p>See reference number 11.15.2 for statutory reports.</p> | Temporary | Retain for 5 years after last action. |
| 11.11.3 | <p>Pest management plans</p> <p>Records relating to the development and implementation of pest management plans by the local government in accordance with s.25 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i></p> | Temporary | Retain for 5 years after superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 11.11.4 | Stock route management plans Records relating to the development and implementation of stock route management plans by the local government in accordance with s.104 of the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> . | Temporary | Retain for 5 years after superseded. |
| 11.12 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |
| 11.12.1 | Animal welfare Records of programs and services for animal welfare in the local government area, e.g. koala protection. Excludes records relating to zoos or wildlife parks owned or managed by the local government. | Temporary | Retain for 5 years after last action. |
| 11.12.2 | Beach protection recommendations Beach Protection Authority or Environmental Protection Agency recommendations for beach sand control, construction of groynes, beach and bar management and control plans. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 11.12.3 | <p>Beach protection programs</p> <p>Reports and correspondence with the Beach Protection Authority or Environmental Protection Agency relating to beach management and protection programs.</p> <p><i>See reference numbers 11.12.6 and 11.12.7 for records relating to erosion control.</i></p> | Temporary | Retain for 2 years after last action. |
| 11.12.4 | <p>Declared pests</p> <p>Records relating to programs, including partnerships with external agencies, aimed at the management and control of pests and feral animals.</p> <p>Records may include, but are not limited to, reports, evaluation documentation and correspondence with other environmental bodies relating to specific programs.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for pest management of local government buildings and facilities.</i></p> | Temporary | Retain for 7 years after program or project completion. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 11.12.5 | <p><i>Pest control methods</i></p> <p>Records relating to the local government's use of biological, physical and chemical pest control methods including, but not limited to, spraying, baiting, fumigation, trapping and shooting.</p> <p>Includes, but is not limited to, records of:</p> <ul style="list-style-type: none">• environmental assessments;• chemical usage and/or misuse;• chemical concentrations;• precautions;• locations;• risk mitigation measures;• landowner and property owner consents; and• statistics and results. <p><i>See reference number 11.2.1 for authorisations relating to the use of regulated chemicals.</i></p> <p><i>See reference number 24.3.4 and 24.3.5 for records relating to major investigations resulting from complaints about pest control methods.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the contracting-out of pest control activities (e.g. spraying, fence construction, quotes)</i></p> | Temporary | Retain for 25 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 11.12.6 | <p><i>Erosion control and reclamation – long term impact</i></p> <p>Records relating to local government projects to control erosion or to reclaim public land that have long term environmental significance on the ecological landscape of the region. Includes the reclamation of beaches and dunes.</p> <p>Records may include, but are not limited to, summary and final reports, evaluations and monitoring records.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• activities that aroused controversy such as protests on a large scale or attracted extensive media attention;• environmental value or impact (can be indicated by environmental impact studies or assessments), e.g. land provides habitat for rare flora of fauna;• importance to the community, such as the first project undertaken to control erosion or reclaim public land in the local government area. | Permanent | Retain permanently. |
| 11.12.7 | <p><i>Erosion control and reclamation – short term impact</i></p> <p>Records relating to local government projects to control erosion or to reclaim public land that have short term environmental significance. Includes the reclamation of beaches and dunes.</p> <p>Records may include summary and final reports, evaluations and related documentation.</p> | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 11.12.8 | <p>Environmental regeneration and restoration</p> <p>Records relating to the regeneration or restoration of land and waterways in the local government area.</p> <p>This may include, but is not limited to:</p> <ul style="list-style-type: none">• restoration of land to its former capacity, e.g. restoration of quarried or mined land once the activity has ceased;• vegetation regeneration, e.g. regeneration of bushland or dunes;• wetlands or waterways rehabilitation, e.g. regeneration of waterways to encourage the return of flora and fauna. <p>Records may include summary and final reports, evaluations and related documentation.</p> | Permanent | Retain permanently. |
| 11.12.9 | <p>National parks</p> <p>Files on individual national parks, including information on facilities.</p> | Temporary | Retain for 5 years after last action. |
| 11.12.10 | <p>Trees, vegetation and natural assets – heritage listed</p> <p>Records relating to trees and other vegetation that are, or have been, listed on the National Trust Heritage Register or Queensland Heritage Register, with the Australian Heritage Council or on a local government heritage register.</p> | Permanent | Retain permanently. |
| 11.12.11 | <p>Trees and vegetation – planting projects</p> <p>Records relating to tree or vegetation planting projects including the selection of plots and land for planting.</p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 11.12.12 | <p>Free trees/plants</p> <p>Records relating to requests made to the local government for supply of free trees or plants.</p> | Temporary | Retain for 1 year after last action. |
| 11.12.13 | <p>Trees, vegetation and natural assets – approved protection orders</p> <p>Records relating to the protection of trees, vegetation and other natural assets on freehold land through the declaration of preservation areas, or by issuing protection orders.</p> <p>Records may include, but are not limited to, applications, submissions, expert reports, interim orders, notifications, appeal records and decisions.</p> <p><i>See reference number 11.10.2 for permits to undertake activities that impact on protected natural assets.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to planning and policy development for protected natural assets.</i></p> | Permanent | Retain permanently. |
| 11.12.14 | <p>Trees, vegetation and natural assets – unapproved protection orders</p> <p>Records relating to the protection of trees, vegetation and other natural assets on freehold land through the declaration of preservation areas, or the issue of protection orders, where the application is rejected or the interim order is revoked or not confirmed by resolution.</p> <p>Records may include, but are not limited to, applications, submissions, expert reports, interim orders, appeal records and decisions.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 11.13 | Public Reaction <i>The activity of handling public reaction, complaints, suggestions and compliments about local government policies, facilities or services.</i> | | |
| 11.13.1 | Complaints – contaminated land, air and water Records relating to complaints regarding contaminated air, water and land that are resolved by immediate action and do not require further investigation or monitoring. <i>See reference numbers 24.3.4 and 24.3.5 for complaints that require further investigation.</i> | Temporary | Retain for 10 years after last action. |
| 11.14 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 11.14.1 | Environmentally relevant activities Register of registration certificates issued by the local government for environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> . <i>See section 11.6 for a definition of environmentally relevant activities.</i> | Permanent | Retain permanently. |
| 11.14.2 | Environmental evaluation reports Register of environmental reports for environmental evaluations commissioned or conducted by the local government in accordance with the <i>Environmental Protection Act 1994</i> . | Temporary | Retain for 30 years after all activities cease. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 11.14.3 | <i>Environmental monitoring programs</i> Register of environmental monitoring programs in accordance with the <i>Environmental Protection Act 1994</i> . | Temporary | Retain for 30 years after all programs completed. |
| 11.14.4 | <i>Environmental monitoring program results</i> Register of results of environmental monitoring programs in accordance with the <i>Environmental Protection Act 1994</i> . | Temporary | Retain for 30 years after all programs completed. |
| 11.14.5 | <i>Environmental management programs</i> Register of environmental management programs in accordance with the <i>Environmental Protection Act 1994</i> . | Temporary | Retain for 30 years after all programs completed. |
| 11.14.6 | <i>Water facility agreements</i> Register of water facility agreements entered into by local governments in accordance with s.164 of the <i>Land Protection (Pest and Stock Route Management Act) 2002</i> . <i>See reference number 11.1.1 for water facility agreements.</i> | Temporary | Retain for 7 years after all agreements have expired. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 11.14.7 | <p>Vegetation Protection Register</p> <p>Vegetation Protection Register relating to protected trees, vegetation and natural assets on freehold land.</p> <p>Register may include, but is not limited to, details of :</p> <ul style="list-style-type: none">• declared preservation areas;• protection orders;• vegetation permits. | Permanent | Retain permanently. |
| 11.15 | <p>Reporting</p> <p><i>The activity of providing a formal response to a situation, request or legislative requirement.</i></p> | | |
| 11.15.1 | <p>Advisory committee reports</p> <p>Advisory committee reports submitted to local government and related correspondence in accordance with s.12 of the repealed <i>Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987</i>.</p> | Temporary | Retain for 5 years after last action. |
| 11.15.2 | <p>Environmental reports</p> <p>Records relating to statutory reports provided to regulatory authorities by the local government relating to environmental management.</p> <p>Includes statutory reports relating to pest and stock route management.</p> | Temporary | Retain for 5 years after last action. |
| 11.16 | <p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 11.16.1 | Pounds – operation Records relating to the development and operation of animal refuges. | Temporary | Retain for 1 year after the demolition of buildings and structures. |
| 11.16.2 | Pound-keeper Pound-keeper's book. | Temporary | Retain for 7 years after last action. |
| 11.16.3 | Pound releases Pound releases receipt book. | Temporary | Retain for 5 years after last action. |
| 11.16.4 | Impounding Records relating to animal impoundings. Records may include, but are not limited to, impounding notices, statements, authorities to sell or destroy impounded animals, complaints and inquiries. | Temporary | Retain for 2 years after last action. |
| 11.16.5 | Dog obedience assessments Records relating to dog obedience assessments for unruly or vicious animals. | Temporary | Retain for 5 years after last action. |
| 11.17 | Surveying <i>The activity of conducting surveys to determine boundaries and document the geographical landscape of the local government area.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 11.17.1 | <i>Aerial & satellite photography</i> Aerial and satellite photographs which document the environment of the local government area. | Temporary | Retain until reference ceases. |
| 11.17.2 | <i>Hydrographic surveys - data</i> Raw and processed data for hydrographic surveys undertaken by, or on behalf of, the local government. | Temporary | Retain until superseded. |
| 11.17.3 | <i>Hydrographic surveys - plans</i> Plans of hydrographic surveys undertaken by, or on behalf of, the local government, including x, y, z (coordinates) data and/or field notes. | Temporary | Retain for 10 years after last action. |



12. FINANCIAL MANAGEMENT

This function relates to the management of financial resources which are specific to local governments or are not covered by the General Retention and Disposal Schedule for Administrative Records.

*See section 15 – **GRANTS AND SUBSIDIES** for the management of payments to local governments from state and federal governments for special purposes, and from local governments to other agencies*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Accounting*
- *Auditing*
- *Authorisation*
- *Budgeting*
- *Contracting*
- *Meetings*
- *Planning*
- *Policy*
- *Procedures*
- *Reporting*
- *Reviewing*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 12.1 | Asset Register <i>The activity of recording assets owned by local government.</i> <i>See General Retention and Disposal Schedule for Administrative Records for local government asset register.</i> | | |
| 12.1.1 | Non-current assets Register of non-current assets, in accordance with s.42 of the <i>Local Government Finance Standard 2005</i> . | Temporary | Retain for 1 year after all assets disposed of. |
| 12.2 | Donations <i>The activity of receiving and making donations.</i> | | |
| 12.2.1 | Requirements Records relating to special policies, conditions or requirements for donations. | Temporary | Retain for 5 years after last action. |
| 12.3 | Fees and Charges <i>The activity of setting and managing regulatory fees and charges for local government services, facilities and infrastructure.</i> | | |
| 12.3.1 | Requests to waive fees Requests to waive rates, fees and charges | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 12.3.2 | <p>Regulated infrastructure charges schedule</p> <p>Regulated infrastructure charges schedule adopted by the local government in accordance with s. 5.1.16 of the <i>Integrated Planning Act 1997</i>.</p> <p>See reference number 18.3.7 for the infrastructure charges schedule that is retained as part of the local government planning scheme.</p> | Temporary | Retain until superseded. |
| 12.3.3 | <p>Regulated infrastructure charges register</p> <p>Register of regulated infrastructure charges levied by local government in accordance with s.5.7.2 (1) (nb) of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after finalisation of all charges. |
| 12.3.4 | <p>Infrastructure charges register</p> <p>Register of infrastructure charges levied by local government in accordance with s.5.7.2 (1) (na) of the <i>Integrated Planning Act 1997</i>.</p> | Temporary | Retain for 5 years after finalisation of all charges. |
| 12.3.5 | <p>Setting of regulatory fees</p> <p>Records relating to the setting of local government regulatory fees and charges.</p> | Temporary | Retain for 5 years after last action. |
| 12.3.6 | <p>Refunds</p> <p>Record relating to requests for refunds of local government regulatory fees and charges.</p> | Temporary | Retain for 5 years from end of last financial year. |
| 12.3.7 | <p>Regulatory fees register</p> <p>Register of regulatory fees for local government items, services or facilities in accordance with s.1071E of the <i>Local Government Act 1993</i>.</p> | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 12.4 | Financial Reporting <i>The activity of preparing reports and summaries of financial transactions.</i> | | |
| 12.4.1 | Transfer listings Direct fund transfer listings. | Temporary | Retain for 5 years from end of last financial year. |
| 12.4.2 | Transaction reports General and special fund transaction reports, including trust funds and reports generated for the maintenance of the local government's financial management systems. Records may include, but are not limited to: <ul style="list-style-type: none">• periodic reports;• batching records;• incorrect calculations reports;• processing/reporting request forms;• processing/updates or file maintenance run lists;• trial balances; and• stores and materials daily/trail/current balances and balance comparison. | Temporary | Retain until reference ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 12.5 | Investments <i>The activity of managing capital that has been invested by local government.</i> | | |
| 12.5.1 | Policies Policies relating to investments. | Temporary | Retain for 10 years after investments are liquidated or matured. |
| 12.5.2 | Investments and loans Records relating to investments and loans, including types of investment, dollar amounts, maturity dates and information on performance. | Temporary | Retain for 2 years after investments are liquidated or matured. |
| 12.6 | Loans <i>The activity of borrowing money to enable local government to perform its functions and exercise its powers.</i> | | |
| 12.6.1 | Treasury Department loans Records relating to Treasury Department loan matters, including negotiations, arrangements, interest rates, etc. | Temporary | Retain for 10 years after last action. |
| 12.6.2 | Five year loan program Records relating to the five year loan program. | Temporary | Retain for 5 years after last action. |
| 12.6.3 | Loan conversions Records relating to the conversion of loans. | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 12.6.4 | Loan subsidies Loan subsidy reports. | Temporary | Retain for 5 years after last action. |
| 12.6.5 | Loan interest rates and conditions Records relating to the notification and fixing of interest rates for loans and negotiation of conditions for loans and mortgages. Records may include, but are not limited to, applications and certificates. | Temporary | Retain until borrowings are repaid or discharged. |
| 12.6.6 | Loan repayments Records relating to the repayments for loans (including interest free) and mortgages. Records may include, but are not limited to, repayment reports, summaries and loan statistics. | Temporary | Retain for 10 years from end of last financial year. |
| 12.7 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |
| 12.7.1 | Directives Records relating to information collected for the planning and implementation of national and state-wide directives. | Temporary | Retain for 10 years after last action. |
| 12.8 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i> <i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 12.8.1 | Debtors and bad debts Policies relating to debtors and writing-off bad debts. | Temporary | Retain for 5 years after last action. |
| 12.9 | Revenue <i>The activity of managing income from the sale of goods, charging for services, or levying rates and charges.</i> | | |
| 12.9.1 | Guarantees Bond and bank guarantees held for security. | Temporary | Retain until matter completed, then return to applicant or bank. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--------------------------------|
| 12.9.2 | <p>Financial summaries</p> <p>Records relating to periodic financial summaries compiled on a less than annual basis.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• cash flow reports – daily, weekly, monthly;• cash held balances – daily, weekly, monthly;• cash register analyses, readings, detail lists;• cashiers' daily worksheets;• debtors' payment history – daily, weekly, monthly;• debtors' postings/maintenance reports;• debtors' transaction reports – daily, including invoice updates/listings;• fees and charges – trial runs – monthly;• outstanding balances reports;• receipts transactions/updates/file maintenance reports; and• revenue statements, including non-cumulative printouts of general ledger. | Temporary | Retain until reference ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 12.9.3 | <p>Misappropriation, theft or financial losses - serious</p> <p>Records relating to serious cases of misappropriation, theft or financial losses. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• irrecoverable revenue, debts and overpayments;• debt recovery;• debt waivering; and• write-off records. | Temporary | Retain for 7 years after last action. |
| 12.9.4 | <p>Misappropriation, theft or financial losses - other</p> <p>Records relating to other cases of misappropriation, theft or losses either referred to external agencies for action or resolved internally.</p> | Temporary | Retain for 5 years after last action. |
| 12.10 | <p>Sponsorships</p> <p><i>The activity of developing partnerships between local government and other organisations where one provides assistance to the other in return for promotional benefits.</i></p> | | |
| 12.10.1 | <p>Donations</p> <p>Records of donations received or granted under sponsorship agreements, where these are reported separately.</p> | Temporary | Retain for 5 years from end of last financial year. |



13. GOVERNANCE

This function relates to the management of Council members and local government electoral boundaries. It includes terms and conditions for Councillors, election processes and election results.

