



Appraisal log

Transport and Main Roads Sector Retention and Disposal Schedule
Transport and Main Roads public authorities

Date: 4 November 2014

Function No	Title	Scope Note
1	Transport Infrastructure Management and Delivery	<p><i>The function of building, operating and maintaining road infrastructure designated as State Controlled Roads and transport facilities, road maintenance works such as pavement rehabilitation and bitumen resurfacing, research into road construction methods, testing of road infrastructure materials and hardware for use on new roads or existing infrastructure, such as bitumen, asphalt, concrete, soils, and pavement materials, both quarrying of materials and offers for supply of materials not required for particular road construction jobs. This function encompasses all works (projects) undertaken on road and transport related infrastructure such as: roads, bridges, culverts, public utility plant, footpaths, tunnels, noise barriers, transit centres, park and ride facilities, cycle infrastructure (bikeways), busways, busway terminals, ferry terminals, railway stations, light rail, airports and siting of minor facilities such as taxi ranks.</i></p>
Activities		
<ul style="list-style-type: none"> 1.1 Asset management 1.2 Construction and maintenance works 1.3 Environmental management 1.4 Inspections and examinations 1.5 Intelligent transport systems 1.6 Laboratory management 1.7 Procurement management 1.8 Resources management 1.9 Road permits and licences 		

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p>Protective equipment Records relating to the issuing, evaluation and history of protective equipment and clothing provided to road workers.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the evaluation of protective equipment for road workers.</p> <p>Business requirements: These records provide evidence of the department’s actions in supplying protective equipment to road workers. If an incident happens these records are referred back to in support actions and to provide a history of the equipment provided. They may be used to support a case. Due to the potential risk to the department and its employees, these records are required for a long term temporary period of 25 years which should satisfy these requirements.</p> <p>Community expectation: That workers have appropriate protective equipment.</p> <p>Consistency with other schedules: Unable to locate.</p> <p>Other comments/factors for consideration: Consultation with People and Capability Division - Workplace Health & Safety.</p>
1.1.2	<p>Service vehicles, plant, and specialist equipment Records relating to the acquisition, disposal, maintenance, service, repair and hire of modified vehicles acquired by the department to provide core services.</p> <p>Also includes records relating to the research, development, design, testing, registration, and calibration of specialist equipment and instruments. Equipment may include, but are</p>	<p>Background/business process: These records relate to the management of plant, equipment and modified vehicles owned or acquired by the department. RoadTek workshops are located around Queensland. As plant, equipment and vehicles may be transferred between regions the maintenance history is required by each RoadTek workshop.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999 s.34(1)(c)</i></p> <p>Business requirements: Under above legislation, a copy of a certificate of modification must be retained for 7 years after it was made. To ensure a full history of the plant or vehicle while owned by the department, these records should be retained for the same period of time as the acquisition and disposal records which are destroyed simultaneously.</p> <p>Community expectation: That vehicles and equipment is managed appropriately.</p>

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	<p>not limited to:</p> <ul style="list-style-type: none"> • line marking equipment • road paving testing equipment (for example weigh scales, sound metres, odometers, geophones, thermometers, ultra links, gas certification and longline and midline units). <p>Disposal Action - Retain for 7 years after disposal of asset.</p>	<p>Consistency with other schedules:</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 5.2.1 Non-financial records relating to the acquisition of vehicles by purchase or lease - Retain for 5 years after last action.</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 5.5.1 Records relating to the disposal of vehicles through any means, including destruction, sale and replacement - Retain for 7 years after last action.</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F7.9.2 Records relating to the development of industry standards to support the Transport Services Delivery function - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with RoadTek, Plant Hire Service – Service Operations.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 760.5.1 Individual plant file containing records relating to the acquisition, maintenance, and disposal of particular item of plant. Includes modification, lease, insurance, registration, etc. - Retain until plant is disposed of, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 760.5.2 Register of plant maintained by the department - Retain until superseded, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 760.5.3 Plant review reports - Retain for 5 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 760.7.1 Records relating to the manufacture of plant items or attachments by the department for its own use - Retain for 10 years after last action, then destroy.</p>
1.1.3	<p>Vehicle inspection sites</p> <p>Records relating to the management, including audits, of vehicle inspections sites used by the department during programmed vehicle</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to the management and audit of vehicle inspections sites used by the department during programmed vehicle inspections.</p> <p>Business requirements:</p> <p>To ensure the department retains a full history of vehicle inspection sites for which they are responsible, a retention period of 7 years is appropriate in the event that any legal action arises from contract arrangements</p>

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	<p>inspections including road side vehicle weigh sites.</p> <p>Disposal Action - Retain for 7 years after the site is no longer used.</p>	<p>relating to the site's usage.</p> <p>Community expectation: That inspection sites are accurate.</p> <p>Consistency with other schedules: Unable to locate.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division - Toowoomba Compliance Unit.</p>
1.2.1	<p><i>Department standards, specifications and manuals - transport infrastructure</i></p> <p>The department's approved standards, specifications, technical manuals and codes for roads, bridges, structures and other transport infrastructure.</p> <p>Disposal Action - Retain Permanently.</p>	<p>Background/business process: These records relate to standards, specifications, technical manuals and codes for roads, bridges, structures and other transport infrastructure approved for use in the department. Standards, specifications, manuals etc. provide the rules, standards and processes applied to the management of infrastructure assets, the environment, testing, cultural heritage and native title administration.</p> <p>Business requirements: These records should be retained permanently so that the criteria and processes applied for making decisions in the construction of infrastructure is understood and can be used to validate or review reports relating to specific infrastructure assets.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary Functions & Programs of Government Characteristic 4 – Significant Impact on Individuals Characteristic 6 – Environmental Management & Change</p> <p>Community expectation: That infrastructure is built to appropriate standards.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.21.1 Records relating to the development of standards including final copies of standards - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.1.1 Records of final approved standards for the design, construction and maintenance of roads - Retain as State Archives.</p>

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		<p>Other comments/factors for consideration: Consultation with Structures Branch during 2009, Road Planning and Design Branch.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 553.3.1 Records relating to the development of standard specifications for bridge design and construction - Retain for 50 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 553.3.2 Master copies of standards for bridge design and construction - Retain permanently.</p>
1.2.2	<p>Road and transport infrastructure – agreements with Indigenous communities Agreements established under Part 7 of the <i>Aboriginal Cultural Heritage Act 2003</i> or Part 7 of the <i>Torres Strait Islander Cultural Heritage Act 2003</i> between the department and Indigenous representative bodies (e.g. Land Councils or traditional owners) concerning the planning, construction or maintenance of road and transport infrastructure.</p> <p>Disposal Action - Retain for 15 years after last obligations under the agreement have been met.</p>	<p>Background/business process: This is a new record class. These records relate to final or approved infrastructure agreements between the department and Indigenous representative bodies. Agreements relate to the provision or funding of road and transport infrastructure associated with other development activities in relation to the planning, construction and maintenance of road and transport infrastructure.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i> s.631, s.632, s.637, s.639, s.647 to 651, s.655 - s.658 <i>Aboriginal Cultural Heritage Act 2003 Part 7</i> <i>Torres Strait Islander Cultural Heritage Act 2003 Part 7</i></p> <p>Business requirements: The agreements need to be retained while it is active. Retaining the records for 15 years after all obligations have been met will be used to support the actions of the department, respond to queries, and assist in the development of future arrangements.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 7.1.1 Infrastructure agreements – local government - Retain for 7 years after expiry of agreement. <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F4.3.1 Final versions of agreements supporting the Transport Infrastructure function such as agreements relating to the provision of land for transit ways - Retain in office for 10 years (or longer if required).</p> <p>Other comments/factors for consideration:</p>

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1.2.3	<p><i>Roads and transport projects – cancelled or halted</i></p> <p>Records relating to road and transport infrastructure projects that are not deemed major under 1.2.4 and are halted or abandoned because of withdrawal of departmental approval, financial constraints or other reasons.</p> <p>Disposal Action - Retain for 40 years after last action.</p>	<p>Consultation with Assets and Operations – North Region.</p> <p>Background/business process:</p> <p>This class covers records relating to road and transport infrastructure projects that were halted or abandoned because of protests, withdrawal of departmental approval, or financial constraints or other reasons that are not deemed significant under 1.2.4.</p> <p>Business requirements:</p> <p>The increased retention period has been requested by the business area which indicated projects are sometimes resumed after being halted. Pre-construction and post-construction records need to be retained for the stated retention period to ensure safety aspects are documented and available for later review.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F4.20.2</i> Records relating to capital works that are generally of short-term duration and have relatively low to moderate budgets. Such works include constructions restricted to only part of a facility, environs, or standard small-scale constructions. Examples include easy access works, canopy upgrades, additions, small scale facilities, etc. - Retain for minimum of 10 years after last action, then destroy.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 1.1.4</i> Records documenting project proposals and feasibility studies undertaken for road projects or road project options which have not been proceeded with - Destroy 25 years after preferred project option is completed.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering & Technology Division - Structures Branch and Asset Services Division - Metro North.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4 Reference 810.5.1</i> Records relating to site establishment, public utility relocation, etc. carried out prior to actual construction - Retain for 5 years after completion of project, then destroy.</p>
1.2.4	<p><i>Road and transport projects – major</i></p> <p>Records relating to road and transport infrastructure projects</p>	<p>Background/business process:</p> <p>These records relate to major road and transport infrastructure projects including bridge construction, design of rail projects, significant road construction projects, lights rail projects, and plans and specifications for road design or busways.</p>