*See section 4 – **CORPORATE MANAGEMENT** for matters relating to the strategic direction of the Council.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Procedures*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 13.1 | Amalgamations <i>The activity of monitoring and reviewing external local government boundaries and proposals for amalgamation of administrations.</i> | | |
| 13.1.1 | Successful amalgamations - summary records Records relating to proposed amalgamations that have proceeded, including final signed agreements, summary reports and evaluations. | Permanent | Retain permanently. |
| 13.1.2 | Successful amalgamations - other records Other records relating to proposed amalgamations that have proceeded, including project briefs and plans, consultation and implementation records. | Temporary | Retain for 10 years after last action. |
| 13.1.3 | Unsuccessful amalgamations – summary records Records relating to proposed amalgamations that have not proceeded. Including final/summary reports and supporting documentation. | Temporary | Retain for 20 years after last action. |
| 13.1.4 | Unsuccessful amalgamations – other records Other records relating to proposed amalgamations that have not proceeded, including preliminary surveys, reports, proposals, etc. | Temporary | Retain for 10 years after last action. |
| 13.2 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |
| 13.2.1 | Seal Records of authorisation for use of Council seal. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 13.3 | Boundaries <i>The activity of monitoring and reviewing internal boundaries, wards and divisions within the local government area.</i> | | |
| 13.3.1 | Alterations Records relating to alterations of electoral divisions, wards and boundaries for local government elections. | Permanent | Retain permanently. |
| 13.4 | Councillors <i>The activity of managing the elected representatives of the local government area.</i> | | |
| 13.4.1 | Code of Conduct – approved Code of Conduct for Councillors in accordance with s.250C of the <i>Local Government Act 1993</i> . | Temporary | Retain for 2 years after superseded. |
| 13.4.2 | Code of Conduct – development Records relating to the development of a Code of Conduct for Councillors in accordance with the <i>Local Government Act 1993</i> . | Temporary | Retain until the Code of Conduct to which the development relates, is superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 13.4.3 | <p>Code of Conduct - breaches</p> <p>Records relating to complaints about breaches of the Code of Conduct for Councillors including meeting, minor, repeat and statutory breaches.</p> <p>Includes complaints that are resolved by the local government and complaints that are referred to the Conduct Review Panel, in accordance with the <i>Local Government Act 1993</i>.</p> <p>Records may include investigations, recommendations, reports and records of penalties imposed.</p> | Temporary | Retain for 7 years after last action. |
| 13.4.4 | <p>Conduct Review Panel – appointments</p> <p>Records relating to the appointment of members to a local government Conduct Review Panel, in accordance with s.250Z of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, appointment conditions, fees, and entitlements.</p> | Temporary | Retain for 5 years after last action. |
| 13.4.5 | <p>Conduct Review Panel – proceedings</p> <p>Records relating to the proceedings of a local government Conduct Review Panel in accordance with s.250V of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, reports, meeting minutes and recommendations.</p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-------------------------|--|
| 13.4.6 | Councillors – appointments Records of councillor’s appointment conditions, i.e., entitlements, including allowances, leave, conduct, fees, facilities, and professional development. | Temporary | Retain for 7 years after last action. |
| 13.4.7 | Declaration of interest Register of councillors’ interests in accordance with s.247 of the <i>Local Government Act 1993</i> . | Temporary | Retain for 10 years after last action. |
| 13.4.8 | Diaries – Councillors Work diaries of Councillors which relate to local government executive activities – including electronic (excludes private and electoral office diaries). | Temporary | Retain for 7 years after last action. |
| 13.4.9 | Diaries – Mayors Work diaries of Mayors which relate to local government executive activities – including electronic (excludes private and electoral office diaries). | Permanent | Retain permanently. |
| 13.5 | Councillors’ correspondence <i>The activity of managing Councillors’ correspondence.</i> | | |
| 13.5.1 | Councillor records Records received or created by councillors, which relate to local government executive activities, and which are public records for the purposes of the <i>Public Records Act 2002</i> . | Permanent/ Temporary | Retain in accordance with the relevant class in this Schedule. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-------------------------|--|
| 13.6 | Council Meetings <i>The activity of recording the formal decision-making process of local government.</i> | | |
| 13.6.1 | Attendance Council meeting attendance books. | Temporary | Retain for 5 years after last action. |
| 13.6.2 | Notices of Motion Registers of Notices of Motion. <i>See General Retention and Disposal Schedule for Administrative Records for duplicate copies of notices of motion.</i> | Temporary | Retain for 10 years after last action. |
| 13.6.3 | Petitions Petitions received by the local government. | Permanent/ Temporary | Retain in accordance with the relevant class in this schedule. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 13.6.4 | <p><i>Proceedings – master set</i></p> <p>Records of council meetings – master set.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• agendas;• agenda papers;• minutes including confidential items, confirmed and signed in accordance with s.461 of the <i>Local Government Act 1993</i>;• reports presented to Council by Council officers;• public participation speakers' statements;• Council and committee resolutions; and• indexes. <p><i>Some reports, i.e., copies, published reports and reports covered by other reference numbers in this Schedule will have temporary status and should be sentenced accordingly.</i></p> <p><i>See section 2 – COMMUNITY RELATIONS, Community Consultation, for records of public participation in meetings.</i></p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 13.6.5 | <p><i>Proceedings – recordings made publicly available</i></p> <p>Recordings of Council meetings that are made publicly available.</p> <p>Records may include, but are not limited to, unconfirmed transcripts and audio visual recordings of Council meetings.</p> | Temporary | Retain for 7 years after Council minutes confirmed. |
| 13.6.6 | <p><i>Proceedings – recordings not made publicly available</i></p> <p>Recordings of Council meeting that are not made publicly available.</p> <p>Records may include, but are not limited to, audio visual recordings of Council meetings.</p> <p><i>Master copies of confirmed minutes should be sentenced under reference number 13.6.4.</i></p> | Temporary | Retain until Council minutes confirmed at next meeting. |
| 13.6.7 | <p><i>Proceedings – extra copies</i></p> <p>Extra copies of minutes filed under subject, such as Statutory Meetings, Suspensions, Special Events.</p> | Temporary | Retain for 1 year after last action. |
| 13.6.8 | <p><i>Representations – approved</i></p> <p>Records relating to representation by councillors on external committees, including appointment of councillor and attendance record.</p> | Temporary | Retain for 5 years after last action. |
| 13.6.9 | <p><i>Representations – declined</i></p> <p>Records of nominations, agendas, notices of meetings and requests for representation declined.</p> | Temporary | Retain for 1 year after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 13.6.10 | Resolutions Resolutions of Council distributed to local government officers to use in decision-making. <i>These are often compiled into sets of relevant Minutes of Council for each Department.</i> | Temporary | Retain until superseded. |
| 13.7 | Delegations <i>The activity of providing authority for decisions, activities and expenditure.</i> | | |
| 13.7.1 | Local government delegations Register or record of delegations and other information relating to local government committees, administrative structure, decision-making processes and appointments of shareholders' delegates for local government-owned corporations, etc. | Temporary | Retain for 5 years after last action. |
| 13.8 | Elections <i>The activity of conducting public elections for the purpose of electing representatives of the local government area in accordance with the Local Government Act 1993. Includes referendums held to obtain the views of the electorate on a particular proposal.</i> | | |
| 13.8.1 | Administration Certified nomination forms and ballot papers and records generated for the administration, holding and finalisation of local government elections and referendums. | Temporary | Retain for 1 year after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 13.8.2 | Voters' roll Voters' roll, master copy, in printed/computer format. | Temporary | Retain for 4 years after last action or until next election. |
| 13.8.3 | Declaration Declaration of the poll. | Permanent | Retain permanently. |
| 13.8.4 | Failure to vote Records relating to electors who failed to vote in local government elections. Records may include, but are not limited to, lists and notices of electors who failed to vote in accordance with s.374 and s.375 of the <i>Local Government Act 1993</i> . <i>See General Retention and Disposal Schedule for Administrative Records for financial records relating to the payment of fines.</i> | Temporary | Retain for 4 years after last action. |
| 13.8.5 | Electoral gifts Register of electoral gifts in accordance with s.433 of the <i>Local Government Act 1993</i> . | Temporary | Retain for 5 years after last action. |
| 13.8.6 | Voting analysis Voting analysis records of a local government election or referendum. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 13.9 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based. See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |
| 13.9.1 | Governance policies Council's policies for governance, the election of councillors, terms and conditions of office, entitlements, meeting protocols and other matters. | Permanent | Retain permanently. |



14. GOVERNMENT RELATIONS

This function relates to managing the relationship between the local government and other governments particularly on issues not related to normal local government business.

See General Retention and Disposal Schedule for Administrative Records for other records relating to:

- *Government Relations*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 14.1 | Local and Regional Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 14.1.1 | Political parties Records relating to information received from political parties, including copies of policies, etc. | Temporary | Retain until reference ceases. |
| 14.2 | Submissions <i>The activity of preparing and submitting statements supporting a case or opinion.</i> <i>See section 15 – GRANTS AND SUBSIDIES for submissions for funding under specific programs.</i> | | |
| 14.2.1 | Submissions - major Records relating to major submissions on matters impacting on the local government which are submitted to another organisation in support of a policy change, new program or objective. | Temporary | Retain for 10 years after last action. |
| 14.2.2 | Submissions - other Records relating to all other submissions. | Temporary | Retain for 5 years after last action. |



15. GRANTS AND SUBSIDIES

This function relates to the management of financial payments to local government from the state and federal government and other agencies for specific purposes. It includes advertising for grant applications, the evaluation of applications from agencies and organisations seeking grants, grant allocations and accounting for a grant.

For records relating to specific works funded by grant monies see relevant function keyword, e.g. Roads, Water Supply.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 15.1 | Advertisements <i>The activity of making public announcements designed to solicit applications for grants.</i> | | |
| 15.1.1 | Grant applications Records relating to advertising for grant funding opportunities. | Temporary | Retain for 2 years after last action. |
| 15.2 | Applications <i>The activity of applying for approval or accreditation to the local government to ensure compliance with relevant standards, guidelines, legislation or regulations.</i> | | |
| 15.2.1 | Grant funding - successful Successful applications made by, or to local governments, for grant funding or subsidies from state and federal governments and other agencies. | Temporary | Retain for 7 years after the program or project is completed. |
| 15.2.2 | Grant funding - unsuccessful Unsuccessful applications made by, or to local governments, for grant funding or subsidies from state and federal governments and other agencies. | Temporary | Retain for 2 years after last action. |
| 15.2.3 | Heritage programs Successful applications by local government which lead to the establishment of Commonwealth Government funded heritage programs including National Estate Grants programs and National Heritage Investment Initiative programs. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 15.3 | Audit <i>The activity of officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with standards.</i> | | |
| 15.3.1 | Grant funding reviews Records relating to reviews of funding applications and programs. | Temporary | Retain for 7 years after last action. |
| 15.4 | Evaluation <i>The activity of determining the suitability of existing or potential programs, services or equipment to meet the needs of a given situation.</i> | | |
| 15.4.1 | Funding programs Records of program evaluations and reviews. | Temporary | Retain for 10 years after last action. |
| 15.5 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 15.5.1 | Funding programs Records relating to monitoring of funding programs, including progress and financial standards. | Temporary | Retain for 7 years after last action. |
| 15.6 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 15.6.1 | Terms and conditions Records of terms and conditions of funding and subsidy programs including project management and correspondence with funding bodies. Programs include community services, environmental projects and economic development activities. | Temporary | Retain for 10 years after last action. |
| 15.7 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 15.7.1 | Annual submissions to Grants Commission Annual submissions by the local government to the Grants Commission. | Temporary | Retain for 6 years after last action. |
| 15.7.2 | Funded project reports Records of reports to funding bodies on projects undertaken under grants. | Temporary | Retain for 15 years after last action. |
| 15.7.3 | Grants Commission files Grants Commission annual files including Part A and Part B returns, advice of state-wide distribution and quarterly financial assistance payments. Excludes annual submissions. | Temporary | Retain for 5 years after last action. |
| 15.7.4 | Summary records of grants Summary records of grants provided by local government to community groups and other agencies to deliver services, including community services, environmental projects and economic development activities. | Temporary | Retain for 10 years after last action. |



16. INFORMATION MANAGEMENT

This function relates to the management of local government information resources, including the storage, retrieval, processing and communication of information in any format. It includes the management of current, inactive and archival records.

See General Retention and Disposal Schedule for Administrative Records, INFORMATION MANAGEMENT, for these records.



17. INFORMATION TECHNOLOGY

This function relates to the acquisition and management of communications, information technology and databases to support the business operations of the local government.

See General Retention and Disposal Schedule for Administrative Records, TECHNOLOGY AND TELECOMMUNICATIONS, for these records.



18. LAND USE AND PLANNING

This function relates to the development of a strategic framework to manage the natural and built environment including the development and implementation of a planning scheme for each local government in accordance with the Integrated Planning Act 1997.

*See section 7 – **DEVELOPMENT AND BUILDING CONTROLS** for development applications relating to building works, plumbing and drainage works, operational works, tidal works, material change of use and reconfiguration of a lot.*

*Subdivisions are now referred to as ‘reconfiguration of a lot’ under the Integrated Planning Act 1997 – see section 7 – **DEVELOPMENT AND BUILDING CONTROLS** for relevant records.*