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	<p>that are regarded as major due to either: community interest, technical interest, environmental and land management impacts and/or accountability and legal interest.</p> <p>Disposal Action - Retain Permanently.</p>	<p>Business requirements: Records of major infrastructure construction projects should be retained permanently as they make a substantial contribution to community memory as evidence of significant places and structures within Queensland. Many of the structures covered by these records have a very long life span with some bridges designed to last for 300 years or more. Photographs taken by the department of the various stages of a transport infrastructure project support progress reports, history of the construction and support investigations of faulty works. The records provide crucial evidence if a design fault is discovered following construction e.g. crack may not be discovered for 50 or more years following construction.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 Primary Functions & Programs of Government Characteristic 4 – Significant impact on Individuals Characteristic 5 – Substantial Contribution to Community Memory</p> <p>Community expectation: Community history.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F4.20.1</i> Records relating to large scale capital works projects which entail major expenditure, relate to heritage listed items, substantially enhance the scale and service level of the transport system, or make a significant impact on the built/natural environment such as landmarks or structures that attract substantial public interest/attention - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 1.6.1</i> Records documenting the construction of new arterial roads or freeways or major upgrades of these roads - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Engineering & Technology Division - Structures Branch and Transport Infrastructure Division.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4 Reference 595.3.1.1</i> Significant Contracts and supporting documentation, which include submissions,</p>

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		<p>programs, tenders, and files relating to the construction of places, works, and structures - Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.3 Individual file concerning the process of calling for offers for construction - Successful tenderer - unique/historical works - Successful tenderer - major works – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.5.1 Plans and files on selected major construction works which are significant – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 790.4.1 Records relating to initial ideas and concepts for a particular infrastructure project – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 790.4.2 Environmental Impact studies – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 790.4.3 Records relating to actual construction works - Retain for 10 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 810.4.2 Departmental copies of plans and specifications. Includes modifications and changes to design and plan for project – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 810.5.2 Records relating to actual construction works involving roads – significant – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 885.3.1 Records relating to surveys and studies undertaken as part of initial planning of particular transport infrastructure projects – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 930.3.1 Records relating to surveys and studies undertaken as part of initial planning of particular busway projects – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 930.3.3 Drawings and specifications for the design phase of the project – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i></p>

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		Reference 935.3.1 Records relating to surveys and studies undertaken as part of initial planning of particular light rail projects – Retain permanently.
1.2.5	<p>Road and transport projects – minor</p> <p>Records relating to road or transport infrastructure projects that are not regarded as major under 1.2.4.</p> <p>Disposal Action - Retain for 12 years after demolition, removal, decommissioning or transfer of ownership of the asset to another party.</p>	<p>Background/business process:</p> <p>This class covers records relating to the construction of road or transport infrastructure not regarded as major under reference number 1.2.4. These records include the construction of noise barriers highlighted in a recent case where the Ombudsman reviewed development applications/assessments (DAs) from 1997 relating to the Pacific Motorway and highlighted deficiencies in recordkeeping. In-house treatment of homes adjacent to the Pacific Motorway was required resulting from the noise generated by the concrete surface of the road with about 400 houses involved. In 1996 consultants did work on the Pacific Motorway and looked at the likelihood of noise issues arising from the motorway. The records had been destroyed. Records relating to the construction of noise barriers are required for the life of the structure to support any claims, actions or structural failure of the barriers.</p> <p>Business requirements:</p> <p>The retention allows sufficient time for the expiry of any time limits on action related to appeals, complaints and legal action under the <i>Limitations of Actions Act 1974</i> including contracts under seal. Pre-construction and post-construction records need to be retained for the stated retention period to ensure safety aspects of the construction are documented and available for later review.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F4.20.2 Records relating to capital works that are generally of short-term duration and have relatively low to moderate budgets - Retain for minimum of 10 years after last action, then destroy.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.2 Records documenting minor construction works such as round-a-bouts, intersections, pedestrian crossings and road duplications - Destroy 25 years after the road or road infrastructure is removed or replaced.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Transport Infrastructure Division, Structures Branch and Road Planning and Design Branch.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.2 Contracts and supporting documentation - Retain for 15 years after contract lapses, then</p>

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		<p>destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.3 Individual file concerning the process of calling for offers for construction - Successful tenderer - unique/historical works - Successful tenderer - major works – Retain permanently.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.5.2 Plans and files on minor construction works - Retain for 10 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 885.6.1 Records relating to the maintenance of transport infrastructure facilities - Retain for 5 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 930.4.1 Records relating to the actual construction works - Retain for 15 years after completion of project, then destroy.</p>
1.2.6	<p>Routine infrastructure maintenance works</p> <p>Records relating to routine and ongoing infrastructure maintenance works performed by the department, including work undertaken on a contractual basis, such as pavement and accident repairs, replacements, cleaning, painting, vegetation control (e.g. mowing) and network inspections.</p> <p>Excludes maintenance works undertaken on recreational boating infrastructure.</p> <p>Disposal Action:</p>	<p>Background/business process:</p> <p>This class covers records relating to routine and ongoing infrastructure maintenance works performed by the department, including work undertaken on contractual basis.</p> <p>Business requirements:</p> <p>The retention period is sufficient for business requirements to cover potential legal action relating to breach of contract under the <i>Limitation of Actions Act 1974</i> (6 years).</p> <p>Community expectation:</p> <p>That maintenance is carried out.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.2.2 Records documenting the negotiation, establishment, review and maintenance of agreements - Retain for minimum of 10 years after last action, then destroy.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 3.3.2 Records documenting minor or routine maintenance or repairs of roads or road structures - Destroy 15 years after routine maintenance activity completed.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with RoadTek – Asset Services – Routine Maintenance and Directorate.</p>

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	Retain for 10 years after last action or expiry or cancellation of contract.	<p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.4.1 Contracts and supporting documentation including correspondence - Retain for 15 years after contract lapses, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 810.6.1 Records relating to maintenance work involving pavement rehabilitation and bitumen resurfacing – Minor - Retain for 10 years after last action, then destroy.</p>
1.2.7	<p>Road opening and closure – temporary</p> <p>Records relating to the temporary opening or closure of a road.</p> <p>Disposal Action - Retain for 5 years after last action.</p>	<p>Background/business process:</p> <p>These records relate to temporary road openings and road closures. The records include reports from local governments on road conditions which may result in a temporary road closure as well as road closure refusals.</p> <p>Regulatory requirements:</p> <p><i>Land Act 1994 s.94</i></p> <p>Business requirements:</p> <p>The retention period ensures a sufficient period for reporting purposes and for future reference to support future road closures and opening.</p> <p>Community expectation:</p> <p>Public awareness.</p> <p>Consistency with other schedules:</p> <p><i>Queensland State Archives Local Government Sector Retention and Disposal Schedule (QDAN 480v.4)</i> for records relating to road openings by the relevant state department – reference number 28.10.1 - retain for 5 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Asset & Operations Division, Engineering & Technology Division and Road Safety and Systems Management Division – Road and Corridor Use.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 830.4.3 Records relating to applications for temporary road closures - retain for 5 years after last action, then destroy .</p>

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1.2.8	<p><i>Bus stop installation, removal and relocation</i> Records relating to the installation, removal and/or relocation of bus stops across the public transport service network. Includes community consultation.</p> <p>Disposal action - Retain for 2 years after bus stop is removed/relocated.</p>	<p>Background/business process: New record class. Legislative requirement to provide a network plan which trigger the bus stop functions performed by the department.</p> <p>Regulatory requirements: <i>Transport Infrastructure Act 1994</i> <i>Commonwealth Disability Standards for Accessible Public Transport 2002</i> – bus stops built from 2002 must comply with this standard.</p> <p>Business requirements: Business requires access to records for decision validation, review of bus stop placements and customer consultation activities. There is a requirement to ensure records are available for regulatory review by agencies such as the Ombudsmen’s Office.</p> <p>Community expectation: Full consultation is undertaken</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to the design, construction, installation and removal of minor traffic and transport works, which includes bus stops – reference number 30.2.3 – retain for 7 years after last action.</p>
1.2.9	<p><i>Facilities maintenance</i> Records relating to the maintenance of bus stops, ferry terminals, rail stations and/or busway stations.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. These records relate to the maintenance of bus stops, ferry terminals, rail stations and busway stations.</p> <p>Business requirements: Business requires access to current records for up to 7 years for decision validation, review of bus stop placements and installation and customer consultation activities.</p> <p>Community expectation: That public transport is safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F4.15.2 Records relating to minor repairs and routine maintenance, including grounds and utilities maintenance - Retain for minimum of 2 years after last action, then destroy.</p>

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1.2.10	<p><i>Gating and equipment – installation and monitoring</i> Records relating to the installation of fare gates at stations, add value vending machines, handheld card readers, portable ticket issuing devices, standalone card interface devices and ticket office terminals across the network. Includes monitoring and reporting from fare gates and equipment devices across the network.</p> <p>Disposal action - Retain for 5 years after equipment decommissioned.</p>	<p>Background/business process: New record class. TransLink is required to install fare gates and other monitoring equipment to ensure system performance data can be collected and then reported to the Minister.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records are required for the life of the equipment for history of technical requirements, and for reporting requirements, and to support their decision.</p> <p>Community expectation: Working equipment is available on and around public transport stations.</p> <p>Consistency with other schedules: Nil located</p>
1.3.1	<p><i>Ecosystems, flora and fauna protection programs – major</i> Records relating to major or controversial flora, fauna and ecosystem protection programs implemented by the department including programs for rare and threatened species. <i>See Appendix 1 for significance criteria.</i></p> <p>Disposal Action: Retain Permanently</p>	<p>Background/business process: This is a new record class. These records relate to major or controversial flora, fauna and ecosystem protection programs implemented by the department including programs for rare and threatened species. The department must consider the management and protection of flora and fauna before the commencement of a construction project.</p> <p>Business requirements: These records provide evidence of the government’s actions in relation to environmental management, protection and change.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on Individuals Characteristic 6 – Environmental Management and Change</p> <p>Community expectation:</p>

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		<p>That ecosystems are protected.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F1.9.1</i> Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 1.6.3</i> Records documenting the environmental risk and impact of road construction projects - Retain as State Archives.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 1.6.4</i> Records documenting conservation activities undertaken as part of road construction projects. Includes records documenting efforts to protect and improve the extent and quality of native vegetation and habitat (known as environmental net gain) - Retain as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division - Environment and Heritage and Engineering and Technology Division - Environment and Heritage.</p>
1.3.2	<p><i>Ecosystems, flora and fauna protection programs – minor</i></p> <p>Records relating to minor flora, fauna and ecosystem protection programs implemented by the department including programs for common or non-specific species.</p> <p>Disposal Action: Retain for 7 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to minor flora, fauna and ecosystem protection programs implemented by the department including programs for common or non-specific species. The department must consider the management and protection of flora and fauna before the commencement of a construction project.</p> <p>Business requirements:</p> <p>As these programs cover regular and routine programs, the recommended retention period is suitable for reporting and reference purposes during the development of future programs.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.8.4</i> Site reports relating to other incidents where there has been little or no impact on the community or environment - Retain for minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division - Environment and Heritage and Engineering and</p>

Ref. No	Description of record and retention period	Justification for retention period
1.3.3	<p><i>Environmental complaints – legally significant</i> Records relating to complaints about the department's handling of environmental issues which may be legally significant or potentially legally significant.</p> <p>Disposal Action: Retain for 10 years after last action.</p>	<p>Technology Division - Environment and Heritage.</p> <p>Background/business process: This is a new record class. These records relate to complaints about the department's handling of environmental issues which may be legally significant or potentially be legally significant.</p> <p>Business requirements: Given community sensitivities and legal liabilities and risks associated with environmental issues, the relevant records need to be kept for as long as necessary to ensure the <i>Limitations of Actions Act 1974</i> and other potential mechanisms for appeal or legal action are fully exhausted.</p> <p>This record class has been included as the <i>General Retention and Disposal Schedule for Administrative Records</i> does not adequately cover complaints from government, industry and the community that may have ongoing legal significance. The current retention periods are too short given the complexity and delays that may be experienced in dealing with environmental issues.</p> <p>These records are required for ongoing cases involving or potentially involving the department.</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F5.6.1 Records relating to serious complaints received from the public regarding transport regulation. Includes details of action taken and outcomes - Retain for minimum of 6 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.4	<p><i>Environmental complaints – major impact</i> Records relating to complaints and suggestions which have a major impact on the policy and procedures of the department.</p>	<p>Background/business process: This is a new record class. These records relate to environmental complaints and suggestions which have a major impact on the policy and procedures of the department.</p> <p>Business requirements: This record class has been included as the <i>General Retention and Disposal Schedule for Administrative Records</i> does not adequately cover significant complaints from government, industry and the community. These records provide evidence of the government's actions in relation to environmental management,</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain Permanently.</p>	<p>protection and changes undertaken by the department as a result of a complaint.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i> for records relating to client complaints and suggestions which have a major impact on the policy and procedures of the public authority – reference number 1.10.2 – retain permanently. Public Records Office of Victoria <i>General Retention and Disposal Authority for Records of Common Administrative Functions (PROS 07/01)</i> for records documenting the receipt and response to complaints which result in changes to agency or government policy or procedures – reference number 2.3.2 – retain as state archives.</p>
1.3.5	<p>Environmental complaints – other Records relating to complaints about the department’s handling of environmental issues that are not covered under 1.3.3 and 1.3.4.</p> <p>Disposal Action: Retain for 3 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to complaints about the department’s handling of environmental issues that are not legally significant.</p> <p>Business requirements: This record class has been included as the <i>General Retention and Disposal Schedule for Administrative Records</i> does not adequately cover complaints from government, industry and the community. The recommended retention period allows sufficient time for a suitable response to be prepared and any follow up action that may occur. A longer retention is not required as these complaints have been identified as routine with no potential for legal significance.</p> <p>Community expectation: That complaints are managed.</p> <p>Consistency with other schedules: Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i> for records relating to client complaints and suggestions not covered under reference number 1.10.2 – reference number 1.10.3 – retain for 2 years after last action. State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F5.5.2</i> Records relating to complaints of a minor nature received from the public regarding</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>transport service delivery. Includes details of action taken and outcomes - Retain for minimum of 2 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.6	<p><i>Environmental impact assessments and reports</i> Records relating to research conducted into specific aspects of environmental management which are a requirement of a development approval process.</p> <p>Disposal Action: Retain Permanently.</p>	<p>Background/business process: This is a new record class. These records relate to research conducted into specific aspects of environmental management which are a requirement of a development approval process which have a major impact on the policy and procedures of the department. The records include the master set of environmental assessments, plans and reports relating to a specific transport infrastructure project or area.</p> <p>Business requirements: In order to coordinate and manage the environment, risks, liabilities and obligations of the department's environmental assessments, the department maintains a central register of all environmental assessments.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.9.1 Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives. Public Records Office of Victoria <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.3 Records documenting the environmental risk and impact of road construction projects - Retain as State Archives. Public Records Office of Victoria <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.4 Records documenting conservation activities undertaken as part of road construction projects. Includes records documenting efforts to protect and improve the extent and quality of native vegetation and habitat (known as environmental net gain) - Retain as State Archives.</p>
1.3.7	<i>Environmental incident</i>	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>system – major Records relating to information captured in the environmental incident reporting system where the impact of the incident went beyond the boundaries of a project worksite or involved a breach of legislation</p> <p>Disposal Action: Retain permanently.</p>	<p>This is a new record class. These records relate to information captured in the environmental incident reporting system where the impact of the incident went beyond the boundaries of a project worksite or involved a breach of legislation.</p> <p>Environmental incidents can include land contamination, noise (breach of conditions), vibrations, waste management issues, air pollution, erosion, harm to fauna and illegal clearing of vegetation.</p> <p>Business requirements: The retention period aligns with that assigned to other departments required to meet the same statutory and regulatory requirements under the <i>Environmental Protection Act 1994</i> and other relevant legislation.</p> <p>These records provide evidence of the government’s actions in relation to environmental incidents particularly where an incident may have a long term or permanent impact on the land.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.8.3 Reports relating to major incidents where there has been death or serious injury, or where there has been a serious or potentially adverse impact on the community or environment. Includes contamination through oil spills, marine pest infestations, etc. - Required as State archives.</p> <p><i>Public Records Office of Victoria PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 6.2.2 Records documenting significant environmental emergencies and incidents that require intense and/or long-term evaluation, monitoring and remediation by VicRoads and / or result in changes to policy and practices. Environmental emergencies and incidents include major chemical contamination, spills or pollution and remedial action includes that done in conjunction with other agencies - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Environment and Heritage.</p>
1.3.8	Environmental incident	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>system – minor Information captured in the environmental incident reporting system, not covered by reference number 1.3.7. Includes incidents that were immediately remediated and have no impacts beyond a project worksite.</p> <p>Disposal Action: Retain for 10 years after last action.</p>	<p>This is new record class relating to information captured in the environmental incident reporting system, not covered by reference number 1.3.7. Includes incidents that were immediately remediated and have no impacts beyond a project worksite.</p> <p>Business requirements: The records are required by the business for future monitoring and repairs.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference 6.8.4</i> Site reports relating to other incidents where there has been little or no impact on the community or environment - Retain for minimum of 7 years after last action, then destroy. <i>Public Records Office of Victoria PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 6.2.3</i> Records of the management of minor environmental incidents and clean up operations that are able to be managed by VicRoads - Destroy 10 years after last action.</p>
1.3.9	<p>Environmental licence system Information captured in the environmental licence system which holds information about: environmental licences and permits required by the department and review dates.</p> <p>Disposal Action: Retain for 7 years after expiry, surrender or cancellation of licence.</p>	<p>Background/business process: This is a new record class. These records relate to information captured in the environmental licence register which holds information about environmental licences and permits required by the department. These records provide a history of licences held by RoadTek, and the permits they require to operate under various legislative and regulatory requirements</p> <p>Business requirements: Licences are usually issued for a period of between two and five years. The retention period ensures the records are retained while the licence remains current and in the event of any ensuing legal action or follow up once the licence has expired.</p> <p>Community expectation: That licences are current.</p> <p>Consistency with other schedules: Unable to locate.</p> <p>Other comments/factors for consideration: Consultation with RoadTek Project Support – Environmental Management.</p>
1.3.10	<p>Environment management plans</p>	<p>Background/business process: This is a new record class. These records relate to approved management plans developed to underpin the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to approved management plans developed to underpin the department's approach to protecting and preserving environments and ecosystems impacted by road and transport infrastructure in accordance with regional, state and national requirements.</p> <p>Includes: state-wide plans, regional plans, district plans, catchment plans and area plans.</p> <p>Plans may cover a variety of areas including: codes of practice; conservation plans, conservation counter-disaster plans; or recovery plans; environment management plans; degraded land management plans; noise pollution plans; air quality plans; water quality plans; flora protection plans; fauna protection plans; fire risk management plans; greenhouse gas emissions management plans; pest control plans; water pollution management plans; and waste management plans; notice of approval.</p>	<p>department's approach to protecting and preserving environments and ecosystems impacts by road and transport infrastructure. These plans provide the detail of how the department implements its policies and broader statutory, regulatory and other obligations relating to environmental management. They provide a basis for understanding actions and decisions over time.</p> <p>The environmental impacts of road and transport infrastructure typically take a long period to emerge and require historical data and records to help determine cause, effects and responses.</p> <p>Regulatory requirements: <i>Environmental Protection Act 1994</i></p> <p>Business requirements: These records provide evidence of the government's actions in relation to their management, occupation and use of the land and its resources. The retention period aligns with that assigned to environmental policy development records</p> <p>The records also support the legal and statutory requirements and duty of care of the department to the environment and community which extends beyond current generations.</p> <p>The retention period aligns with that assigned to other departments required to meet the same statutory and regulatory requirements under the <i>Environmental Protection Act 1994</i> and other relevant legislation.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F1.9.1</i> Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives. Public Records Office of Victoria <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 1.4.1</i> Records documenting land survey plans for the construction of roads. Includes field books - Retain as State Archives. Queensland State Archives <i>Forestry Plantations Queensland Retention and Disposal Schedule (QDAN633v1)</i> fore records relating to the development, implementation and management of programs for the storage,</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain permanently.</p>	<p>removal and collection of hazardous materials – reference number 2.13.1 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Road Safety and System Management Division – Road System Operations, Assets and Operations Division – Metro Region and Engineering and Technology Division – Environment and Heritage.</p>
1.3.11	<p><i>Environmental management risk register</i></p> <p>Records relating to information captured in the environmental management risk register.</p> <p>Disposal Action: Retain for 10 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to information captured in the environmental management risk register.</p> <p>Business requirements:</p> <p>The information contained within the register is regularly updated and provides a current view of potential environmental risks. The register contains information of potential risks only. Any records of events and incidents that actually occur will be captured permanently elsewhere under reference numbers 1.3.7 and 1.3.8.</p> <p>Community expectation:</p> <p>That the environment is protected.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F5.25.1</i> Records relating to risk management supporting the Transport Regulation function. Includes the identifications and assessment of risk, including preventative action plans - Retain for minimum of 5 years after last risk assessment, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division - Environment and Heritage.</p>
1.3.12	<p><i>Environmental monitoring</i></p> <p>Records documenting the research of potential effects and monitoring of actual effects of road and transport infrastructure on the environment.</p> <p>Disposal Action: Retain</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to documenting the research of potential effects and monitoring of actual effects of infrastructure on the environment.</p> <p>Business requirements:</p> <p>These records provide evidence of the government's actions in relation to environmental management and change including the occupation, management, use and impacts on the state's resources. They also provide a history of land use which has, or may have, an impact on the health and well-being of the Queensland community and the natural environment.</p>