*Zoning is now referred to as ‘material change of use’ under the Integrated Planning Act 1997 – see section 7 – **DEVELOPMENT AND BUILDING CONTROLS** for relevant records.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Conferences*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 18.1 | Advice <i>The activity of offering opinions by or to local government regarding an action or judgement.</i> | | |
| 18.1.1 | Floods Records relating to enquiries about flood prone areas and floodplains in the local government area, including recorded flood heights and river levels. | Temporary | Retain for 7 years after last action. |
| 18.2 | Geographical/Land Information Systems <i>The activity of managing land and environmental information to support strategic planning.</i> | | |
| 18.2.1 | House numbers – master record Master record of rural and urban house numbers in the local government area that documents the original house number and any subsequent changes. <i>See General Retention and Disposal Schedule for Administrative Records for information provided as a courtesy to service providers or government agencies regarding street numbering and addressing.</i> <i>See General Retention and Disposal Schedule for Administrative Records for the formulation of policy on house numbering.</i> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 18.2.2 | <p>House numbers – numbering/renumbering</p> <p>Records relating to the numbering or renumbering of houses in the local government area including copies of notices to residents, requests for house number changes, plans showing house numbers and records of local government consultation.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for routine queries regarding house numbering.</i></p> | Temporary | Retain for 5 years after last action. |
| 18.3 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> | | |
| 18.3.1 | <p>Development control plan</p> <p>Development control plan and associated maps, approved by the local government, including policies for the attraction of secondary industry and high technology industries to the local government area.</p> | Permanent | Retain permanently. |
| 18.3.2 | <p>Special conditions</p> <p>Records relating to special conditions for development applications in lake and dam catchment areas.</p> | Temporary | Retain for 20 years after last action. |
| 18.3.3 | <p>Economic development planning proposals</p> <p>Economic development planning proposals, concepts, studies and plans submitted to local government.</p> <p><i>See section 8.3 – Planning for economic development planning.</i></p> | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 18.3.4 | <i>Economic development planning investigations</i> Economic development planning investigations and programs. | Temporary | Retain for 10 years after last action. |
| 18.3.5 | <i>Planning and development certificates</i> Records relating to limited, standard and full, planning and development certificates, in accordance with the <i>Integrated Planning Act 1997</i> . Includes requests for certificates. <i>Previously referred to as town planning certificates.</i> | Temporary | Retain for 10 years after last action. |
| 18.3.6 | <i>Planning Scheme/Town Plan – development</i> Records relating to the development or review of, the local government Planning Scheme or Town Plan, in accordance with the <i>Integrated Planning Act 1997</i> and prior legislation. Records may include, but are not limited to, assessments, reports, resolutions, consultation records, objections and submissions. | Temporary | Retain for 15 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 18.3.7 | <p>Planning Scheme/Town Plan – final version</p> <p>Records relating to the approved Planning Scheme or Town Plan.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• development conditions;• maps;• policies;• plans;• priority infrastructure plan;• infrastructure charges schedule. <p><i>The Town Plan is also published in the Queensland Government Gazette as a public document.</i></p> <p><i>See reference number 12.3.2 for records of the infrastructure charges schedule where it is not incorporated into the planning scheme.</i></p> | Permanent | Retain permanently. |
| 18.4 | <p>Registration</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p> | | |
| 18.4.1 | <p>Approved and non-conforming land uses</p> <p>Register of land uses, approved and non-conforming, where approval has been obtained for specific parcels of land under the repealed <i>Local Government (Planning and Environment) Act 1990</i> or the Town Plan.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 18.4.2 | <p>Floods – natural hazard management areas</p> <p>Register of designated natural hazard management areas (flood) in accordance with s.13 (3) of the <i>Building Regulation 2006</i> including details of designated areas and dates when each designation was made.</p> <p>Also includes registers of resolutions that declare land liable to flooding by tidal surge or sewerage discharge and the level to which the floor levels of habitable rooms must be built in accordance with the repealed <i>Standard Building Regulation 1993</i>.</p> <p>See reference number 18.3.7 for local government planning scheme and reference number 18.1.1 for records of advice on flood prone areas, floodplains and flood heights.</p> | Permanent | Retain permanently. |
| 18.4.3 | <p>Heritage</p> <p>Records relating to the successful listing and ongoing management of buildings, sites, properties and places on the National Trust Heritage Register, Queensland Heritage Register, local government heritage register or other heritage register.</p> <p>Records may include, but are not limited to, correspondence with heritage bodies such as the National Trust, Australian Heritage Council and Queensland Heritage Council, submissions, conservation plans and studies.</p> <p>See reference number 15.2.3 for grant funding programs.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 18.4.4 | <p>Heritage - other</p> <p>Other records relating to the listing and classification of buildings, sites, properties and places in the local government area.</p> <p>Records may include, but are not limited to, unsuccessful listings, notifications of submissions lodged in the local government area, routine correspondence with the National Trust, the Australian Heritage Council, the Queensland Heritage and other heritage bodies.</p> | Temporary | Retain for 5 years after last action. |
| 18.4.5 | <p>Real Property Plans</p> <p>Register of real property plans sealed by Council.</p> | Permanent | Retain permanently. |
| 18.5 | <p>Surveying</p> <p><i>The activity of managing surveys undertaken to determine boundaries, the position and extent of land as well as the collection of data for future infrastructure needs.</i></p> | | |
| 18.5.1 | <p>Survey plans</p> <p>Copies of survey plans submitted to the Department of Natural Resources and Water for sealing/registration.</p> <p>Records may include, but are not limited to, reconfiguration of a lot/subdivisions, amalgamations, easement plans, group title plans, building unit plans, building format plans and exchanges of land.</p> <p>Also includes copies of sealed plans received from the Department of Natural Resources and Water.</p> | Temporary | Retain until reference ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--------------------------------|
| 18.5.2 | <i>Aerial & satellite photography</i> Aerial and satellite photographs which document the use of land in the local government area. | Temporary | Retain until reference ceases. |



19. LAWS AND ENFORCEMENT

This function relates to the regulation, notification, prosecution and application of penalties in relation to the regulatory role of local government. Regulatory roles include the following areas: failure to obtain prior approvals for activities; unauthorised use of a site; animal management; damaging, defacing or polluting public places; acting contrary to local government notices; water, sewerage and stormwater drainage offences; damage to local government property; parking offences and other matters.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 19.1 | Appeals <i>This activity relates to the review of decisions made by local governments concerning development applications that are heard by a higher court or tribunal such as the Planning and Environment Court or Building and Development Tribunal.</i> | | |
| 19.1.1 | Levee banks Appeal Tribunal orders relating to levee bank applications. | Permanent | Retain permanently. |
| 19.2 | Campaigns <i>The activity of educating or raising public awareness about an issue or law.</i> | | |
| 19.2.1 | Local laws Records relating to promotion and publicity campaigns to raise public awareness about local laws. | Temporary | Retain for 5 years after last action. |
| 19.3 | Declarations <i>The activity of declaring public holidays within the local government area in accordance with the Holidays Act 1983. Includes processes for seeking approval from the Minister.</i> | | |
| 19.3.1 | Holidays Act 1983 Records relating to the declaration of local public holidays, e.g. agricultural show days, in accordance with the <i>Holidays Act 1983</i> . Records may include, but are not limited to, notifications submitted for approval to the Minister, public consultation, approval notices and gazettal notices. | Temporary | Retain for 1 year after public notification. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 19.4 | Infringements <i>The activity of handling breaches of local laws, regulations and legislation.</i> | | |
| 19.4.1 | Offences and breaches where legal action results Records of infringements for offences or breaches of legislation or a local law where legal action results. Records may include, but are not limited to, investigations, complaints and inspections. | Temporary | Retain for 7 years after last action. |
| 19.4.2 | Offences and breaches where no legal action results Records of infringements for offences or breaches of legislation or a local law where no legal action results. Records may include, but are not limited to, investigations, complaints and inspections. | Temporary | Retain for 2 years after last action. |
| 19.4.3 | Dangerous dog declarations Records relating to the declaration of a dog as dangerous. Records may include, but are not limited to, investigations, medical reports, witness statements, veterinary reports, notifications and appeals. <i>See section 27.1 – Claims Management for records of complaints relating to dangerous animals and reference number 19.6.4 for registration.</i> | Temporary | Retain for 15 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 19.4.4 | <p>Declared pests and stray stock</p> <p>Records relating to the seizure, surrender, sale, destruction and disposal of declared pests or stray stock found on a stock route network, in accordance with the <i>Land Protection (Pest and Stock Route Management) Act 2002</i>.</p> <p>Records may include, but are not limited to, receipts for seized animals, auction records, notices of destruction and sale, etc.</p> | Temporary | Retain for 5 years from end of last financial year. |
| 19.5 | <p>Inspections</p> <p><i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i></p> | | |
| 19.5.1 | <p>Local law inspectors</p> <p>Local law inspectors' reports and diaries.</p> | Temporary | Retain for 2 years after last action. |
| 19.6 | <p>Licensing</p> <p><i>The activity of the local government authorising and granting permission to conduct an activity or business.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for financial records relating to licensing applications.</i></p> | | |
| 19.6.1 | <p>Flammable and combustible liquids</p> <p>Records relating to applications made to the local government under the <i>Dangerous Goods Safety Management Regulation 2001</i> for a licence to store flammable and combustible liquids.</p> <p>Includes successful and unsuccessful applications, cancellations, transferrals, amendments, renewals, suspensions, revocations and investigations.</p> | Temporary | Retain for 4 years after the refusal, expiry or cancellation of the licence. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 19.6.2 | <p>Levee banks – successful applications</p> <p>Successful applications for a permit to construct or demolish a levee bank on private land as required under a local law.</p> <p>Records may include, but are not limited to, applications, plans, specifications, engineering reports, surveys, proof of land ownership, objections, permit and approved plan.</p> | Permanent | Retain permanently. |
| 19.6.3 | <p>Levee banks – unsuccessful applications</p> <p>Unsuccessful applications for a permit to construct or demolish a levee bank on private land as required under a local law.</p> <p>Records may include, but are not limited to, applications, plans, specifications, engineering reports, surveys, proof of land ownership and objections.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 19.6.4 | <p><i>Licences/permits/registration</i></p> <p>Records relating to applications made under a local law or legislation for a permit, licence or registration including successful and unsuccessful applications, cancellations, transferrals, amendments, renewals, suspensions, revocations and investigations.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • acupuncturists; • advertising signs and devices; • animals/dogs/cats; • bathing reserves; • blasting; • caravan parks; • camping grounds; • declared pests; • domestic water carriers; • entertainment venues; • food premises; • gates and grids; • restricted dogs; • roadside vending; • parks and reserves; • public swimming pools; • parking; • rental accommodation; • stock routes; • tattooists; • tramways; and • vehicles. <p><i>See section 24.4 – Licensing for records relating to the licensing of cemeteries.</i></p> | Temporary | Retain for 3 years after the refusal, expiry or cancellation of the permit, licence or registration. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 19.6.5 | <p>Liquor licensing</p> <p>Records relating to submissions and comments regarding the granting or extension of liquor licences, provided by the local government to the agency responsible for liquor licensing.</p> <p>Includes notices received by the local government and submissions from local residents.</p> <p><i>See reference number 19.8.1 for notices issued by the local government.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records of complaints.</i></p> | Temporary | Retain for 2 years after last action. |
| 19.7 | <p>Local Laws</p> <p><i>The activity of enacting state legislation by the powers invested in the local government.</i></p> | | |
| 19.7.1 | <p>Local laws - adopted</p> <p>Records relating to the development, adoption, amendment, review and repeal of local laws, interim local laws and subordinate local laws that are adopted by the local government.</p> <p>Records may include, but are not limited to, proposals, formal consultation, significant drafts, submissions, resolutions, notifications, ministerial approval and legal advice.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other drafting records.</i></p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 19.7.2 | <p>Local laws – not adopted</p> <p>Records relating to the development of local laws, interim local laws and subordinate local laws that are not adopted by the local government.</p> | Temporary | Retain for 5 years after last action. |
| 19.7.3 | <p>Local laws – master set</p> <p>Master set of certified local laws, interim local laws and subordinate local laws adopted by the local government and retained in accordance with the <i>Local Law Manual</i> issued by the Department of Local Government, Planning, Sport and Recreation.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for the legal deposit of publications.</i></p> | Permanent | Retain permanently at the local government. |
| 19.8 | <p>Notifications</p> <p><i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 19.8.1 | <p>Notices issued by local government</p> <p>Records relating to notices issued under local laws or legislation administered by the local government.</p> <p>Notices may include, but are not limited to:</p> <ul style="list-style-type: none">• enforcement;• entry;• health;• infringement;• protection orders;• quarantine;• rectification;• remediation;• show cause. | Temporary | Retain for 7 years after last action. |
| 19.9 | <p>Policy</p> <p><i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i></p> | | |
| 19.9.1 | <p>Local public holidays</p> <p>Records relating to the local public holidays policy.</p> | Temporary | Retain until superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 19.10 | Prosecutions <i>The activity of managing lawsuits or legal proceedings between local government and other parties.</i> | | |
| 19.10.1 | Building certifiers – disciplinary proceedings Records relating to applications submitted by the local government to the Commercial and Consumer Tribunal regarding disciplinary proceedings against a building certifier, in accordance with s.207 of the <i>Building Act 1975</i> . | Temporary | Retain for 7 years after last action. |
| 19.10.2 | Legal proceedings Records of infringements or breaches of a local law or legislation which involved legal proceedings for enforcement. | Temporary | Retain for 7 years after last action. |
| 19.11 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 19.11.1 | Declared pests permits Register of permits to introduce or keep declared pests in accordance with s.75 of the <i>Land Protection (Pest and Stock Route Management Act) 2002</i> . | Temporary | Retain for 3 years after expiry of all permits. |
| 19.11.2 | Pest control and entry notices Register of pest control and entry notices issued by the local government in accordance with s.86 of the <i>Land Protection (Pest and Stock Route Management Act) 2002</i> . | Temporary | Retain for 3 years after expiry of all notices. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 19.11.3 | Dogs Street register of dogs. | Temporary | Retain for 1 year after last action. |
| 19.11.4 | Cats Street register of cats. | Temporary | Retain for 1 year after last action. |
| 19.11.5 | Restricted dogs Register of restricted dogs in accordance with s.1193ZN of the <i>Local Government Act 1993</i> . <i>See reference number 19.6.4 for restricted dog permits.</i> | Temporary | Retain for 15 years after last action. |
| 19.11.6 | Dangerous dogs Register of dogs declared dangerous by the local government. | Temporary | Retain for 15 years after last action. |
| 19.11.7 | Environmental protection orders Register of environmental protection orders issued in accordance with the <i>Environmental Protection Act 1994</i> . | Temporary | Retain for 7 years after the expiry of all environmental protection orders. |
| 19.11.8 | Infringements Register of infringements. | Temporary | Retain for 10 years after last action. |
| 19.11.9 | Licences Register of licence books issued. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 19.11.10 | Subordinate local laws Register of subordinate local laws in accordance with s.895 of the <i>Local Government Act 1993</i> . | Permanent | Retain permanently. |
| 19.11.11 | Signs - impounded Register of impounded advertising signs, structures and devices. | Temporary | Retain for 3 years after last action. |
| 19.11.12 | Signs – advertising Register of advertising signs, structures and devices. | Temporary | Retain for 3 years after last action. |
| 19.11.13 | Stock route permits Register of stock route permits. | Temporary | Retain for 3 years after expiry of all permits. |
| 19.11.14 | Seized stock Register of seized stock. | Temporary | Retain for 3 years after last action. |



20. LEGAL SERVICES

This function relates to the involvement of local government in legal matters. It includes the interpretation and provision of advice to local government regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes.

See General Retention and Disposal Schedule for Administrative Records, LEGAL SERVICES, for these records.



21. PARKS AND RESERVES

This function relates to the design, construction and management of parks and reserves that are owned, controlled or managed by the local government. The function also includes the management of kerb sides, access ways and nature strips and the provision of active and passive recreational opportunities.

See reference numbers 5.2.1, 5.2.2 and 5.2.3 for records relating to the acquisition of land for public recreation and open space purposes.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*
- *Security*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 21.1 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 21.1.1 | Private landholder agreements - successful Records relating to agreements with private landholders to maintain a section of their holding as a conservation reserve. | Temporary | Retain for 7 years after expiry of agreement. |
| 21.1.2 | Private landholder agreements - unsuccessful Records relating to negotiations which do not result in an agreement. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 21.2 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built parks and park structures under the control of the local government.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>drawings;</i>• <i>consultants reports;</i>• <i>contracts;</i>• <i>landscaping records;</i>• <i>planting schemes;</i>• <i>seed and plant selection;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Parks and park structures may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>barbeques;</i>• <i>boardwalks;</i>• <i>botanical gardens;</i>• <i>fencing;</i>• <i>footpaths;</i>• <i>lighting;</i>• <i>picnic facilities;</i>• <i>playing fields and equipment;</i>• <i>seats and benches;</i>• <i>walking trails and walkways.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 21.2.1 | <p><i>Parks, park structures and botanical gardens – historically significant</i></p> <p>Records relating to the design, construction and commissioning of parks, park structures, equipment and botanical gardens that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• botanical gardens;• development aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first park or recreational facility in the local government area;• scientific or technical value, e.g. park structure utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the local community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 21.2.2 | <p><i>Parks and park structures – other</i></p> <p>Records relating to the design, construction and commissioning of parks, park structures and equipment that are not historically significant as described in reference number 21.2.1.</p> | Temporary | Retain for 7 years after the disposal, demolition or removal of the structure or facility. |
| 21.3 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built parks and park structures under the control of the local government.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>contracts;</i>• <i>consultant reports;</i>• <i>engineering reports;</i>• <i>inspection records;</i>• <i>maintenance requests;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Parks and park structures may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>barbeques;</i>• <i>boardwalks;</i>• <i>botanical gardens;</i>• <i>fencing;</i>• <i>footpaths;</i>• <i>lighting;</i>• <i>picnic facilities;</i>• <i>playing fields and equipment;</i>• <i>seats and benches; and</i>• <i>walking trails and walkways.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 21.3.1 | <p>Parks, reserves, nature strips, beaches and foreshores</p> <p>Records relating to the maintenance of parks, reserves, nature strips, beaches, foreshores and botanical gardens.</p> <p>Includes, but is not limited to, mowing, irrigation, cleaning and gardening.</p> <p>See reference numbers 11.12.6 and 11.12.7 for beach reclamation and section 27 - RISK MANAGEMENT for records relating to possible personal injury or public liability claims.</p> | Temporary | Retain for 2 years after last action. |
| 21.3.2 | <p>Park structures</p> <p>Records relating to the maintenance of park structures and equipment.</p> | Temporary | Retain for 7 years after last action. |
| 21.4 | <p>Naming</p> <p><i>The activity of naming roads, streets, parks, gardens, structures, premises, etc.</i></p> | | |
| 21.4.1 | <p>Proposals - successful</p> <p>Records relating to successful proposals for the naming, renaming and dedication of parks and reserves.</p> | Permanent | Retain permanently. |
| 21.4.2 | <p>Proposals - unsuccessful</p> <p>Records relating to proposals for the naming or renaming of parks and reserves that are not accepted.</p> | Temporary | Retain for 2 years after last action. |
| 21.5 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 21.5.1 | Management of public land Records relating to the management of public land for parks and reserves. | Temporary | Retain for 20 years after last action. |
| 21.6 | Usage <i>The activity of managing the use of facilities, premises or properties.</i> <i>See General Retention and Disposal Schedule for Administrative Records for records of financial transactions.</i> | | |
| 21.6.1 | Bookings Records relating to requests to book, hire or conduct activities in a park or on a reserve. | Temporary | Retain for 3 years after last action. |
| 21.6.2 | Camping grounds and caravan parks Records relating to the management of camping grounds and caravan parks including bookings and hiring. | Temporary | Retain for 3 years after last action. |



22. PERSONNEL

This function relates to managing the conditions of employment and administration of personnel which are specific to local governments or not covered by the General Retention and Disposal Schedule for Administrative Records.