Ref. No	Description of record and retention period	Justification for retention period
	permanently.	<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.9.1 Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.3 Records documenting the environmental risk and impact of road construction projects. Includes records documenting environmental monitoring and the remediation of contaminated sites - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.13	<p><i>Environmental / sensitive areas register</i> Master registers of all known and potential environmental areas such as state-controlled roads in national parks.</p> <p>Disposal Action: Retain Permanently</p>	<p>Background/business process: This is a new record class. These records relate to registers of all significant environmental areas such as state-controlled roads in national parks. The register provides a unique, summary and ongoing record of the department's environmentally significant and sensitive areas.</p> <p>Business requirements: To coordinate and manage the environment, risks, liabilities and obligations and to plan environmental programs, the department keeps registers of significant environmental areas and environmentally sensitive areas. The register provides evidence of the government's actions in relation to environmental management and change including the occupation, management, use and impacts on the state's resources. They also provide a history of land use which has, or may have, an impact on the health and well-being of the Queensland community and the natural environment.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>That the environment is protected.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.9.1 Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.3 Records documenting the environmental risk and impact of road construction projects.</p> <p>Includes records documenting environmental monitoring and the remediation of contaminated sites - Retain as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division - Environment and Heritage and Engineering and Technology Division - Environment and Heritage.</p>
1.3.14	<p><i>Environmental systems and processes audit</i></p> <p>Records relating to compliance with environmental requirements including national and international standards, regulatory frameworks and legislation such as the <i>International Standard for Environmental Management Systems (AS/NZS ISO 14001:2004)</i>.</p> <p>Disposal Action:</p> <p>Retain for 5 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. This class covers records relating to compliance with requirements under the <i>International Standard for Environmental Management Systems AS/NZS ISO 14001:2004</i>, state and federal environmental legislation, as well as internal environmental systems and processes.</p> <p>Business requirements:</p> <p>These records document compliance with numerous legislative requirements for environmental management as well as auditing and review processes.</p> <p>The retention period allows sufficient time for DTMR to respond to queries, report on progress and support any actions taken by the department.</p> <p>Community expectation:</p> <p>That the environment is protected.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F4.8.1 Records relating to compliance with any legal or regulatory standards, conditions or requirements to which it is subject that support operational Transport Infrastructure activities - Retain for minimum of 5 years after last action, then destroy.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.15	<p><i>Pest control management</i> Records relating to the use of biological, physical or chemical pest control methods, including, but not limited to, spraying, baiting, fumigation, trapping and shooting.</p> <p>Disposal Action: Retain for 25 years after last action</p>	<p>Background/business process: This is a new record class. This class covers records relating to the use of biological, physical and chemical pest control methods including, but not limited to: spraying, baiting, fumigation, trapping and shooting</p> <p>Business requirements: The recommended retention period allows sufficient time for the initiation of any legal proceedings as well as investigations into possible environmental incidents. The retention period also ensures any long term environmental effects arising from the use of herbicides can be identified.</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule QDAN 480 v.4</i> Reference 11.12.5 Pest control methods - Retain for 25 years after last action. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 6.2.3 Records of the management of minor environmental incidents and clean up operations that are able to be managed by VicRoads - Destroy 10 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division - Environment and Heritage.</p>
1.3.16	<p><i>State-wide environmental initiatives advice - significant</i> Records relating to advice provided by the department on significant state-wide environmental initiatives that represent a significant change in policy, approach or initiatives, for example the environmental offsets policy.</p>	<p>Background/business process: This is a new record class. This class covers high level advice on the implementation of significant state-wide environmental initiatives, for example the environmental offsets policy. The environmental impacts of road and transport infrastructure typically take a long period to emerge and require historical data and records to help determine cause, effects and responses.</p> <p>Business requirements: The department manages large tracts of State - owned land. The department's input into environmental initiatives and the way in which they are implemented is therefore highly significant. The records also support legal and statutory requirements and the department's duty of care over the environment and community.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain Permanently.</p>	<p>Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.9.1 Records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact on the community - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.3 Records documenting the environmental risk and impact of road construction projects - Retain as State Archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.4 Records documenting conservation activities undertaken as part of road construction projects. Includes records documenting efforts to protect and improve the extent and quality of native vegetation and habitat (known as environmental net gain) - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.17	<p>State-wide environmental initiatives advice - other Records relating to advice provided internally or externally by the department on environmental issues and initiatives that relate to the environmental impacts of road and transport infrastructure across the community of Queensland.</p> <p>Disposal Action:</p>	<p>Background/business process: This is a new record class. This class covers strategic and operational advice on environmental issues provided internally or externally.</p> <p>Business requirements: The environmental impacts of road and transport infrastructure typically take a long period to emerge and require historical data and records to help determine cause, effects and responses. The advice covered in this class is of a more routine nature and does not involve significantly new approaches, policies and initiatives. The retention is sufficient to identify trends in the environmental impacts of road and transport infrastructure over time.</p> <p>Community expectation: That the environment is protected.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	Retain for 20 years after last action.	<p>State Records Authority of New South Wales <i>Department of Environment and Conservation</i> (DA216) for records relating to the provision of routine or ad hoc advice progress updates, advice to management and summarised advice on practices relating to waste avoidance and recovery – reference number 26.1.2 – retain 15 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Environment and Heritage.</p>
1.3.18	<p>Waste management Records relating to the development, implementation and management of programs for the storage, removal and collection of hazardous materials such as fuels, herbicides, asbestos and pesticides.</p> <p>Disposal Action: Retain Permanently.</p>	<p>Background/business process: This is a new record class. This class covers records relating to the development, implementation and management of programs for the storage, removal and collection of hazardous materials such as fuels, herbicides and pesticides.</p> <p>Business requirements: Records relating to hazardous material, including asbestos are required for long term preservation.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That waste is managed appropriately.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to policies that determine the operation, use and accessibility of waste disposal facilities, depots and tips – reference number 31.8.1 – retain permanently. State Records Authority of New South Wales <i>Department of Environment and Conservation</i> (DA216) for approved final versions of plans relating to major waste management initiative, projects, programs etc - reference number 27.12.1 – retain as state archives. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to the acquisition, storage, removal and disposal of hazardous substances from buildings or structures – reference number 10.7.9 – retain for 100 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division - Environment and Heritage.</p>
1.3.19	Water pollution	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to the development, management and implementation of programs and actions for the management of water resources, including prevention and protection from pollution.</p> <p>Disposal Action: Retain Permanently</p>	<p>This is a new record class. This class covers records relating to the development, implementation and management of water programs. It includes records relating to the monitoring, measuring, sampling and testing of water and the collection of data into pollution inventories, such as the national pollutant inventory.</p> <p>Business requirements: The retention period is sufficient to answer queries and provide updates on actions taken by the department. The records are significant for the ongoing management of water resources.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That water is managed appropriately.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule (QDAN 480v.4)</i> Reference 32.10.1 Water supply system – Retain permanently. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.3 6.2.2 Records documenting the environmental risk and impact of road construction projects. Includes records documenting environmental monitoring and the remediation of contaminated sites - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division - Environment and Heritage.</p>
1.3.20	<p>Worksite discovery</p> <p>Records relating to the handling and reporting of worksite discoveries in accordance with procedures outlined in the environmental management system.</p> <p>Disposal Action: Retain for 7 years after last</p>	<p>Background/business process: This is a new record class. This class covers records relating to the handling and reporting of worksite discoveries in accordance with procedures outlined in the environmental management system. Discoveries may include cultural heritage material, indigenous artefacts, human remains, injured fauna or the presence of acid sulphate soil.</p> <p>Regulatory requirements: It is a legislative requirement of Aboriginal and Torres Strait Cultural Heritage legislation for discoveries to be notified to the relevant department namely the Department of Environment and Heritage Protection as the lead agency.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	action	<p>When a discovery is made by RoadTek during a project the response, is managed outside of the project and the incident report is captured through RoadTek’s business system Highway 21.</p> <p>A discovery is notified to the Department of Environment and Heritage Protection.</p> <p>The records relating to the discovery need to be retained to provide evidence of RoadTek’s response and management of the initial discovery as well as potential legal action if someone was to question RoadTek’s response to a discovery.</p> <p>RoadTek is regularly audited to ensure compliance against the environmental management system, which happens within a 3 year cycle.</p> <p>Records relating to the management of cultural heritage discoveries are retained permanently by the department responsible for cultural heritage.</p> <p>Community expectation: That discoveries are reported and managed.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F 6.8.4</i> Site reports relating to other incidents where there has been little or no impact on the community or environment - Retain for minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with RoadTek Project Support – Environmental Management.</p>
1.4.1	<p>Construction materials testing and investigations Records relating to the testing of materials for conformance with specifications.</p> <p>Disposal Action: Retain for 35 years after last action.</p>	<p>Background/business process: This class covers records relating to the testing of materials for conformance with specifications. Includes routine testing by the department of construction materials used in infrastructure projects. Also includes monitoring the department's infrastructure assets, e.g. reinforcing and pre-stressing steel testing, and investigations in the field of particular road materials the testing and the evaluation of components of bridges and structures. Includes reinforcing and pre-stressing steel testing.</p> <p>Core samples associated with infrastructure projects is covered under 1.8.1.</p> <p>Regulatory requirements: The National Association of Testing Authorities (NATA) requires worksheets and test data for mix designs for materials to be retained for 2 years under standards including ISO 17020 and ISO 17025.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Construction materials used in infrastructure projects is tested as well as materials used in existing infrastructure.</p> <p>Work is undertaken by the department on a fee for service basis including for quarries around Queensland. Tested material is issued a certificate which has a validity period of 2 years.</p> <p>The department has had to refer back to these records within a 20 year period to support investigations. Due to the life of infrastructure such as pavements (approximately 20-25 years) these records are required in case of an investigation, and to support future defects or incidents involving the road or infrastructure.</p> <p>Consistency with other schedules:</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.2.1 Records documenting performance and warranty information for materials used for road construction and maintenance - Destroy 10 years after the material warranty period has expired.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.2.2 Records documenting the accreditation of materials used for construction and maintenance prior to use. Includes the testing, safety assessment, surveillance and auditing of materials - Destroy 15 years after audits undertaken.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division – Material Services.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.4.1 Records relating to evaluations of components used for the construction of bridges - Retain for 25 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 820.3.2 Records relating to the testing of materials for conformance with specifications - Retain for 10 years after last action, then destroy.</p>
1.4.2	<p><i>Dam inspections</i></p> <p>Records relating to underwater and structural investigations of dams and weirs undertaken by the department under a contractual arrangement.</p>	<p>Background/business process:</p> <p>This is a new record class. This class covers records relating to inspections and structural investigations of dams and weirs undertaken by the department (previously RoadTek) under a contractual arrangement.</p> <p>Business requirements:</p> <p>Once the department has met the requirements specified under the contract, the records may be required in the event of legal action for a breach of contract under section 10 of the <i>Limitation of Actions Act 1974</i> for a</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain for 15 years after the expiry or cancellation of the contract.</p>	<p>period of 7 or 12 years. The owner/custodian of the dam will retain complete records on the inspections of dam. The inspections were undertaken by RoadTek (previously a commercial arm of the department) therefore the records are only required to satisfy contractual obligations.</p> <p>Community expectation: That dams are safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.10.2 Records relating to minor or routine investigations into incidents, accidents, notifiable occurrences, etc. Includes supporting documentation - Required for minimum of 7 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.4.1 Records documenting geotechnical field work carried out for investigatory and monitoring purposes - Destroy 20 years after investigatory or analytic use has concluded.</p> <p>Other comments/factors for consideration: Consultation with RoadTek, Assets Services (North).</p>
1.4.3	<p>Rail facilities maintenance inspections Records relating to the monitoring of maintenance of rail transport facilities.</p> <p>Disposal Action: Retain for 7 years after last action.</p>	<p>Background/business process: This class covers records relating to the monitoring of maintenance of rail transport facilities.</p> <p>Business requirements: Rail operators are responsible for maintaining the land they lease from the department and the department monitors their maintenance through rail safety inspectors. These records are used by the department to respond to queries, and provide advice to shareholders and rail operators.</p> <p>Consistency with other schedules: <i>State Records Authority of New South Wales Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW (DA191)</i> for records documenting the physical inspection of rail infrastructure for defects, problems - reference number 8.9.1 – retain for 7 years after last action. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 3.3.2 Records documenting minor or routine maintenance or repairs of roads or road structures -</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Destroy 15 years after routine maintenance activity completed.</p> <p>Other comments/factors for consideration: Consultation with Rail, Ports and Freight and Rail Network and Governance.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 790.4.4 Records relating to the maintenance of rail transport facilities - Retain for 7 years after last action, then destroy.</p>
1.4.4	<p>Road and infrastructure assessment and testing Records relating to the assessment and testing of road and transport infrastructure, excluding bridge inspections.</p> <p>Disposal Action: Retain for 7 years after road or other structure has been demolished, decommissioned or ownership transferred to another entity.</p>	<p>Background/business process: This is a new record class. This class covers records relating to the assessment and testing of road and transport infrastructure including structural, strength, reflectivity and skid resistance testing.</p> <p>Business requirements: These records are required for the life of the structure to provide evidence of the testing and history of test results. The department looks at changes in the road and transport infrastructure so future works can be planned. Assessments are also undertaken to determine premature wear and tear which will help with future designs to prevent reoccurrences. If an incident occurs these records will be referred to in order to support the department's case and investigation. Once the department has met the requirements specified under the contract, the records may be required in the event of legal action for a breach of contract under section 10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Community expectation: That road infrastructure is safe.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.2.2 Records documenting the accreditation of materials used for construction and maintenance prior to use. Includes the testing, safety assessment, surveillance and auditing of materials - Destroy 15 years after audits undertaken.</p> <p>Other comments/factors for consideration: Consultation with Assets and Operations, RoadTek Pavements, Performance & Inspections Unit and Engineering & Technology Division - Structures Branch.</p>
1.4.5	School crossing inspections	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>and maintenance Records relating to the inspection and maintenance of established school crossings.</p> <p>Disposal Action: Retain for 7 years after removal of crossing</p>	<p>This is a new record class. This class covers records relating to the inspection and maintenance of established school crossings.</p> <p>Business requirements: The Minister requires a full history when opening a school crossing. Relevant education authorities may not refer to the department for 2-3 years for information or action taken relating to the crossing, e.g. school times may be changing and there is a need to look back at what original schedule times were or the school bus route may have changed and therefore the crossing may need to be moved.</p> <p>Community expectation: That children are safe.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 3.3.2 Records documenting minor or routine maintenance or repairs of roads or road structures - Destroy 15 years after routine maintenance activity completed.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division – Rockhampton Road Safety Unit.</p>
1.4.6	<p>School crossing installation assessment Records relating to the assessment of schools for risks associated with the installation or non installation of a school crossing. Includes assessments for school crossings that do not progress.</p> <p>Disposal Action: Retain for 15 years after last action.</p>	<p>Background/business process: This is a new record class. This class covers records relating to the assessment of schools for the installation of a school crossing.</p> <p>Business requirements: A full history of assessments of the need for a school crossing is required if there has been an incident outside a school so that the department can undertake a review or evaluation. They are regularly referred to especially if an assessment was made and it was determined that a crossing was not required particularly if a coronial inquiry is invoked. Briefing notes about the history of a crossing are regularly developed.</p> <p>These records may also be referred to during future evaluations to provide justification for the department's decisions and actions at the time. They are also regularly accessed to determine when an assessment was last undertaken.</p> <p>These records are high value to the department and community and provide information on the assessments. The assessments first commenced in 1984. The department recently received a complaint about a crossing and had to refer to records over 10 years old.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>That children are safe.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.2 Records documenting minor construction works such as round-a-bouts, intersections, pedestrian crossings and road duplications (increasing from one carriageway to two) - Destroy 25 years after the road or road infrastructure is removed or replaced.</p> <p>Other comments/factors for consideration: The last action generally refers back to the department no longer having an active business need for these records, which could be after the removal of crossing, after the assessment (since a crossing may not have been installed), after project or program has finished.</p> <p>Consultation with Transport Services Division – Cairns Road Safety Uni and Transport Services Division – Service Delivery and policy – Product Support Group.</p>