See General Retention and Disposal Schedule for Administrative Records for records of declarations of pecuniary or other potentially conflicting interests.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Compensation*
- *Establishment*
- *Industrial Relations*
- *Personnel*
- *Staff Development*
- *Workplace Health and Safety*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 22.1 | Authorisations <i>The activity of the local government seeking permission to undertake an action.</i> | | |
| 22.1.1 | Firearm licensing Records relating to the licensing of firearms for use by local government employees in accordance with the <i>Weapons Act 1990</i> . | Temporary | Retain for 3 years after licence expires. |
| 22.2 | Discipline <i>The activity of managing the local government disciplinary process.</i> | | |
| 22.2.1 | Disciplinary action Records relating to disciplinary action that results in the dismissal, demotion, salary or wage deduction, or written reprimand of an employee, in accordance with s.1147 of the <i>Local Government Act 1993</i> . Records may include, but are not limited to, summary sheets, interview records, investigation notes or assessments, personal statements, final reports and outcomes. Disciplinary records for local government employees are regulated under the <i>Local Government Act 1993</i> and must be sentenced using this reference number. | Temporary | Retain for 2 years after disciplinary action taken. |
| 22.3 | Employment Conditions <i>The activity of managing the general conditions of employment for personnel.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 22.3.1 | Records of employment conditions, policy and entitlements, including work practices, allowances, leave and code of conduct. | Temporary | Retain for 10 years after superseded. |
| 22.4 | Medical Examinations <i>The activity of arranging and managing medical examinations of personnel to determine fitness or injury.</i> | | |
| 22.4.1 | Records relating to the implementation and administration of medical examinations of employees. <i>Medical reports should be managed as part of the personnel file.</i> | Temporary | Retain for 10 years after last action. |
| 22.4.2 | Health surveillance Records relating to the health surveillance and/or monitoring of individual employees engaged in hazardous occupations or exposed to hazardous substances or dangerous goods in accordance with part 13 of the <i>Workplace Health and Safety Regulation 1997</i> . Records may include, but are not limited to, health surveillance and medical monitoring reports. | Temporary | Retain for 30 years after last action. |
| 22.5 | Volunteers <i>The activity of managing persons who provide emergency, rescue, fire fighting, community or information services on a voluntary basis.</i> | | |
| 22.5.1 | Volunteer coordination Records of volunteer coordination, training, tasks allocation and supervision. | Temporary | Retain for 2 years after last action. |



23. PLANT, EQUIPMENT AND STORES

This function relates to managing the purchase, hire or lease of all plant and vehicles and other equipment as well as the management of stores.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Equipment and Stores*
- *Fleet Management*
- *Property Management*



24. PUBLIC HEALTH

This function relates to the managing, monitoring and regulating of activities to protect and improve public health. It includes the monitoring of food premises and infectious diseases as well as activities relating to the management of cemeteries, fluoride distribution and immunisation.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 24.1 | Campaigns <i>The activity of educating or raising public awareness about an issue or law.</i> <i>See General Retention and Disposal Schedule for Administrative Records for marketing records.</i> | | |
| 24.1.1 | Public health promotion Records relating to the promotion of health campaigns and programs such as the benefits of immunisation, mosquito eradication and fluoride tablet distribution. | Temporary | Retain for 5 years after last action. |
| 24.2 | Cemeteries <i>The activity of managing local government cemeteries. A cemetery can include a columbarium, mausoleum or vault.</i> | | |
| 24.2.1 | Burial rights Records relating to burial rights to a plot, site or niche in a local government cemetery. Records may include, but are not limited to, applications and related correspondence. | Permanent | Retain permanently at the local government. |
| 24.2.2 | Cemetery maps Maps or plans of local government cemeteries giving details of the position of all graves or sites in the cemetery. | Permanent | Retain permanently. |
| 24.2.3 | Diaries Diaries of cemetery burial dates and times. | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 24.2.4 | Exhumations Records relating to exhumations or the permanent relocation of human remains. | Permanent | Retain permanently. |
| 24.3 | Inspections <i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i> | | |
| 24.3.1 | Health Inspector reports Health Inspectors' reports and correspondence on licensed premises and tourist accommodation. | Temporary | Retain for 2 years after last action. |
| 24.3.2 | Health Inspector diaries Health Inspectors' diaries. | Temporary | Retain for 2 years after last action. |
| 24.3.3 | Vermin reports Inspection reports as previously required under the <i>Vermin Control Regulations 1991</i> (repealed by <i>Health Regulation 1996</i>). | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 24.3.4 | <p><i>Investigations and inspections - major</i></p> <p>Records relating to investigations and inspections into major environmental and/or health issues that pose a significant risk to public health.</p> <p>Records may include, but are not limited to, complaints or initial reports of the incident, site investigations, inspection records, documentation of remedial action taken, notifications and final reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• incidents that set a precedent;• incidents that arouse controversy such as protests on a large scale or attract extensive media attention;• major air, land and water pollution;• major land contamination caused by chemicals or other hazardous substances;• disease epidemics;• vermin plagues;• major uncontrolled release of pesticide, herbicide or waste materials;• investigations into land on the Environmental Management Register and/or Contaminated Land Register that are not triggered by a development application. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 24.3.5 | <p>Investigations and inspections - other</p> <p>Records relating to investigations and inspections into other environmental and/or health issues not covered by reference number 24.3.4.</p> <p>Records may include complaints or initial reports of the incident, site investigations commissioned or conducted by the local government, documentation of remedial action taken, inspection records, notifications and final reports.</p> | Temporary | Retain for 7 years after last action. |
| 24.4 | <p>Licensing</p> <p><i>The activity of the local government authorising and granting permission to conduct an activity or business.</i></p> | | |
| 24.4.1 | <p>Burial applications – information not duplicated in cemetery register</p> <p>Records relating to applications for a licence or permit to bury or dispose of human remains in a local government cemetery where the information is not duplicated in the cemetery register described in reference number 24.9.1.</p> <p>Includes applications for the placement of ashes in a columbarium, mausoleum or vault.</p> | Permanent | Retain permanently. |
| 24.4.2 | <p>Burial applications – information duplicated in cemetery register</p> <p>Records relating to applications for a licence or permit to bury or dispose of human remains in a local government cemetery where the information is duplicated in the cemetery register described in reference number 24.9.1.</p> <p>Includes applications for the placement of ashes in a columbarium, mausoleum or vault.</p> | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 24.4.3 | <p>Burial applications - outside of a cemetery</p> <p>Records relating to applications for a licence or permit to dispose of human remains outside of a cemetery.</p> <p><i>These records do not refer to the scattering of ashes/cremated remains outside of a cemetery.</i></p> | Permanent | Retain permanently. |
| 24.4.4 | <p>Operation of a private cemetery</p> <p>Records relating to applications for a licence or permit to operate a private cemetery.</p> <p><i>See sections 7.6 – Development Applications – Material Change of Use and 11.6 – Licensing for development applications relating to the operation of a crematorium.</i></p> | Permanent | Retain permanently. |
| 24.4.5 | <p>Erection of headstone or memorial</p> <p>Records relating to applications for a licence or permit for the erection or installation of a headstone, memorial or monument in a local government cemetery.</p> | Temporary | Retain until the structure is removed or demolished. |
| 24.5 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving local government owned or managed premises, equipment, infrastructure and facilities relating to public health.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 24.5.1 | Cemeteries Records relating to grave digging, fencing, mowing and maintenance of local government cemeteries. | Temporary | Retain for 5 years after last action. |
| 24.5.2 | Equipment calibration Records relating to the calibration of equipment used to test the water quality of public swimming pools. Records may include, but are not limited to, calibration results and certificates. <i>See reference number 24.6.2 for records of water quality testing of public swimming pools.</i> | Temporary | Retain for 3 years after last action. |
| 24.6 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 24.6.1 | Poisons Poison sales book, register of rat poison issued to the public, and register of weed-killers sold to rate payers for control of noxious weeds in accordance with the repealed <i>Poisons Regulation 1973</i> and <i>Rat Prevention and Destruction Regulations 1942</i> . | Temporary | Retain for 2 years after date of last entry in register. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 24.6.2 | <p>Public swimming pools</p> <p>Records relating to water quality testing of public swimming pools owned or managed by the local government.</p> <p>Records may include, but are not limited to, test register sheets and logs.</p> <p><i>See reference number 24.5.2 for the calibration of testing equipment.</i></p> | Temporary | Retain for 3 years after last action. |
| 24.7 | <p>Notifications</p> <p><i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i></p> | | |
| 24.7.1 | <p>Notices to comply</p> <p>Register of notices to comply served and material relating to cases resulting in legal action.</p> | Temporary | Retain for 7 years after last action. |
| 24.7.2 | <p>Notifiable diseases</p> <p>Register of notifiable disease cases within the local government area.</p> | Temporary | Retain for 5 years after last action. |
| 24.8 | <p>Programs</p> <p><i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 24.8.1 | <p>Fluoride distribution</p> <p>Records relating to applications for fluoride tablets made to a local government including issue books.</p> <p><i>These records relate to the distribution of fluoride tablets by local governments that do not add fluoride to the drinking water supply.</i></p> | Temporary | Retain for 3 years after last action. |
| 24.8.2 | <p>Fluoride tablets</p> <p>Register of applications for fluoride tablets made to a local government.</p> <p>Register may include details concerning applicants, tablet recipients and tablets issued.</p> | Temporary | Retain for 7 years after program ceases. |
| 24.8.3 | <p>Health programs</p> <p>Records relating to the planning, implementation and administration of public health programs, including project schedules and correspondence with local community groups.</p> | Temporary | Retain for 10 years after last action. |
| 24.9 | <p>Registration</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 24.9.1 | <p>Burials/cemeteries</p> <p>Records documenting burials and the placement of ashes in a columbarium, mausoleum or vault.</p> <p>Minimum details should include:</p> <ul style="list-style-type: none">• name of all persons whose remains have been buried, cremated or placed in the cemetery;• date of disposal of remains;• form of disposal of remains;• portion, grave or reference number locating the burial or placement site; and• any dealings with the remains once they have been buried or placed in the cemetery. <p><i>Records may be in the form of a register, database or other format.</i></p> | Permanent | Retain permanently. |
| 24.9.2 | <p>Crematoriums</p> <p>Register of cremations.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 24.9.3 | <p>Food premises</p> <p>Registers documenting applications for a licence to operate a regulated food business issued in accordance with s.52 of the <i>Food Act 2006</i>.</p> <p>Includes registers of applications for food licences and registration of premises and vehicles issued in accordance with the repealed <i>Food Hygiene Regulation 1989</i>.</p> <p>See reference number 19.6.4 for food licence applications.</p> <p>Registers may include details of:</p> <ul style="list-style-type: none">• applications granted;• renewals;• transfers;• refusals;• terms and conditions;• notices of surrender;• cancellations;• revocations; and• suspensions. | Temporary | Retain for 3 years after the expiry of all licences and/or registrations. |
| 24.9.4 | <p>Vaccine authorities</p> <p>Register of vaccine authorities.</p> | Temporary | Retain for 7 years after last action. |
| 24.9.5 | <p>Vaccines issued</p> <p>Vaccine issued register/listing or equivalent.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 24.10 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 24.10.1 | Medical Officer of Health reports Medical Officer of Health annual reports in accordance with s.20 of the <i>Health Act 1937</i> . | Temporary | Retain for 2 years after last action. |
| 24.11 | Service Delivery <i>The activity of delivering services by the local government on a long term basis or by other agencies.</i> | | |
| 24.11.1 | Immunisation records - adults Immunisation records for adults. | Temporary | Retain for 10 years after immunisation administered AND 10 years after any medico-legal action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 24.11.2 | Immunisation records - minors Immunisation records for minors including parental consent forms. | Temporary | Retain for 10 years from patient attaining 18 years of age AND 10 years after any medico-legal action. |
| 24.11.3 | Immunisation statistical reports Statistical reports on immunisations prepared for Queensland Health. | Temporary | Retain for 5 years after last action. |
| 24.11.4 | Vaccines on-hand Records relating to vaccines kept on-hand including statements, custom declarations, orders for, etc. | Temporary | Retain for 2 years after last action. |