1.4.7	<p>Structural engineering inspections – major</p> <p>Records relating to inspections of a major bridge or structure where the inspection results in rehabilitation works. Includes emergency inspections conducted into structural failures and/or structures impacted by natural or man made disasters such as flood or accident.</p> <p>Disposal Action: Retain Permanently</p>	<p>Background/business process: This class covers records relating to programmed inspections of a major bridge or structure that results in its rehabilitation.</p> <p>Business requirements: These records are highly valued by the department as they demonstrate the department’s actions and results from inspections. It is important to have a full history of a bridge including inspections, particularly if a defect is detected. Bridge inspectors require the previous inspection history to develop an understanding of the history of the structure.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Community expectation: That road infrastructure is safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.10.1 Records relating to major or significant investigations or inquiries into incidents, accidents, notifiable occurrences, etc. Includes but is not limited to accident reports, summary sheets, samples, photographs, mechanical inspection reports - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Reference 8.4.1 Records documenting geotechnical field work carried out for investigatory and monitoring purposes. Includes construction site and pavement investigations and materials, soil, rock and groundwater sampling - Destroy 20 years after investigatory or analytic use has concluded.</p> <p>Other comments/factors for consideration: Consultation with Engineering & Technology Division - Structures Branch.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.1 Records relating to investigations into structural failure of particular bridges, where death/s resulted – Retain permanently. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.2 Records relating to investigations into structural failure of particular bridges - Retain for 50 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.3 Records relating to unresolved investigations into structural failures of particular bridges - Retain as per criteria for investigation records, or 75 years after last action, whichever is later, then destroy.</p>
1.4.8	<p>Structural engineering inspections – minor</p> <p>Records relating to inspections of a bridge or structure that is not deemed major and where the inspection results in rehabilitation works. Includes emergency inspections conducted into structural failures and/or structures impacted by a natural or man made disaster such as a flood or accident.</p> <p>Disposal Action: Retain for 7 years after the</p>	<p>Background/business process: This class covers records relating to programmed inspections of a minor bridge or structure that results in its rehabilitation.</p> <p>Business requirements: These records are deemed less valuable by the department as they relate to inspections of bridges that are not considered to be major, therefore have less risk associated with them. The records will be retained for the life of the structure with a period of time added on in the event of potential legal action.</p> <p>Community expectation: That road infrastructure is safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.10.2 Records relating to minor or routine investigations into incidents, accidents, notifiable occurrences, etc. Includes supporting documentation - Required for minimum of 7 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>structure has been decommissioned, demolished or ownership transferred to another entity.</p>	<p>Reference 3.3.2 Records documenting minor or routine maintenance or repairs of roads or road structures. Includes records of inspections that identify defects and hazards - Destroy 15 years after routine maintenance activity completed.</p> <p>Other comments/factors for consideration: Consultation with Engineering & Technology Division - Structures Branch.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.1 Records relating to investigations into structural failure of particular bridges, where death/s resulted – Retain permanently. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.2 Records relating to investigations into structural failure of particular bridges - Retain for 50 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 555.2.3 Records relating to unresolved investigations into structural failures of particular bridges - Retain as per criteria for investigation records, or 75 years after last action, whichever is later, then destroy.</p>
1.4.9	<p>Vehicle impact and capacity</p> <p>Records relating to strategic and technical inspections regarding the impact and management of heavy freight and excess mass vehicles on structures.</p> <p>Disposal Action:</p> <p>Retain for 20 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. This class covers advice regarding the impact and management of heavy freight and excess mass vehicles on structures.</p> <p>Business requirements:</p> <p>These records are referenced by the business area for future queries when similar advice is sought. Advice is often referenced for up to 15 years but falls off markedly and is rarely reused after 20 years.</p> <p>Community expectation:</p> <p>That potential damage to structures from heavy freight vehicles is inspected.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.2.7 Records documenting calculations for abnormal and over-mass loads and over-size vehicles - Destroy 15 years after administrative use has concluded. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 2.3.2 Records documenting the monitoring of heavy vehicles on roads to ensure safety - Destroy 7 years after administrative use has concluded.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: Consultation with Engineering & Technology Division - Bridge Asset Management - Structures Branch.</p>
1.4.10	<p>Bridge inspectors – level 1 Records relating to level 1 bridge inspectors employed by the department.</p> <p>Disposal action - Retain for 15 years after ceasing employment as inspector.</p>	<p>Background/business process: New record class. This class covers employees of the department who undertake specific training to be accredited bridge inspectors. The actual request for accreditation is covered under 4.1.1. Level 1 inspection relates to routine maintenance inspections, which are carried out to check the general serviceability of the structure for the safety of road users and identify any emerging problems. They may be carried out in conjunction with routine maintenance of the structure and the adjacent pavement. Level 1 inspection is undertaken by personnel who have extensive practical experience in road and bridge routine maintenance. They shall be competent to judge the visual condition of structure and the road approaches for visual defects. The department’s assessments are covered under class 4.1.1.</p> <p>Regulatory requirements: Transport and Main Roads Bridge Inspection Manual: Appendix E Inspector Accreditation Appraisal Procedure</p> <p>Business requirements: A departmental employee (e.g. RoadTek) who receives level 1 accreditation is technically accredited during their employment. It is up to the department to ensure their competency levels are adequate. For instance, if they haven’t undertaken an inspection in a lengthy period it is the department’s responsibility the employees maintain or meet required competency levels before they undertake an inspection. The 15 year retention is to cover enquiries that may arise about a bridge inspector while employed with the department. The retention will cover the department’s actions if the inspection is questioned or the department may need to refer back to the inspector’s accreditation records.</p> <p>Community expectation: Only accredited people inspect bridges.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for routine or specific inspections of structures – reference number 1.1.1 – retain for 7 years after expiry or cancellation of contract. Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records of inspections of drainage works, stormwater drains – reference number 29.4.1 – retain for 10 years</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>after last action.</p> <p>State Records of New South Wales <i>Transport Safety and Reliability Schedule (FA288)</i> for delegations of authority to rail safety officers – reference number 1.4.1 - retain for 7 years after authorisation is revoked.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> RoadTek 2010 – Structures Management Services.</p>
1.4.11	<p>Bridge inspectors – level 2</p> <p>Records relating to bridge inspectors employed by the department.</p> <p>Disposal action -</p> <p>Retain for 100 years after ceasing employment as inspector.</p>	<p>Background/business process:</p> <p>New record class. This class covers employees of the department who undertake specific training to be accredited bridge inspectors. A Level 2 inspection relates to bridge condition inspections by trained personnel who also have extensive practical experience in the inspection, construction, design, maintenance or repair of road structures. They are not qualified professional bridge engineers. The inspectors must attain accreditation through attending a Level 2 training course for bridge inspectors. In addition, it is a requirement that each inspector must undertake 5 bridge inspections and submit these to the department to enable a desktop review and field audit to ensure compliance with the Transport and Main Roads Bridge Inspection Manual reporting requirements. The department's assessments are covered under class 4.1.1.</p> <p>Regulatory requirements:</p> <p>Transport and Main Roads Bridge Inspection Manual: Appendix E Inspector Accreditation Appraisal Procedure</p> <p>Business requirements:</p> <p>The retention is based on the general life expectancy of a structure being 100+years. The retention will cover the department's actions if the inspection is questioned or there is an incident involving the structure (crack, defect, collapse etc) or the department may need to refer back to the inspector's accreditation records. The accreditation records may be required to provide evidence of the Department's performance and ability to undertake the inspection. A Level 2 inspector accreditation carries a higher risk therefore the need for a higher retention.</p> <p>Community expectation:</p> <p>Only accredited people inspect bridges.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule (QDAN480v4)</i> for records of inspections of budget accommodation buildings – reference number 7.12.1 – retain until the building is removed or demolished.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Northern Territory Archives Service <i>Disposal schedule for records of the Department of Infrastructure, Planning and Environment – Building practitioners regulation (2003/13)</i> for records relating to authorising the registration of a building practitioner – reference number 1.2.1 – destroy 100 years after the date of birth of the applicant or 5 years after the applicants death.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> RoadTek 2010 – Structures Management Services.</p>
1.5.1	<p><i>Busway and bus station monitoring system</i> Records relating to Closed Circuit Television (CCTV) surveillance at bus stations and along busways.</p> <p>Disposal Action: Retain for 5 years after last action</p>	<p>Background/business process: This is a new record class. This record class covers Closed Circuit Television (CCTV) surveillance and related records at busway stations and along busways.</p> <p>Regulatory requirements: TransLink authorises users and busway service providers to use and access the busway in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Business requirements: These records are required to monitor lawful use of the busway and to provide information during future reviews of authorised users of the busway.</p> <p>Community expectation: That public transport is safe.</p> <p>Consistency with other schedules: Queensland State Archives <i>Port Sector Retention and Disposal Schedule (QDAN695v1)</i> for surveillance footage of port authority land, property, infrastructure and incidents required for legal proceedings or as part of an investigation – reference number 3.10.4 – retain for 7 years after last action. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i> for surveillance video tapes used for monitoring security of premises which are required for investigations – reference number 10.9.5 – retain for 1 year after finalisation of investigative process or court proceedings and any appeals process. State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.20.1</i> Records relating to security arrangements for public transport vehicles, including the provision of camera surveillance, driver protection screens, etc. - Retain for minimum of 5 years after system or procedures updated.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5.2	<p><i>Design, construction and maintenance works – intelligent transport systems</i> Records relating to the design, construction and maintenance of intelligent transport systems by the department, under a contractual or works order arrangement.</p> <p>Disposal Action: Retain for 15 years after formal project finalisation.</p>	<p>Background/business process: This class covers records relating to the design, construction and maintenance of intelligent transport systems by RoadTek under a contractual or works order arrangement. The majority of work is undertaken for the department however other clients have included councils, large construction companies and other government departments</p> <p>Regulatory requirements: These records are required in the event of legal action for negligence or contract performance as well as compliance under the <i>Trade Practices Act 1974</i>.</p> <p>Business requirements: The department requires access to these records to ensure a history of the department's assets is maintained particularly in the event of future maintenance or upgrades. The records provide vital information about the quality, time and cost of a project which are referenced when costing future projects. The previously approved retention period of 10 years has been suitable for these records when responding to enquiries and undertaking performance and quality reviews. The retention period has been extended to 15 years for ease of implementation by applying a consistent retention period to the records of all construction projects.</p> <p>Community expectation: That public transport is safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.7.2 Design records relating to other projects - Retain for minimum of 10 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 1.6.5 Records that facilitate the design and construction of all roads, including environmental and conservation activities. Includes drafts, site and pavement investigations and materials sampling - Destroy 25 years after completion of the construction project.</p> <p>Other comments/factors for consideration: Consultation with RoadTek – Network Services – Traffic Services.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		Reference 870.4.1 Records relating to the design of traffic signals or control devices which are not part of a major road construction project - Retain for 10 years after removal of device or sign, then destroy.
1.5.3	<p>Radio repeater sites and devices Records relating to the acquisition, management and maintenance of two-way radio repeater sites and devices used by the department and other organisations for communication.</p> <p>Disposal Action: Retain for 7 years after the department no longer maintains the device.</p>	<p>Background/business process: This is a new record class. This class covers records relating to the acquisition, management and maintenance of two-way radio repeater sites used by the department and other organisations for communication. Includes the repair and maintenance of the site access road. The radio repeater sites are used for variable messages transmitted through sites. The sites are usually a tower and a hut. The department owns the Intelligent Transport Systems equipment but in some cases rents the actual site. The 57 sites are currently worth approximately \$20m. They are used for emergency service, and are an alternative to the use of mobile phones (e.g. during disaster management in north Queensland).</p> <p>Business requirements: The department operates a two-way radio network which operates on radio frequencies. The radio spectrum is licensed by the Australian Communications and Media Authority and the department pays an annual fee to use allocated radio frequencies on the licence spectrum. Site plans, drawings and other site management records are required for the life of the structure to ensure the sites are adequately maintained. Frequent reference is made back to the records to answer queries.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 6.1.3 Records documenting the participation in joint emergency management exercises, scenario tests and training involving multiple government agencies, including emergency communications networks - Destroy 5 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Plant Hire Services – Customer Relations.</p>
1.5.4	<p>Traffic control devices – evaluation and research Records relating to the evaluation and consultation of the safety aspects, locations and traffic flow sequence of</p>	<p>Background/business process: This is a new record class. This class covers records relating to the evaluation of existing traffic control devices and research into the safety, use and efficiency of such devices.</p> <p>Business requirements: These records are required to assist with the development and review of future traffic control devices and</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>existing traffic control devices outside of an infrastructure project and the research into the safety, use, and efficiency of traffic control devices, such as road lighting and electrical reviews.</p> <p>Disposal Action: Retain 10 years after last action</p>	<p>used to respond to briefings and the provision of advice. The value and reuse of the records decreases after 8-10 years.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.3.1 Records of the operation of traffic management systems that measure traffic flow, control signals, automated signage and closed circuit television (CCTV) cameras - Destroy 5 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
1.5.5	<p>Traffic control devices – design, installation, modification or removal</p> <p>Records relating to the design, installation, modification and/or removal of traffic signals or traffic control devices, including variable message boards (VMS) and CCTV cameras, which is not part of a major road and transport infrastructure project.</p> <p>Disposal Action: Retain for 7 years until department no longer maintains device.</p>	<p>Background/business process: New record class. This class covers records relating to the design, installation, modification or removal of traffic signals or traffic control devices.</p> <p>Regulatory requirements: These records have high value to the department and have great value if the devices are damaged as a result of an incident.</p> <p>Business requirements: The department requires these records for the life of the device. These records provide a historical record of the traffic control devices designs that are required for the department to assist with future designs, and also research value for internal and external bodies.</p> <p>Community expectation: History of a traffic control device is retained for safety and maintenance reasons.</p> <p>Consistency with other schedules:</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).</p>
1.5.6	<p>Traffic control devices – maintenance</p> <p>Records relating to the maintenance of traffic control</p>	<p>Background/business process: This is a new record class. This class covers records relating to the maintenance of traffic control devices.</p> <p>Business requirements: These records are required to assist with future maintenance works and for the department to have a full</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>devices, including devices maintained by the department under a contract or works order arrangement</p> <p>Disposal Action: Retain 7 years after the department no longer maintains device.</p>	<p>maintenance history of traffic control devices so that maintenance can be regularly programmed.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 30.5.1 Traffic and transport facilities – major - Retain for 7 years after the transfer, disposal or demolition of the facility or structure.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).</p>
1.5.7	<p>Traffic control devices requests – approved</p> <p>Records relating to requests for the erection or removal of regulatory traffic signs and devices on state-controlled roads as approved by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Disposal Action: Retain for 10 years after removal of sign.</p>	<p>Background/business process: New record class. This class covers records relating to requests for the installation and/or removal of regulatory traffic signals and devices on state-controlled roads approved by the department. Includes applications for: official signs published in the <i>Manual of Uniform Traffic Control Devices (MUTCD)</i> e.g. ‘cane hauling ahead’ signs, service or tourist signs regulatory signs and traffic control devices such as speed limits, traffic lights.</p> <p>Regulatory requirements: Section 68 of the <i>Transport Operations (Road Use Management) Act 1995</i> authorises the department to install or remove traffic signs.</p> <p>Business requirements: The retention allows the department to retain a full history of the installation and removal of traffic signage upon roads for which it is responsible.</p> <p>Community expectation: Evidence of the department’s decisions to approve a request.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.4.1 Records relating to successful applications, submissions etc for approvals, permits, authorisations, etc supporting the Transport Safety function - Retain for minimum of 7 years after last action, then destroy <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.2.2 Records documenting the issuing of permits for permanent or temporary signage on road</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>reserves, for the purposes of advertising, tourism or providing information - Destroy 10 years after permit period ceases.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).</p>