25. RATES AND VALUATION

This function relates to the management, regulation and collection of local government income through the valuation of rateable land and other charges.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 25.1 | Abandonments <i>The activity of managing property or land that has been abandoned by owners or tenants or is unoccupied.</i> | | |
| 25.1.1 | Sale of land Register of sale of land for overdue rates. | Permanent | Retain permanently. |
| 25.1.2 | Rates abandonments Records relating to rates abandonments, including titles searches, notifications before sale of land, <i>Government Gazette</i> notices, etc. | Temporary | Retain for 2 years after last action. |
| 25.2 | Applications <i>The activity of applying for approval or accreditation to the local government to ensure compliance with relevant standards, guidelines, legislation or regulations.</i> | | |
| 25.2.1 | Rateable services Records relating to applications for water, sewerage, cleansing and other services on which rates are paid including applications forms and correspondence. | Temporary | Retain for 1 year after last action. |
| 25.3 | Levies <i>The activity of obtaining and managing money for emergency services, planning and development.</i> | | |
| 25.3.1 | Service charges Records of money raised by the imposition of a charge or tax on a service, including fire service, tourism, green, city beautification and other levies. | Temporary | Retain for 5 years from end of last financial year. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 25.4 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 25.4.1 | Change of ownership Records relating to changes of ownership and amendments to rate records. Records may include, but are not limited to, VG1 forms and mortgage advices. | Temporary | Retain for 1 year after last action. |
| 25.4.2 | Rates notices – office copies Rates reminder notices, office copies. | Temporary | Retain for 1 year after next rates notice issued. |
| 25.4.3 | Rates notices - duplicates Duplicate rates notices used by auditors. | Temporary | Retain for 5 years from the end of last financial year. |
| 25.5 | Payments <i>The activity of receiving payment for a local government service or facility.</i> <i>See General Retention and Disposal Schedule for Administrative Records for other financial records.</i> | | |
| 25.5.1 | Debtors Listings of sundry debtors including property descriptions, amounts owing and dates. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 25.5.2 | <p>Remissions</p> <p>Records relating to rate remissions, including pensioner rebates, state government subsidy arrangements and remissions to cultural, sporting and religious bodies.</p> | Temporary | Retain for 2 years after last action. |
| 25.5.3 | <p>Searches</p> <p>Records relating to rates and property searches performed on a nominated property for conveyancing and other purposes.</p> <p>Includes searches for town planning certificates, development and building information, trade waste compliance, water connection and dial before you dig applications.</p> <p>Records may include, but are not limited to, applications, memos, remittance advice and information identifying copies of documents provided to applicant.</p> | Temporary | Retain for 7 years after last action. |
| 25.5.4 | <p>Rates summary</p> <p>Rates log summary/audit record.</p> | Temporary | Retain for 5 years from end of last financial year. |
| 25.5.5 | <p>Water rates</p> <p>Water rate books.</p> | Temporary | Retain for 5 years after last action. |
| 25.5.6 | <p>Water meter cards</p> <p>Water meter record cards.</p> | Temporary | Retain for 3 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 25.5.7 | Water meter readings Water meter special reading applications. | Temporary | Retain for 3 years after last action. |
| 25.6 | Property History <i>The activity of managing records of all transactions relating to a property in the local government area.</i> <i>Separate property files that incorporate information relating to individual properties in the local government area should be sentenced under the longest relevant retention period in this Schedule, e.g. licensing, building applications, plumbing and drainage, animal management, rates.</i> <i>To comply with best practice recordkeeping, records relating to different activities should be filed separately to ensure that records of a permanent and temporary nature are not filed together. For further advice please contact Queensland State Archives.</i> | | |
| 25.7 | Rate classifications <i>The activity of managing classification schemes for determining rates payable and valuations.</i> | | |
| 25.7.1 | Building unit and group title property plans Plans of building unit and group title properties submitted by developers/owners on completion of building for rating purposes. | Temporary | Retain for 5 years after last action. |
| 25.7.2 | Benefited areas Benefited area maps. | Temporary | Retain for 1 year after termination of benefited area arrangements. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 25.7.3 | Land valuation Certified land valuation statements and records relating to Council assessments and inspections to determine rating categories. | Temporary | Retain for 7 years after last action. |
| 25.8 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 25.8.1 | Rateable property Register of rateable property, including rate books and rate cards. | Permanent | Retain permanently. |
| 25.8.2 | Rateable land Record of all rateable land in local government area. | Temporary | Retain until amended/ superseded. |
| 25.9 | Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i> | | |
| 25.9.1 | Returns Returns, including valuation and rating, change of property status listings (e.g. non-rateable properties becoming rateable), rebates listings and valuation notices sent to property owners. | Temporary | Retain for 2 years after last action. |
| 25.9.2 | Listings – long term Listings – long-term, including properties of unknown owners, rateable properties listed by status, including property code/type listings. | Temporary | Retain until administrative use ceases. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 25.9.3 | Listings - superseded Listings – superseded, including non-rateable properties, rate paying lessees, rural ratings and strata assessments. | Temporary | Retain until administrative use ceases. |
| 25.9.4 | Listings - rebates Rebates listings, including pensioner rebates – annual. | Temporary | Retain for 5 years after last action. |
| 25.10 | Valuations <i>The activities associated with valuing land and property for rating purposes.</i> | | |
| 25.10.1 | Valuation rolls – pre 1950 Valuation rolls up to 1950. | Permanent | Retain permanently. |
| 25.10.2 | Valuation rolls – post 1950 Valuation rolls after 1950. | Temporary | Retain for 5 years after last action. |
| 25.10.3 | Property and land valuations Correspondence with the relevant state department regarding property and land valuations in the local government area. | Temporary | Retain for 5 years after last action. |



26. RECREATION AND CULTURAL SERVICES

This function relates to the arrangement, promotion or encouragement of programs and events by the local government involving visual arts, performing arts, sports and recreation activities and services.

See section 19 – LAWS AND ENFORCEMENT for licensing records.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Publication*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 26.1 | Authorisations <i>The activity of the local government seeking permission to undertake an action.</i> | | |
| 26.1.1 | Liquor Records relating to the authorisation of the local government to sell or supply liquor in accordance with s.217 of the <i>Liquor Act 1992</i> . Records may include, but are not limited to, liquor licence applications, decision notices and records relating to the acquisition, purchase, sale and supply of liquor. | Temporary | Retain for 7 years after last action. |
| 26.2 | Museum and Galleries Management <i>The activity of managing and operating museums and galleries by the local government.</i> | | |
| 26.2.1 | Acquisitions policy Acquisitions policy for the acquisition of items, objects and artworks for galleries and museums. | Permanent | Retain permanently. |
| 26.2.2 | Asset register Asset register for items, objects and artworks held by galleries and museums. | Temporary | Retain until superseded. |
| 26.2.3 | Collections Records relating to collections management including the acquisition of items, objects and artworks for the local government museum or gallery collection. Records may include, but are not limited to, statements of significance, donation certificates and valuation records. | Permanent | Retain permanently at the local government. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 26.2.4 | Exhibitions Exhibition files. | Temporary | Retain for 5 years after last action. |
| 26.2.5 | Loans Loan agreements. | Temporary | Retain for 7 years after expiry of agreement. |
| 26.2.6 | Customer liaison Correspondence relating to subscriptions, sponsorships, donations, loans and functions, etc. | Temporary | Retain for 5 years after last action. |
| 26.3 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i> <i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |
| 26.3.1 | Arts and cultural Arts and cultural policy. | Permanent | Retain permanently. |
| 26.4 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> <i>See General Retention and Disposal Schedule for Administrative Records for records relating to the Regional Arts Development Fund.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 26.4.1 | <p>Recreational programs</p> <p>Records relating to recreational and special interest activities such as sporting, beach and craft activities organised and conducted by the local government.</p> <p><i>See reference numbers 2.9.1 and 12.10.1 for records of sponsorship and reference numbers 2.3.1 and 2.3.2 for records of celebrations and festivals.</i></p> | Temporary | Retain for 2 years after last action. |
| 26.5 | <p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p> | | |
| 26.5.1 | <p>Beach/lifeguard patrols</p> <p>Records relating to lifeguard and beach patrols.</p> | Temporary | Retain for 1 year after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 26.5.2 | <p>Public swimming pools/gymnasiums/sports facilities - administration</p> <p>Records relating to the daily administration and operation of public swimming pools, gymnasiums and other sports facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• records of swimming pool usage and takings;• meter reading tallies;• collection sheets;• fitness programs and activities; and• timetables. <p><i>See reference number 24.6.2 for records relating to water quality testing of public swimming pools.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition and maintenance of equipment and for records relating to the leasing of swimming pools, gymnasiums and other sports facilities.</i></p> | Temporary | Retain for 3 years after last action. |
| 26.5.3 | <p>Learn-to-Swim</p> <p>Records relating to Learn-to-Swim programs conducted during vacations.</p> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 26.5.4 | <p>Membership</p> <p>Records relating to membership of public swimming pools, gymnasiums and other sports facilities.</p> <p>Records may include, but are not limited to, applications for membership, parent/guardian permissions, and membership details.</p> | Temporary | Retain for 3 years after expiry or refusal of membership. |
| 26.6 | <p>Theatre Management</p> <p><i>The activity of managing and operating theatres.</i></p> <p><i>See reference number 26.1.1 for liquor licensing records, and sections 5.4 – Design and Construction and 5.5 – Maintenance for construction and maintenance records.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the leasing of theatres.</i></p> | | |
| 26.6.1 | <p>Events</p> <p>Events files.</p> | Temporary | Retain for 5 years after last action. |
| 26.6.2 | <p>Posters and programs</p> <p>Show posters and theatre programs.</p> | Temporary | Retain until reference ceases. |



27. RISK MANAGEMENT

This function relates to the management and reduction of the risk of loss in relation to local government properties and equipment and risks to personnel. It also includes the management of risk to members of the general public, councillors, community committees and liability to the public.

See General Retention and Disposal Schedule for Administrative Records for records relating to the compensation and rehabilitation of personnel.



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 27.1 | Claims Management <i>The activity of investigating and monitoring insurance claims against the local government.</i> <i>See General Retention and Disposal Schedule for Administrative Records for cases that involve litigation.</i> | | |
| 27.1.1 | Fraud claims Records relating to claims of fidelity guarantee and coverage for fraud. | Temporary | Retain for 7 years after last action. |
| 27.1.2 | Land - Acquisition of Land Act 1967 Records relating to compensation claims for the compulsory acquisition of land by the local government in accordance with the <i>Acquisition of Land Act 1967</i> . | Temporary | Retain for 2 years after finalisation of all claims and appeals. |
| 27.1.3 | Land – Local Government Act 1993 Records relating to compensation claims for the acquisition of land for road widening purposes in accordance with s.904 of the <i>Local Government Act 1993</i> . | Temporary | Retain for 2 years after finalisation of all claims and appeals. |
| 27.1.4 | Personal injury claims Records relating to personal injury compensation claims that are settled and do not proceed to litigation. Records may include, but are not limited to, injury notices and accident forms. | Temporary | Retain for 30 years after last action. |
| 27.1.5 | Personal injury notifications - adults Records relating to the notification of accidents or injury to adult members of the public. | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 27.1.6 | Personal injury notifications - minors Records relating to the notification of accidents or injury to minors. | Temporary | Retain for 10 years after minor attains age of 18. |
| 27.1.7 | Professional negligence Records relating to claims of professional negligence that are settled and do not proceed to litigation. | Temporary | Retain for 30 years after last action. |
| 27.1.8 | Public liability - adults Records relating to public liability compensation claims involving adults that are settled and do not proceed to litigation. | Temporary | Retain for 7 years after last action. |
| 27.1.9 | Public liability - minors Records relating to public liability compensation claims involving minors that are settled and do not proceed to litigation. | Temporary | Retain for 7 years after minor attains age of 18. |
| 27.1.10 | Other claims Records relating to all other settled compensation claims not resulting in litigation such as damage to or caused by, vehicles and property. | Temporary | Retain for 7 years after claim settled. |
| 27.2 | Risk Assessment <i>The activity of analysing potential risks, risk severity, potential impact and measures to prevent impacts.</i> | | |
| 27.2.1 | Risk controls Records relating to risk controls implemented by the local government. | Temporary | Retain for 7 years after last action. |



28. ROADS

This function relates to the involvement of the local government in the construction and maintenance of roads, and associated street services to property owners within the local government area. It includes the design, construction and maintenance of roads and associated infrastructure under the control of the local government such as bridges, kerbing, channelling, footpaths, bikeways and walkways. This function also includes the acquisition, installation and maintenance of street furniture, decorations, signs and street lights.

*See section **30 – TRAFFIC AND TRANSPORT** for the planning and management of traffic and transport including infrastructure.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 28.1 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning roads and associated infrastructure under the control of the local government.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>consultants reports;</i>• <i>contracts;</i>• <i>engineering reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Roads and associated infrastructure may include, but is not limited to:</i></p> <ul style="list-style-type: none">• <i>access holes/manholes;</i>• <i>bikeways;</i>• <i>bridges;</i>• <i>crossings;</i>• <i>footpaths;</i>• <i>kerbing and channelling;</i>• <i>laneways;</i>• <i>pedestrian walkways;</i>• <i>roads/streets;</i>• <i>street lighting.</i>• <i>subways; and</i>• <i>tunnels.</i> <p><i>See reference number 28.11.7 for records relating to the design and construction of state controlled roads by the local government and section 30.2 – Design and Construction for records relating to the construction of road infrastructure.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 28.1.1 | Specifications Standard drawing and/or specification used throughout the local government area for the design and construction of roads and associated infrastructure. | Permanent | Retain permanently. |
| 28.1.2 | Access holes/manholes Records relating to the design and construction of access holes/manholes which are part of the road or footpath. <i>See reference numbers 29.3.2 and 32.3.2 for construction of access holes as part of the infrastructure for sewerage and drainage works or water supply.</i> | Temporary | Retain for 7 years after the demolition or removal of the structure. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 28.1.3 | <p>Bridges – historically significant</p> <p>Records relating to the design, construction and commissioning of bridges that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first bridge in the local government area;• scientific or technical value, e.g. bridge utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the local community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 28.1.4 | <p>Bridges - other</p> <p>Records relating to the design, construction and commissioning of bridges that are not historically significant as described in reference number 28.1.3.</p> <p>Includes minor design and construction works such as alterations, widening, realignment and extensions.</p> | Temporary | Retain for 7 years after the demolition or removal of the bridge. |
| 28.1.5 | <p>Footpaths – standard specification</p> <p>Records relating to the design, construction and commissioning of footpaths, crossings, service laneways, bikeways and walkways where the design and construction is based on a standard drawing or specification used throughout the local government area.</p> | Temporary | Retain for 7 years after last action. |
| 28.1.6 | <p>Footpaths – non-standard specification</p> <p>Records relating to the design, construction and commissioning of footpaths, crossings, service laneways, bikeways and walkways where the design and construction is not based on a standard drawing or specification used throughout the local government area.</p> <p>Includes minor design and construction works such as alterations, widening, realignment and extensions.</p> | Temporary | Retain for 7 years after the demolition or removal of the structure. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 28.1.7 | <p><i>Kerbing and channelling – historically significant</i></p> <p>Records relating to the design, construction and commissioning of kerbing and channelling that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first kerbing and channelling in the local government area;• scientific or technical value, e.g. kerbing and channelling utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the local community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 28.1.8 | <p><i>Kerbing and channelling – standard specification</i></p> <p>Records relating to the design, construction and commissioning of kerbing and channelling where the design and construction is based on a standard drawing or specification used throughout the local government area.</p> | Temporary | Retain for 7 years after last action. |
| 28.1.9 | <p><i>Kerbing and channelling – non-standard specification</i></p> <p>Records relating to the design, construction and commissioning of kerbing and channelling where the design and construction is not based on a standard drawing or specification used throughout the local government area.</p> <p>Includes minor design and construction works such as alterations, widening, realignment and extensions.</p> | Temporary | Retain for 7 years after the demolition or removal of the structure. |
| 28.1.10 | <p><i>Private works</i></p> <p>Records relating to private works undertaken by the local government on behalf of property owners including the construction of roads and driveways.</p> <p><i>See reference number 28.5.2 for notices relating to the alteration of private works.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for hiring or leasing of local government equipment to property owners.</i></p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 28.1.11 | <p>Roads – historically significant</p> <p>Records relating to the design, construction and commissioning of roads that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first road constructed in the local government area;• scientific or technical value, e.g. kerbing and channelling utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the local community. <p><i>See reference number 28.1.10 for design and construction of private works.</i></p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.1.12 | <p>Roads - other</p> <p>Records relating to the design, construction and commissioning of roads that are not historically significant as described in reference number 28.1.11.</p> <p>Includes minor design and construction works such as alterations, road widening, realignment, sealing and extensions.</p> | Temporary | Retain for 7 years after the removal or permanent closure of the road. |
| 28.1.13 | <p>Street lighting</p> <p>Records relating to the design, construction and commissioning of street lighting, including liaison with electricity providers.</p> | Temporary | Retain for 7 years after the demolition or removal of the structure. |
| 28.2 | <p>Inspections</p> <p><i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i></p> | | |
| 28.2.1 | <p>Roads</p> <p>Records relating to the inspection of haulage roads, routes for timber, stock and ore.</p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 28.3 | <p>Maintenance</p> <p><i>The activity of repairing and maintaining roads and associated infrastructure under the control of the local government.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>inspection reports;</i>• <i>contracts;</i>• <i>maintenance requests;</i>• <i>specifications; and</i>• <i>consultants/engineers reports;</i>• <i>tenders.</i> <p><i>Roads and associated infrastructure may include, but is not limited to:</i></p> <ul style="list-style-type: none">• <i>access holes/manholes;</i>• <i>laneways;</i>• <i>bikeways;</i>• <i>pedestrian walkways;</i>• <i>bridges;</i>• <i>roads/streets;</i>• <i>crossings;</i>• <i>street lighting.</i>• <i>footpaths;</i>• <i>subways; and</i>• <i>kerbing and channelling;</i>• <i>tunnels.</i> <p><i>See reference number 28.11.7 for records relating to the maintenance of state controlled roads by the local government.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.3.1 | <p>Access holes/manholes</p> <p>Records relating to the maintenance of access holes/manholes which are part of the road or footpath.</p> <p><i>See reference numbers 29.6.2 and 32.6.2 for maintenance of access holes/manholes as part of infrastructure for sewerage and drainage works or water supply.</i></p> | Temporary | Retain for 2 years after last action. |
| 28.3.2 | <p>Diaries</p> <p>Engineers' diaries, Works Foremen's diaries/running sheets.</p> | Temporary | Retain for 2 years after last action. |
| 28.3.3 | <p>Line marking</p> <p>Records relating to line-marking.</p> | Temporary | Retain for 2 years after last action. |
| 28.3.4 | <p>Reseal program</p> <p>Records relating to the bitumen reseal program.</p> | Temporary | Retain for 5 years after last action. |
| 28.3.5 | <p>Roads and associated infrastructure – major maintenance</p> <p>Records relating to major maintenance, repair and renovation projects that change the structural integrity of roads and associated infrastructure.</p> | Temporary | Retain for 7 years after the demolition or removal of the structure. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 28.3.6 | <p>Roads and associated infrastructure – minor maintenance</p> <p>Records relating to routine maintenance and repair work to roads and associated infrastructure such as footpaths and kerbing and channelling including road resurfacing, pothole repairs and damage caused by trees and tree roots.</p> <p>Records may include, but are not limited to, work orders and rectifications.</p> | Temporary | Retain for 20 years after last action. |
| 28.3.7 | <p>Tree planting</p> <p>Records relating to tree-planting along roadsides.</p> | Temporary | Retain for 5 years after last action. |
| 28.3.8 | <p>Work requests</p> <p>Work action request sheets, including telephone complaints.</p> | Temporary | Retain for 1 year after last action. |
| 28.4 | <p>Naming</p> <p><i>The activity of naming roads, streets, parks, gardens, structures, premises, etc.</i></p> | | |
| 28.4.1 | <p>Proposals - successful</p> <p>Records relating to the naming or renaming of roads and streets within the local government area, where the naming process is not included in a development application.</p> <p>Records may include, but are not limited to, proposals, correspondence, approvals and notifications.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 28.4.2 | Proposals - unsuccessful Records relating to the naming or renaming of roads and streets within the local government area that are unsuccessful including proposals, correspondence and notifications. | Temporary | Retain for 2 years after last action. |
| 28.5 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 28.5.1 | Entry to private land to conduct surveys Notices and associated correspondence relating to entry to local government officers private land to conduct surveys. | Temporary | Retain for 2 years after last action. |
| 28.5.2 | Alteration of private works Notices and associated correspondence relating to the alteration of private works. <i>See reference number 28.1.10 for other private works records.</i> | Temporary | Retain for 2 years after last action. |
| 28.6 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 28.6.1 | Medium and long term plans Records relating to medium and long term plans for road construction and development in the local government area including records relating to the development of the plan. | Temporary | Retain for 5 years after plan superseded. |
| 28.7 | Policy <i>The activity of developing and establishing decisions and directions on which local government procedures are based. See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i> | | |
| 28.7.1 | Naming of roads and streets Policy for naming streets and roads in the local government area. | Permanent | Retain permanently. |
| 28.8 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 28.8.1 | Roads register Register of roads within a local government area in accordance with s.921 of the <i>Local Government Act 1993</i> . | Permanent | Retain permanently. |
| 28.8.2 | Road maintenance Road maintenance register. Details may include, but are not limited to, expenditure and contract details. | Temporary | Retain for 7 years after last action. |
| 28.9 | Road closures <i>The activity of closing a state or local government controlled road.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.9.1 | <p>Road closure by local government - permanent</p> <p>Records relating to the permanent closure of a road to traffic by a local government, in accordance with s.915 of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, notices, records of public consultation and related correspondence.</p> | Permanent | Retain permanently. |
| 28.9.2 | <p>Road closure by local government - temporary</p> <p>Records relating to the temporary closure of a road to traffic by a local government, in accordance with s.915 of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, records of reopening, notices and related correspondence.</p> | Temporary | Retain for 1 year after road reopened. |
| 28.9.3 | <p>Road closure by state government</p> <p>Records relating to temporary and permanent road closures by the relevant state department in accordance with sections 98 and 99 of the <i>Land Act 1994</i>.</p> <p>Records may include, but are not limited to, submissions by the local government to the relevant state department for the assessment of road closures, road licences and permits, applications, reports, notices and related correspondence.</p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 28.9.4 | <p>Road closure applications</p> <p>Records relating to applications for the permanent or temporary closure of a road submitted to the relevant state department by the local government, in accordance with s.99 of the <i>Land Act 1994</i>.</p> <p>Records may include, but are not limited to, applications, decision notices, reports and related correspondence.</p> | Temporary | Retain for 5 years after notification of outcome. |
| 28.10 | <p>Road opening</p> <p><i>The activity of opening a state or local government controlled road.</i></p> | | |
| 28.10.1 | <p>Road openings by state government</p> <p>Records relating to road openings by the relevant state department in accordance with s.94 of the <i>Land Act 1994</i>.</p> <p>Records may include, but are not limited to, submissions by the local government to the relevant state department for the assessment of road openings, applications, reports, notices and related correspondence.</p> | Temporary | Retain for 5 years after last action. |
| 28.11 | <p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.11.1 | <p>Quarries – supply of construction materials</p> <p>Records relating to the supply of construction materials from local government quarries to other local governments and road construction agencies.</p> <p>Records may include, but are not limited to, quarrying/extraction records, royalty payments, specifications, agreements and sales records.</p> | Temporary | Retain for 7 years after expiry of service or agreement. |
| 28.11.2 | <p>Quarries – blasting</p> <p>Records relating to blasting operations undertaken by the local government in accordance with <i>AS 2187 – 2006 Explosives - Storage and Use</i>.</p> <p>Records may include, but are not limited to, blast management plans, blast operation plans and blast monitoring records.</p> | Temporary | Retain for 7 years after last action. |
| 28.11.3 | <p>Quarries – storage of explosives</p> <p>Records relating to the receipt, storage and issue of explosives held by a local government in accordance with s.96 of the <i>Explosives Regulation 2003</i>.</p> | Temporary | Retain for 5 years after last action |
| 28.11.4 | <p>Quarries – destruction of explosives</p> <p>Records relating to the destruction of expired, unsafe or surplus explosives in accordance with <i>AS 2187 – 2006 Explosives - Storage and Use</i>.</p> <p>Records may include, but are not limited to, details of quantities and types of explosives destroyed and destruction methods used.</p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.11.5 | <p><i>Quarries – explosives licence/permit</i></p> <p>Records relating to the authorisation of the local government to possess, transport, use or store explosives in accordance with the <i>Explosives Regulation 2003</i>.</p> <p>Records may include, but are not limited to, licence applications, renewals, approvals and decision notices.</p> | Temporary | Retain for 3 years after the refusal, expiry or cancellation of the licence or permit. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 28.11.6 | <p>Quarries – Mine Record</p> <p>Mine Record of quarries operated by the local government in accordance with s.59 of the <i>Mining and Quarrying Safety and Health Act 1999</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• reports, findings and investigations resulting from inspections, investigations and audits conducted at the quarry under the Act;• directives issued to the local government as the operator of the quarry under the Act;• records of all remedial action taken as a result of directives issued under the Act;• reports about all serious accidents and potentially serious incidents that have happened at the quarry;• details of the management structure;• authorisation to handle explosives; and• appointment of person to control electrical work at the quarry. <p><i>See reference number 5.3.1 for records of accreditation of local government laboratories testing quarry materials and reference numbers 5.3.2 and 5.3.3 for records relating to the registration of a local government to conduct an environmentally relevant activity.</i></p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 28.11.7 | <p>State controlled roads</p> <p>Records relating to the construction and maintenance of state controlled roads by the local government on behalf of another agency e.g. the Department of Main Roads.</p> <p>Records may include, but are not limited to, specifications, consultant's reports, plans, surveys and inspection records.</p> <p><i>See sections 28.1 – Design and Construction and 28.3 – Maintenance for records relating to the construction and maintenance of local government controlled roads.</i></p> | Temporary | Retain for 7 years after project completed. |
| 28.12 | <p>Standards</p> <p><i>The activity of implementing industry or local government benchmarks for services and processes to enhance the quality and efficiency of the organisation.</i></p> | | |
| 28.12.1 | <p>Engineering design manual</p> <p>Master copy of the engineering design manual of Australian, industry and other published standard plans.</p> | Temporary | Retain until superseded. |
| 28.12.2 | <p>Technical files</p> <p>Technical files on kerbing, roads, etc., including professional literature and information on product and equipment specifications.</p> | Temporary | Retain for 10 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 28.13 | Surveying <i>The activity of managing surveys undertaken to determine boundaries, the position and extent of land as well as the collection of data for future infrastructure needs.</i> | | |
| 28.13.1 | Aerial & satellite photography Aerial and satellite photographs which document road infrastructure in the local government area. | Temporary | Retain until reference ceases. |
| 28.13.2 | Road maps Map of roads showing every road in a local government area, including proposed roads, in accordance with s.921 of the <i>Local Government Act 1993</i> . | Permanent | Retain permanently. |
| 28.13.3 | Survey field and level note books Survey field and level note books including information on surveys undertaken by local government staff or contractors under the repealed <i>Survey Coordination Act 1952</i> and the <i>Survey and Mapping Infrastructure Act 2003</i> . | Permanent | Retain permanently. |
| 28.13.4 | Surveyors' records Surveyors' registered plans, correspondence and notings. | Temporary | Retain for 20 years after last action. |
| 28.13.5 | Permanent survey marks Records relating to information on permanent survey marks on a road under the control of a local government, provided to the relevant state department in accordance with s.39 of the <i>Survey and Mapping Infrastructure Act 2003</i> . | Temporary | Retain for 2 years after last action. |



29. SEWERAGE AND DRAINAGE

This function relates to the design, construction, maintenance and management of the liquid waste system including drainage, sewerage collection and treatment, stormwater and flood mitigation works. It also includes the provision of infrastructure for the collection and treatment of liquid waste.

See section 12.3 – Fees and Charges for records of fees and charges.

*See section 19 – **LAWS AND ENFORCEMENT** for enforcement notices.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 29.1 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 29.1.1 | Funding Records relating to current and ongoing funding responsibilities and agreements between neighbouring shires and/or state construction authorities. | Temporary | Retain for 7 years after agreement is terminated. |
| 29.2 | Applications <i>The activity of applying for approval or accreditation to the local government to ensure compliance with relevant standards, guidelines, legislation or regulations.</i> | | |
| 29.2.1 | Backflow prevention devices - approved Records relating to applications to install a testable backflow prevention device that are approved in accordance with the <i>Standard Plumbing and Drainage Regulation 2003</i> including applications, notifications, approvals, plans and related correspondence. | Temporary | Retain until the device is removed. |
| 29.2.2 | Backflow prevention devices - unapproved Records relating to applications to install a testable backflow prevention device that do not proceed in accordance with the <i>Standard Plumbing and Drainage Regulation 2003</i> including applications that are refused, cancelled or withdrawn. | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 29.3 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures, plant and equipment used to manage the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants reports;</i>• <i>drawings and maps;</i>• <i>engineering reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Works may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>access holes/manholes;</i>• <i>drainage works;</i>• <i>flood mitigation works;</i>• <i>levee banks;</i>• <i>pipes;</i>• <i>pressure mains;</i>• <i>pumping stations;</i>• <i>sewerage systems;</i>• <i>stormwater drainage works; and</i>• <i>treatment plants.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 29.3.1 | <p><i>Sewerage and drainage works – historically significant</i></p> <p>Records relating to the design, construction and commissioning of sewerage and drainage works and structures that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first drainage works constructed in the local government area;• scientific or technical value, e.g. sewerage and drainage works utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• drainage schemes for the local government area that have involved significant input from other agencies in a joint funding or managerial role. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 29.3.2 | Sewerage and drainage works - other Records relating to the design, construction and commissioning of sewerage and drainage works and structures that are not historically significant as described in reference number 29.3.1. | Temporary | Retain for 7 years after the demolition or removal of the structure. |
| 29.4 | Inspections <i>The activity of examining facilities, premises and equipment to ensure compliance with relevant standards.</i> | | |
| 29.4.1 | Inspection programs Records of inspections of drainage works, stormwater drains and sewerage systems that are the responsibility of the local government. <i>See section 7 – DEVELOPMENT AND BUILDING CONTROLS for inspections included as part of a development application.</i> | Temporary | Retain for 10 years after last action. |
| 29.4.2 | Backflow prevention devices Results of annual testing or inspections of testable backflow prevention devices submitted to local government by persons licensed to undertake the work in accordance with s.37 of the <i>Standard Plumbing and Drainage Regulation 2003</i> . | Temporary | Retain for 3 years after last action. |
| 29.5 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 29.5.1 | <i>Sewerage and drainage matters</i> Records relating to liaison with industry, professional and customer associations on routine matters relating to sewerage and drainage. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|--------|-----------------|
| 29.6 | <p>Maintenance</p> <p><i>The activities associated with the upkeep, repair, servicing and preservation of specifically designed and/or purpose built buildings, structures, plant and equipment used to manage the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigations works.</i></p> <p><i>Records may include but are not limited to:</i></p> <ul style="list-style-type: none">• inspection reports;• maintenance requests;• outage reports;• plant isolation reports;• plant status and failure reports; and• return to service reports. <p><i>Works may include, but are not limited to:</i></p> <ul style="list-style-type: none">• access holes/manholes;• drainage works;• flood mitigation works;• levee banks;• pipes;• pressure mains;• pumping stations;• sewerage systems;• stormwater drainage works; and• treatment plants. | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 29.6.1 | Sewerage and drainage works - major Records relating to major maintenance of sewerage and drainage works and structures, including major structural repairs and renovations. | Temporary | Retain for 7 years after the system is replaced or plant ceases operation. |
| 29.6.2 | Sewerage and drainage works - other Records relating to minor maintenance works of sewerage and drainage works and structures such as routine overhauls, landscaping and works on minor components of systems. | Temporary | Retain for 7 years after last action. |
| 29.7 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 29.7.1 | Floods – summary records Summary records relating to the monitoring of flood heights, levels and locations. Records may include, but are not limited to, registers of flood gauge readings and flood height registers. <i>See reference number 29.8.2 for raw data.</i> | Permanent | Retain permanently. |
| 29.7.2 | Historical discharge data Historical discharge data on annual treated sewerage. | Temporary | Retain for 20 years after last action. |
| 29.7.3 | Effluent discharge Records relating to effluent discharge. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 29.7.4 | Greywater use facilities Records relating to the monitoring of greywater use facilities in seweraged areas in accordance with s.143B of the <i>Plumbing and Drainage Act 2002</i> . | Temporary | Retain for 5 years after last action. |
| 29.7.5 | Rainfall readings– master set Master set of rainfall readings where the information is retained by the local government and not provided to the Bureau of Meteorology. | Permanent | Retain permanently. |
| 29.7.6 | Rainfall readings– information provided to Bureau of Meteorology Copies of rainfall readings provided to Bureau of Meteorology. | Temporary | Retain until reference ceases. |
| 29.8 | Planning <i>The activity of formulating strategies to achieve an objective or outcome. Includes planning for flood mitigation works and research and analysis of flood levels and flood plain extent.</i> | | |
| 29.8.1 | Flood management Records relating to the management and prevention of flooding in the local government area. These may include, but are not limited to, flood mitigation schemes, feasibility studies, flood risk analysis and forecasting. <i>See reference number 18.3.7 for flood management records that form part of the local government Planning Scheme and reference numbers 29.3.1 and 29.3.2 for records relating to the design and construction of flood mitigation works.</i> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 29.8.2 | <p>Floods – raw data</p> <p>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, flood level books and gauge reading field books</p> <p><i>See reference number 29.7.5 for rainfall readings and reference number 29.7.1 for summary data.</i></p> | Temporary | Retain for 20 years after last action. |
| 29.8.3 | <p>Sewage management plans</p> <p>Sewage management plans in accordance with s.40 of the <i>Environmental Protection (Water) Policy 1997</i>.</p> | Temporary | Retain for 10 years after superseded. |
| 29.8.4 | <p>Urban stormwater quality management plans</p> <p>Urban stormwater quality management plans in accordance with s.42 of the <i>Environmental Protection (Water) Policy 1997</i>.</p> | Temporary | Retain for 10 years after superseded. |
| 29.9 | <p>Policy</p> <p><i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i></p> | | |
| 29.9.1 | <p>Sewerage and drainage systems</p> <p>Records relating to policy on the design and construction of sewerage and drainage systems.</p> | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 29.10 | Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i> | | |
| 29.10.1 | Backflow prevention devices Register of testable backflow prevention devices as required under s.38 of the <i>Standard Plumbing and Drainage Regulation 2003</i> . | Temporary | Retain for 3 years after physical disconnection from sewerage system. |
| 29.10.2 | Greywater use facilities Register of installed onsite sewerage and greywater use facilities for which the local government has provided compliance certificates in accordance with s.143A of the <i>Plumbing and Drainage Act 2002</i> . <i>See section 7.8 – Development Applications – Plumbing and Drainage Works for records relating to compliance certificates.</i> | Temporary | Retain for 3 years after removal of facility. |
| 29.10.3 | Septic tanks Register/index of septic tanks. | Temporary | Retain for 2 years after demolition or removal of tank. |
| 29.10.4 | Sewerage connections/disconnections Register of sewerage connections and disconnections. | Temporary | Retain until all premises are physically disconnected from the sewerage system. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 29.11 | Service Providers <i>The activity of managing agencies or organisations that are involved in the provision of services to local government or to the local community in conjunction with the local government.</i> | | |
| 29.11.1 | Service levels Records relating to local government negotiations with service providers to ensure acceptable levels of service in the local area. | Temporary | Retain for 7 years after last action. |
| 29.12 | Standards <i>The activity of implementing industry or local government benchmarks for services and processes to enhance the quality and efficiency of the organisation.</i> | | |
| 29.12.1 | Technical files Technical files on sewerage and drainage, including professional literature and information on product and equipment specifications. | Temporary | Retain for 10 years after last action. |
| 29.13 | Supply and Distribution <i>The activity of supplying and using single pipe-plumbing systems including connections.</i> | | |
| 29.13.1 | Connections/disconnections Records relating to applications for connection to or disconnection from the local government sewerage system. | Temporary | Retain for 2 years after last action. |



30. TRAFFIC AND TRANSPORT

This function relates to planning for transport infrastructure and the efficient movement and parking of traffic, including all forms of public transport. It also includes the construction and installation of facilities and structures that assist in the management of traffic.

*See section 28 - **ROADS** for records relating to the design, construction and maintenance of roads, bridges, kerbing and channelling, footpaths and bikeways.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 30.1 | Campaigns <i>The activity of educating or raising public awareness about an issue or law.</i> | | |
| 30.1.1 | Traffic and transport safety Records of campaigns to educate or raise public awareness of traffic and transport safety matters, such as campaigns for the use of bikeways and walkways, school safety and pedestrian safety. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 30.2 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures and facilities under the control of the local government that assist in the efficient movement and parking of traffic and transport.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants reports;</i>• <i>engineering reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>airports, airfields and landing strips;</i>• <i>bicycle facilities;</i>• <i>bus stops, seats and shelters;</i>• <i>car parks;</i>• <i>parking meters;</i>• <i>traffic and road signs;</i>• <i>traffic lights and signals; and</i>• <i>transport interchanges.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------|
| 30.2.1 | <p>Traffic and transport facilities – historically significant</p> <p>Records relating to the design, construction and commissioning of traffic and transport buildings, facilities and structures that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first airport in the local government area;• scientific or technical value, e.g. construction utilised innovative or non-standard construction materials and methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community;• Indigenous importance, e.g. spiritual significance to the local community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 30.2.2 | <p>Traffic and transport facilities – other</p> <p>Records relating to the design, construction and commissioning of traffic and transport buildings, facilities and structures that are not historically significant as described in reference number 30.2.1.</p> <p><i>See reference number 30.2.4 for parking facilities.</i></p> | Temporary | Retain for 7 years after the transfer, disposal or demolition of the facility or structure. |
| 30.2.3 | <p>Traffic and transport facilities – minor works</p> <p>Records relating to the design, construction, installation and removal of minor traffic and transport works including:</p> <ul style="list-style-type: none">• bus stops;• shelters;• seats and benches;• parking meters;• traffic lights/signals; and• road and traffic signs e.g. parking, community, direction, road and street names, regulatory and warning signs. | Temporary | Retain for 7 years after last action. |
| 30.2.4 | <p>Traffic and transport facilities – parking</p> <p>Records relating to the design and construction of on-street and off-street parking facilities excluding multi-level car parks.</p> <p><i>See reference numbers 30.2.1 and 30.2.2 for records of multi-level car parks.</i></p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 30.3 | Fees and charges <i>The activity of setting and managing fees and charges for local government services and facilities.</i> <i>See section 12 .3 – Fees and Charges for other records of fees and charges.</i> | | |
| 30.3.1 | Subsidy/concession schemes Records relating to passenger transport concession and subsidy schemes including applications for concession cards and subsidies, state government subsidy arrangements and card issue records. <i>See General Retention and Disposal Schedule for Administrative Records for financial records.</i> | Temporary | Retain for 2 years after last action. |
| 30.3.2 | Traffic, transport and parking fees Records relating to policies and fee structures for transport, traffic and parking. | Temporary | Retain for 10 years after last action. |
| 30.4 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 30.4.1 | Traffic and transport matters Records relating to liaison with industry and consumer associations on routine matters relating to traffic and transport. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 30.5 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings, structures and facilities under the control of the local government that assist in the efficient movement and management of traffic and transport.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none"><i>inspection reports;</i><i>contracts;</i><i>maintenance requests;</i><i>specifications; and</i><i>consultants/engineers reports;</i><i>tenders.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none"><i>airports/airfields and landing strips;</i><i>parking meters/stations;</i><i>bicycle facilities/cycleways;</i><i>traffic and road signs;</i><i>bus stops, seats and shelters;</i><i>traffic lights and signals; and</i><i>car parks;</i><i>transport interchanges.</i> | | |
| 30.5.1 | <p>Traffic and transport facilities – major</p> <p>Records relating to major maintenance and structural repairs on buildings, structures and facilities under the control of the local government, that assist in the efficient movement and parking of traffic and transport.</p> | Temporary | Retain for 7 years after the transfer, disposal or demolition of the facility or structure. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 30.5.2 | Traffic and transport facilities – other Records relating to routine maintenance on traffic, transport and parking facilities in the local government area. | Temporary | Retain for 7 years after last action. |
| 30.6 | Monitoring <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i> | | |
| 30.6.1 | Road use and traffic patterns Records relating to road safety monitoring, including accident statistics and pedestrian issues. | Temporary | Retain until reference ceases. |
| 30.6.2 | Traffic flow Records relating to the routine monitoring of traffic flow on main and secondary roads, including traffic maps, reports and surveys. | Temporary | Retain for 10 years after last action. |
| 30.7 | Permits <i>The activity of managing permission to undertake an activity or process.</i> | | |
| 30.7.1 | Parking Records relating to applications for special parking arrangements or for special or temporary parking zones. | Temporary | Retain for 2 years after last action. |
| 30.7.2 | Refused applications Records relating to applications/requests that are refused, including parking permits, bus stops, one-way streets, special parking zones and signs. | Temporary | Retain for 1 year after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 30.7.3 | <p>Road use</p> <p>Records relating to applications for road use permits assessed and approved by the relevant state department in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Includes, but is not limited to;</p> <ul style="list-style-type: none">• heavy vehicles;• oversize or excess dimension loads or vehicles;• dwelling/house/building removals. <p>Records may include, but are not limited to, approvals submitted by the local government to the Department of Main Roads, notifications and permit conditions.</p> <p><i>See reference number 19.6.4 for licence/permit applications approved by the local government relating to road use and/or vehicles.</i></p> | Temporary | Retain for 2 years after last action. |
| 30.8 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 30.8.1 | <p>Traffic management plans - development</p> <p>Records relating to the development of traffic management plans and the analysis of transport needs.</p> <p>Includes, but is not limited to, studies and surveys of:</p> <ul style="list-style-type: none">• traffic speed;• bicycle safety;• commuter and recreational cycleways;• traffic volumes;• pedestrian needs;• school needs; and• road safety. | Temporary | Retain for 15 years after last action. |
| 30.8.2 | <p>Traffic management plans – final version</p> <p>Final version of traffic management plans.</p> | Temporary | Retain for 10 years after superseded. |
| 30.8.3 | <p>Traffic and pedestrian flows</p> <p>Records relating to the management of traffic and pedestrian flows, such as on-street kerb side parking controls, development of parking strategies, signage and parking concepts for shopping centres.</p> <p>See also 30.6.2, 30.12.2 and 30.12.3 for other traffic flow records.</p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 30.9 | Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i> | | |
| 30.9.1 | Parking control schemes - policies Policies for operation of parking control schemes, such as resident parking schemes. | Temporary | Retain until superseded. |
| 30.9.2 | Parking control schemes - other Other records relating to the implementation and administration of parking control schemes. | Temporary | Retain for 2 years after last action. |
| 30.10 | Service Providers <i>The activity of managing agencies or organisations that are involved in the provision of services to local government or to the local community in conjunction with the local government.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 30.10.1 | <p>Passenger transport</p> <p>Records relating to local government involvement with service providers regarding passenger transportation including scheduling, routes, facilities, fares and timetabling.</p> <p>Examples may include, but are not limited to:</p> <ul style="list-style-type: none">• air services;• buses;• ferries;• heavy and light rail services;• taxis; and• trams. | Temporary | Retain for 7 years after last action. |
| 30.11 | <p>Service Delivery</p> <p><i>The activity of delivering services by the local government on a long term basis or by other agencies.</i></p> <p>See section 9 – EMERGENCY SERVICES for records of counter disaster plans and emergency responses.</p> <p>See section 12.3 – <i>Fees and Charges</i> for records of fees and charges.</p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 30.11.1 | <p>Transport services</p> <p>Records of transport services provided on a long-term basis by local government, or by agencies under contract to local government.</p> <p>Includes records relating to the operation of airports, helipads, car parks and parking stations.</p> | Temporary | Retain for 10 years after last action. |
| 30.12 | <p>Traffic Regulation</p> <p><i>The activity of designating and declaring traffic and parking zones.</i></p> | | |
| 30.12.1 | <p>Regulated parking</p> <p>Records relating to the designation of regulated parking areas and zones including;</p> <ul style="list-style-type: none">• parking meters;• parking signs, bays and limits;• resident parking;• loading zones;• disabled parking;• time limited parking; and• parking on a footpath or reserve. | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|--|
| 30.12.2 | <p>Traffic zone declarations</p> <p>Records relating to the regulation of traffic in specified areas, including the declaration of:</p> <ul style="list-style-type: none">• heavy and light traffic thoroughfares;• one-way streets;• local traffic zones;• B-double routes; and• signage standards. <p>Includes correspondence with peak transport bodies regarding the determination of specific traffic routes for the transportation of dangerous goods, B-double vehicles and oversize or overweight loads through the local area.</p> | Temporary | Retain for 20 years after last action. |
| 30.12.3 | <p>Traffic flow requests</p> <p>Records relating to requests submitted to the local government for traffic controls and changes to traffic flows.</p> <p>Includes notices issued to the local government under s.70 of the <i>Transport Operations (Road Use Management) Act 1995</i> to install or remove road signs and notifications of changes to traffic conditions as published in the <i>Queensland Government Gazette</i>.</p> | Temporary | Retain for 2 years after last action. |



31. WASTE MANAGEMENT

This function relates to the provision of services to ratepayers for the removal, reduction and disposal of domestic, commercial and regulated waste. It includes activities related to waste disposal facilities, land fill, composting sites, recycling operations, trade waste and chemical waste disposal sites.

*See section 10 – **ENERGY SUPPLY AND TELECOMMUNICATIONS** for supplies of gas, electricity and telecommunications.*

*See section 29 – **SEWERAGE AND DRAINAGE** for sewerage, effluent and waste water treatment.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Standards*
- *Tendering*



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 31.1 | Campaigns <i>The activity of educating or raising public awareness about an issue or law.</i> | | |
| 31.1.1 | Waste management campaigns Records of campaigns to educate or raise public awareness about reducing waste and preventing its improper disposal. | Temporary | Retain for 5 years after last action. |
| 31.2 | Design and Construction <i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste.</i> <i>Records may include, but are not limited to:</i> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <i>Buildings, structures and facilities may include, but are not limited to:</i> <ul style="list-style-type: none">• <i>domestic, public and commercial litter bins;</i>• <i>recycling facilities; and</i>• <i>waste disposal facilities.</i> <i>See reference number 5.3.2 for local government authority to conduct an environmentally relevant activity.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 31.2.1 | <p><i>Buildings, structures, facilities – historically significant</i></p> <p>Records relating to the design, construction and commissioning of buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• environmental value, e.g. unique eco-friendly construction techniques or innovative waste management technique;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. first waste disposal facility in the local government area;• scientific or technical value, e.g. construction utilised innovative or non-standard construction materials and methods or innovative recycling methods;• received a major architectural or design award;• high aesthetic characteristics valued by the community. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 31.2.2 | Buildings, structures and facilities - other Records relating to the design, construction and commissioning of buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste that do not have historical significance as described in reference number 31.2.1. | Temporary | Retain for 7 years after the transfer, disposal or demolition of the building or structure. |
| 31.3 | Fees and Charges <i>The activity of setting and managing fees and charges for local government services and facilities.</i> <i>See section 12.3 – Fees and Charges for other records of fees and charges.</i> | | |
| 31.3.1 | Garbage and sanitary charges Garbage and sanitary charges listing. | Temporary | Retain until superseded. |
| 31.4 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 31.4.1 | Waste management matters Records relating to liaison with industry, professional and customer associations on routine matters relating to waste management. | Temporary | Retain for 5 years after last action. |
| 31.5 | Licensing <i>The activity of the local government authorising and granting permission to conduct an activity or business.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 31.5.1 | <p>Liquid trade waste</p> <p>Records relating to applications made under s.469 of the <i>Water Act 2000</i> for approval to discharge liquid trade waste into a local government sewerage system.</p> <p>Includes applications, approvals, decision notices, cancellations, amendments, renewals, suspensions, revocations and investigations.</p> <p><i>See reference number 31.9.1 for the management of solid trade waste and reference number 19.8.1 for show cause notices.</i></p> | Temporary | Retain for 3 years after the refusal, expiry or cancellation of the approval. |
| 31.5.2 | <p>Toxic/hazardous waste</p> <p>Records relating to applications to dispose of toxic or hazardous waste material.</p> <p>Includes applications, approvals, decision notices, cancellations, amendments, renewals, suspensions, revocations and investigations.</p> <p><i>See section 11 – ENVIRONMENTAL MANAGEMENT for the management of contaminated land and reference number 31.9.6 for the operation of waste disposal facilities.</i></p> | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 31.6 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>inspection reports;</i>• <i>outage reports;</i>• <i>plant isolation reports;</i>• <i>plant status and failure reports; and</i>• <i>return to service reports.</i> <p><i>Buildings, structures and facilities may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>domestic, public and commercial litter bins;</i>• <i>recycling facilities; and</i>• <i>waste disposal facilities.</i> | | |
| 31.6.1 | <p>Maintenance - major</p> <p>Records relating to major maintenance of buildings, structures and facilities used for the removal, reduction and disposal of domestic, commercial and regulated waste, including major structural repairs and renovations.</p> | Temporary | Retain for 7 years after the transfer, disposal or demolition of the building or structure. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 31.6.2 | <p>Maintenance - other</p> <p>Records relating to requests and arrangements for minor/routine maintenance and cleaning of amenities, facilities, land or easements, including weed and pest control not involving the use of chemicals or herbicides.</p> <p><i>See reference numbers 11.12.5 for land treatments involving chemicals.</i></p> | Temporary | Retain for 2 years after last action. |
| 31.6.3 | <p>Litter/recycling bins</p> <p>Records relating to the replacement, cleaning and repair of public litter and recycling bins.</p> | Temporary | Retain for 2 years after last action. |
| 31.7 | <p>Planning</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p> | | |
| 31.7.1 | <p>Waste management strategic plan</p> <p>Records relating to the development and implementation of a waste management strategic plan in accordance with s.26 of the <i>Environmental Protection (Waste Management) Policy 2000</i>.</p> <p>Includes the development and implementation of a cooperative plan between two or more local governments.</p> | Temporary | Retain for 10 years after superseded. |
| 31.7.2 | <p>Trade waste management plan</p> <p>Records relating to the development and implementation of the local government's trade waste management plan in accordance with s.41 of the <i>Environmental Protection (Water) Policy 1997</i>.</p> | Temporary | Retain for 10 years after superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 31.8 | <p>Policy</p> <p><i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i></p> | | |
| 31.8.1 | <p>Waste disposal facilities – final</p> <p>Records relating to policies that determine the operation, use and accessibility of waste disposal facilities, depots and tips operated by or on behalf of a local government.</p> <p>Includes waste acceptance criteria.</p> <p><i>See reference number 5.2.1 for acquisition of land for waste disposal facilities, reference number 5.2.8 for restoration of contaminated land and reference number 5.3.2 for local government authority to conduct an environmentally relevant activity.</i></p> | Permanent | Retain permanently. |
| 31.8.2 | <p>Waste disposal facilities – development</p> <p>Records relating to the development of policies that determine the operation, use and accessibility of waste disposal facilities, depots and tips operated by or on behalf of a local government.</p> <p><i>See reference number 5.2.1 for acquisition of land for waste disposal facilities, reference number 5.2.8 for restoration of contaminated land and reference number 5.3.2 for local government authority to conduct an environmentally relevant activity.</i></p> | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 31.9 | Service Delivery <i>The activity of delivering services by the local government on a long term basis or by other agencies.</i> | | |
| 31.9.1 | Commercial waste services Records relating to the removal, treatment and disposal of commercial or trade waste. <i>See reference number 31.9.6 for records of regulated waste received by approved local government facilities.</i> | Temporary | Retain for 7 years after last action. |
| 31.9.2 | Domestic collections Records relating to the collection of domestic waste, including garden waste, green/recyclable waste and special collections. | Temporary | Retain for 1 year after last action. |
| 31.9.3 | Waste disposal containers Records relating to requests and the provision of waste disposal containers including wheelie bins. | Temporary | Retain for 2 years after last action. |
| 31.9.4 | Recycling programs Records relating to recycling programs, including composting, glass/plastic, waste paper and worm farming. | Temporary | Retain for 2 years after last action. |
| 31.9.5 | Street cleaning Records relating to arrangements for periodic and scheduled street cleaning. <i>See General Retention and Disposal Schedule for Administrative Records for records relating to the contracting out of these services.</i> | Temporary | Retain for 2 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------------------------|
| 31.9.6 | <p>Waste disposal facilities - administration</p> <p>Records relating to the daily administration and operation of waste disposal facilities, depots and tips.</p> <p>Includes records relating to:</p> <ul style="list-style-type: none">• the amount and type of waste received;• waste treatment e.g. recycling,• the conversion of waste to energy;• storage or disposal;• the waste generator;• waste transportation. | Temporary | Retain for 5 years after last action. |



32. WATER SUPPLY

This function relates to the design, construction, maintenance and management of public drinking water supplies within the local government area. It includes the management of associated infrastructure such as dams, reservoirs, storage tanks, bores, pumping stations, treatment works, reticulation systems and water mains. Also includes implementing pollution controls, hazard reductions, and controls over recreational use of catchment areas, reservoirs and dams by the public that might impact upon water quality.

See section 12.3 – Fees and Charges for records of fees and charges.

*See section 5 – **COUNCIL PROPERTIES** for records associated with the local government’s authority to operate water treatment plants.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Auditing*
- *Contracting*
- *Meetings*
- *Policy*
- *Procedures*
- *Reporting*
- *Risk Management*
- *Standards*
- *Tendering*
- *Training*



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 32.1 | Agreements <i>The activity of establishing, maintaining, reviewing and negotiating agreements.</i> | | |
| 32.1.1 | Funding Records relating to the funding of water supply areas and schemes including agreements between neighbouring shires and/or state construction authorities. | Temporary | Retain for 7 years after expiry of agreement. |
| 32.1.2 | Water facility agreements Water facility agreements for the supply of water to private land from local government water facilities. | Temporary | Retain for 7 years after expiry of agreement. |
| 32.2 | Authorisations <i>The activity of local government seeking permission to undertake an action.</i> | | |
| 32.2.1 | Water rights Records relating to the authorisation of the local government to take water or interfere with the flow of water in accordance with s.204 of the <i>Water Act 2000</i> . Records may include, but are not limited to, applications, renewals, decision notices, water licences and permits and correspondence with the relevant authority. | Temporary | Retain for 3 years after the refusal, expiry or cancellation of the licence or permit. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 32.3 | <p>Design and Construction</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures, plant and equipment used for the storage, treatment and supply of water - excluding waste water/sewerage purification facilities.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>as-constructed plans;</i>• <i>contracts;</i>• <i>consultants/engineers reports;</i>• <i>drawings and maps;</i>• <i>inspection records;</i>• <i>specifications;</i>• <i>surveys; and</i>• <i>tenders.</i> <p><i>Assets may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>access holes/manholes;</i>• <i>bores;</i>• <i>chemical feeding equipment;</i>• <i>dams;</i>• <i>filtration plants;</i>• <i>hydrants;</i>• <i>irrigation schemes;</i>• <i>pipelines;</i>• <i>pressure mains;</i>• <i>pumping stations;</i>• <i>reservoirs;</i>• <i>treatment plants;</i>• <i>water mains extensions; and</i>• <i>water towers.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---------------------|
| 32.3.1 | <p><i>Buildings, structures and plant – historically significant</i></p> <p>Records relating to the design, construction and commissioning of buildings, structures and plant used for the storage, treatment and supply of water that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none">• design and construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention;• recognised historical value, e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, local government heritage list or with the Australian Heritage Council;• cultural value, e.g. building or structure has strong or special association with the community for social or spiritual reasons;• scientific or technical value, e.g. building utilised non-standard construction materials and methods;• high aesthetic characteristics valued by the community;• environmental value, e.g. unique eco-friendly construction techniques. | Permanent | Retain permanently. |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 32.3.2 | <p>Buildings, structures and plant – other</p> <p>Records relating to the design, construction and commissioning of specifically designed and/or purpose built buildings, structures and plant used for the storage, treatment and supply of water that do not have historical significance as described in reference number 32.3.1.</p> | Temporary | Retain for 7 years after the transfer, disposal or demolition of the building or structure. |
| 32.4 | <p>Evaluation</p> <p><i>The activity of determining the suitability of a potential or existing program to meet the needs of a given situation.</i></p> | | |
| 32.4.1 | <p>Two-part tariffs - approved</p> <p>Records relating to the assessment of the cost effectiveness of a two-part tariff for the provision of water supply services where the two-part tariff is approved by the local government, in accordance with s.773 of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, records of public consultation, local government resolutions and two-part tariff reports.</p> | Temporary | Retain for 3 years after two-part tariff ceases. |
| 32.4.2 | <p>Two-part tariffs - unapproved</p> <p>Records relating to the assessment of the cost effectiveness of a two-part tariff for the provision of water supply services where the two-part tariff is not approved by the local government, in accordance with s.773 of the <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to, records of public consultation, local government resolutions and two-part tariff reports.</p> | Temporary | Retain for 4 years after assessment. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---------------------------------------|
| 32.5 | Liaison <i>The activity of maintaining regular contact between the local government and other organisations, associations and community groups.</i> | | |
| 32.5.1 | Water supply matters Records relating to liaison with industry, professional and customer associations on routine matters relating to water supply. | Temporary | Retain for 5 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|--------|-----------------|
| 32.6 | <p>Maintenance</p> <p><i>The activity of repairing, servicing and preserving of specifically designed and/or purpose built buildings, structures, plant and equipment used for the storage, treatment and supply of water - excluding waste water/sewerage purification facilities.</i></p> <p><i>Records may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>drawings and plans;</i>• <i>inspection reports;</i>• <i>outage reports;</i>• <i>plant isolation reports;</i>• <i>plant status and failure reports; and</i>• <i>return to service reports.</i> <p><i>Assets may include, but are not limited to:</i></p> <ul style="list-style-type: none">• <i>access holes/manholes;</i>• <i>bores;</i>• <i>chemical feeding equipment;</i>• <i>dams;</i>• <i>filtration plants;</i>• <i>hydrants;</i>• <i>irrigation schemes;</i>• <i>pipelines;</i>• <i>pressure mains;</i>• <i>pumping stations;</i>• <i>reservoirs;</i>• <i>treatment plants;</i>• <i>water mains extensions; and</i>• <i>water towers.</i> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|--|-----------|---|
| 32.6.1 | <p>Buildings, structures and plant – major</p> <p>Records relating to major maintenance of buildings, structures, plant, equipment and facilities used for the storage, treatment and supply of water, including major structural repairs and renovations.</p> | Temporary | Retain for 7 years after the transfer, disposal or demolition of the building or structure. |
| 32.6.2 | <p>Buildings, structures and plant – other</p> <p>Records relating to minor maintenance works of buildings, structures, plant, equipment and facilities used for the storage, treatment and supply of water, including routine overhauls, landscaping and work on minor components of the water supply system.</p> | Temporary | Retain for 7 years after last action. |
| 32.6.3 | <p>Equipment calibration</p> <p>Records relating to the calibration of equipment used to test and monitor the local government area water supply.</p> <p>Records may include, but are not limited to, calibration results and certificates.</p> <p><i>See reference numbers 32.7.1 and 32.7.2 for records of water quality testing.</i></p> | Temporary | Retain for 3 years after last action. |
| 32.6.4 | <p>Water meters</p> <p>Records relating to the maintenance and calibration of customer water meters.</p> | Temporary | Retain for 3 years after last action. |
| 32.7 | <p>Monitoring</p> <p><i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p> | | |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 32.7.1 | <p>Analysis - fluoridation</p> <p>Records relating to daily and weekly tests of fluoride treated water undertaken in accordance with s.9 of the <i>Fluoridation of Public Water Supplies Regulation 1998</i>.</p> <p>Includes records of additional tests performed in accordance with s.9 (4) of the <i>Fluoridation of Public Water Supplies Regulation 1998</i> where there is an imminent risk to public health and details of corrective action taken.</p> <p>Records may include, but are not limited to, test results and summary data.</p> | Permanent | Retain permanently at the local government. |
| 32.7.2 | <p>Analysis – water supply</p> <p>Records relating to the monitoring of the local government water supply to verify the quality of water distributed and supplied by the local government, in accordance with the <i>Australian Drinking Water Guidelines</i> issued by the National Health and Medical Research Council.</p> <p>Includes, but is not limited to, the monitoring of chemicals, substances and micro-organisms e.g. blue green algae.</p> | Temporary | Retain for 15 years after last action. |
| 32.7.3 | <p>Data collection</p> <p>Monitoring data including water level books and gauge reading field books.</p> | Temporary | Retain for 5 years after last action. |
| 32.7.4 | <p>Historical discharge data</p> <p>Historical data of annual treated water supply production.</p> <p>Records may include, but are not limited to, discharge data and summary records.</p> | Temporary | Retain for 20 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 32.7.5 | Operational monitoring Records relating to the operational monitoring of processes and equipment established to protect and enhance the local government water supply, in accordance with the <i>Australian Drinking Water Guidelines</i> issued by the National Health and Medical Research Council. | Temporary | Retain for 5 years after last action. |
| 32.8 | Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i> | | |
| 32.8.1 | Statutory notifications Records relating to statutory notifications provided to regulatory authorities by the local government in accordance with the <i>Fluoridation of Public Water Supplies Regulation 1998</i> . | Temporary | Retain for 5 years after last action. |
| 32.9 | Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i> | | |
| 32.9.1 | Water resource projects Forward planning reports and projections for water resource projects. | Temporary | Retain for 20 years after last action. |
| 32.9.2 | Water conservation plans Water conservation plans developed in accordance with s.43 of the <i>Environmental Protection (Water) Policy 1997</i> . | Temporary | Retain for 10 years after superseded. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 32.9.3 | <p>Water quality monitoring plans</p> <p>Water quality monitoring plans developed in accordance with the <i>Australian Drinking Water Guidelines</i> issued by the National Health and Medical Research Council.</p> <p><i>See General Retention and Disposal Schedule for records relating to documented procedures for testing and emergency and incident responses.</i></p> | Temporary | Retain for 10 years after superseded. |
| 32.10 | <p>Policy</p> <p><i>The activity of developing and establishing decisions and directions on which local government procedures are based.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for other core business policies.</i></p> | | |
| 32.10.1 | <p>Water supply system</p> <p>Policies for the design and construction of the local government water supply system, including augmentation schemes, dams and water supply pipelines.</p> | Permanent | Retain permanently. |
| 32.11 | <p>Registration</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p> | | |
| 32.11.1 | <p>Connections/disconnections</p> <p>Register of water supply connections and disconnections.</p> | Temporary | Retain until the premises are physically disconnected from the water supply system. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|--|
| 32.12 | Research <i>The activities associated with investigating or enquiring into a subject or area to discover facts and principles.</i> | | |
| 32.12.1 | Water quality and supply Records relating to research undertaken or commissioned by the local government on water quality and water supply matters in order to improve water quality and service standards to the community. | Temporary | Retain for 10 years after last action. |
| 32.13 | Service Providers <i>The activities associated with managing agencies or organisations that are involved in the provision of services to local government or to the local community in conjunction with the local government.</i> | | |
| 32.13.1 | Service levels Records relating to local government negotiations with service providers to ensure acceptable levels of service in the local area. | Temporary | Retain for 7 years after last action. |
| 32.13.2 | Maps Maps detailing limits of service providers' service areas and location of infrastructure in accordance with s.451 of the <i>Water Act 2000</i> . | Temporary | Retain for 7 years after last action. |
| 32.14 | Supply and Distribution <i>The activities associated with the supply and distribution of drinking water in the local government area.</i> | | |
| 32.14.1 | Negotiations Records relating to negotiations with other local governments to supply water. | Temporary | Retain for 7 years after last action. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 32.14.2 | <p>Water restrictions</p> <p>Records relating to the implementation and operation of water restrictions, including exemptions.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to water committees and campaigns.</i></p> | Temporary | Retain for 5 years after last action. |
| 32.15 | <p>Surveying</p> <p><i>The activity of managing surveys undertaken to determine boundaries, the position and extent of land, as well as the collection of data for future infrastructure needs.</i></p> | | |
| 32.15.1 | <p>Aerial & satellite photography</p> <p>Aerial and satellite photographs which document water supply and water supply infrastructure in the local government area.</p> | Temporary | Retain until reference ceases. |
| 32.16 | <p>Water Treatment</p> <p><i>The activity of adding chemicals and substances to a public water supply to improve water quality.</i></p> | | |
| 32.16.1 | <p>Treatment</p> <p>Records relating to the treatment of public water supplies, including the use of disinfectants, antioxidants, coagulants, flocculants, algicides, oxidants and chemicals for softening, pH adjustment, fluoridation, chlorination and scale prevention purposes.</p> <p>Includes records relating to volume and frequency.</p> | Permanent | Retain permanently at the local government. |



| Reference | Description of records | Status | Disposal Action |
|-----------|---|-----------|---|
| 32.16.2 | <i>Fluoride stores</i> Records relating to the quantities of fluoride received and held in stock by the local government for the fluoridation of the public water supply, in accordance with s.10 (2) of the <i>Fluoridation of Public Water Supplies Regulation 1998</i> . | Permanent | Retain permanently at the local government. |



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