1.5.8	<p>Traffic control devices requests – refused Records relating to requests for the erection or removal of regulatory traffic signals and devices on state-controlled roads, which are refused by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Disposal Action: Retain for 2 years after refusal.</p>	<p>Background/business process: This is a new record class. This class covers records relating to requests for the installation and/or removal of regulatory traffic signals and devices on state-controlled roads which are refused by the department, in accordance with s.68 of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Business requirements: These are low value records that are only required to respond to enquiries providing evidence of refusals.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.4.2</i> Records relating to unsuccessful applications, submissions, etc. - Retain for minimum of 3 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 4.2.3</i> Records of unsuccessful applications for permits for permanent or temporary signage on road reserves, for the purposes of advertising, tourism or providing information - Destroy 3 years after date of decision.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
1.5.9	<p>Traffic control permit – approved Records relating to applications for traffic control permits approved by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>.</p>	<p>Background/business process: This class covers records relating to applications for traffic control permits approved by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>. Includes amendments and extensions to existing applications.</p> <p>Business requirements: These permits are required when undertaking works on a road that may disrupt or impact on traffic flow. Permits are issued for varying periods of time depending on the scale of the project. The records are required for responses to enquiries and to refer back to during a review of a program or to assist with future approvals. The department has not had to refer back to these records beyond 5 years.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain 5 years after last action</p>	<p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.4.1 Records relating to successful applications, submissions etc for approvals, permits, authorisations, etc supporting the Transport Safety function - Retain for minimum of 7 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.2.2 Records documenting the issuing of permits for permanent or temporary signage on road reserves, for the purposes of advertising, tourism or providing information - Destroy 10 years after permit period ceases.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
1.5.10	<p>Traffic control permit – refused Records relating to applications for traffic control permits which are refused by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>.</p> <p>Disposal Action: Retain for 2 years after last refusal</p>	<p>Background/business process: This is a new record class. This class covers records relating to applications for traffic control permits refused by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>.</p> <p>Business requirements: The department only requires these records in the event of a query following a refusal.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.4.2 Records relating to unsuccessful applications, submissions, etc. - Retain for minimum of 3 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.2.3 Records of unsuccessful applications for permits for permanent or temporary signage on road reserves, for the purposes of advertising, tourism or providing information - Destroy 3 years after date of decision.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
1.5.11	<p>Traffic control permit – appeals Records relating to appeals</p>	<p>Background/business process: This is a new record class. This class covers records relating to appeals against the department for the non-issue, disqualification, cancellation, or suspension of a permit.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>against the department for non-issue, cancellation or suspension of a permit.</p> <p>Disposal Action: Retain for 10 years after last action</p>	<p>Business requirements: The retention allows for any possible legal action taken against the department in accordance with the <i>Limitation of Actions Act 1974</i>. It also aligns with other appeal classes under this schedule.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F5.3.1</i> Records relating to appeals against transport regulation decisions - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
1.6.1	<p>Laboratory information management system (LIMS) Research information on road materials recorded in the Laboratory Information Management System (LIMS). Also includes physical registers, such as testing registers.</p> <p>Disposal Action: Retain Permanently.</p>	<p>Background/business process: This is a new record class. This class covers records relating to research data on road materials recorded in the Laboratory Information Management System (LIMS). Information captured in LIMS includes: article reference number, item description/material classification, location, material source, number of samples, project or client reference, number, requirements/notes, sampled method, test request number.</p> <p>Business requirements: The department intends to keep all of the collected test data for a minimum of one construction /maintenance /rehabilitation cycle for the particular asset e.g. road, culvert or bridge. This is a minimum of 20 years but is probably closer to 30 to 35 years. In reality the department is unlikely to remove data from within the LIMS due to the extensive cost of re-creating the data when required to complete a future project, also the data is required for the life of the transport infrastructure asset therefore the need for a permanent retention.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary function and programs of government Characteristic 6 – Environmental management and change</p> <p>Community expectation: Data is retained on road materials.</p> <p>Consistency with other schedules: <i>Public Records Office of Victoria Retention and Disposal Authority for Records of VicRoads Road Management Functions (PROS 10/05)</i> for records documenting performance and warranty information for materials used for road construction and maintenance – reference number 8.2.1 – destroy 10 years after the</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>material warranty period has expired.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the accreditation of materials used for construction and maintenance prior to use includes the testing, safety assessment, surveillance and auditing of materials – reference number 8.2.2 – destroy 15 years after audits undertaken.</p> <p>State Records of New South Wales <i>Ministry of Transport</i> (DA153) for records relating to final reports and findings relating to original research projects undertaken by the organisation – F5.23.1 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Engineering and Technology Division – Material Services (7 May 2010, 10/12/10). Assets & Operations Division – Central & West – Barcaldine (8/12/2010).</p>
1.6.2	<p>Regular compliance testing</p> <p>Records relating to regular compliance tests undertaken by the department to retain NATA accreditation, including mandatory and optional testing rounds.</p> <p>Disposal Action:</p> <p>Retain for 5 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. This class covers records relating to regular compliance tests undertaken by the department to retain National Association of Testing Authorities (NATA) accreditation.</p> <p>Regulatory requirements:</p> <p>The retention is consistent with that recommended in the <i>Australian Code for the Responsible Conduct of Research</i> issued by the National Health and Medical Research Council.</p> <p>Business requirements:</p> <p>The department must undertake regular testing with external testing agencies to maintain NATA accreditation. The records only need to be retained for evidence of the department's results.</p> <p>Consistency with other schedules:</p> <p>State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F4.8.1 Records relating to compliance with any legal or regulatory standards, conditions or requirements to which it is subject that support operational Transport Infrastructure activities - Retain for minimum of 5 years after last action, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division – Material Services (7 May 2010). Assets & Operations Division – Central & West.</p>
1.6.3	Laboratories and equipment	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>accreditation Records relating to the accreditation by licensing agencies, such as the National Association of Testing Authorities (NATA), of the department's laboratories and equipment used for scientific and technical investigation purposes.</p> <p>Disposal action - Retain for 7 years after accreditation ceases.</p>	<p>New record class. This class covers records relating to the department's accreditation to undertake special services or use special equipment from bodies such as the National Association of Testing Authorities (NATA).</p> <p>Business requirements: These records are required to support queries regarding the department's accreditation. Also used to assist with applying for future accreditations.</p> <p>Community expectation: The department is accredited to undertake particular testing and use equipment.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to the accreditation of local government laboratories and equipment by the National Association of Testing Authorities to operate as a public testing service provider – reference number 5.3.1 – retain for 7 years after accreditation ceases.</p> <p>Other comments/factors for consideration: Consultation - Engineering and Technology Division – Material Services (7 May 2010). Assets & Operations Division – Central & West (2010).</p>
1.7.1	<p>Contracts, agreements, MOUs – significant Records relating to the establishment and management of service agreements, contracts or MOUs that relate to an infrastructure project, integrated transport service or road corridor usage that is considered significant against the criteria listed in <i>Appendix 1</i>.</p> <p>Disposal Action: Retain Permanently.</p>	<p>Background/business process: This class covers records relating to agreements, contracts and MOUs for road and transport infrastructure projects that are regarded as significant.</p> <p>Business requirements: A permanent retention of these records is required to understand the conditions, roles, responsibilities, intentions and changes associated with significant road and transport infrastructure. Significant structures such as bridges tend to have a long lifespan which requires these records to be retained for an extended period of time.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 5 – Substantial Contribution to Community Memory</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.6.1 Contracting - Records relating to projects of significance to the State - Required as State</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>archives.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.1.1 Records of final approved standards for the design, construction and maintenance of roads. Includes design specifications for maintenance and construction contracts - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Transport Infrastructure Division, Engineering & Technology Division - Structures Branch, Legal and Legislation and Engineering & Technology Division - Contracts and Standards.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.5 Individual contract file, including the acceptance of the offer from the successful tenderer, original correspondence concerning contract arrangements, variation orders, design changes, progress payments, payment certificates, etc unique/historical - Retain permanently.</p>
1.7.2	<p>Contracts, agreements, MOUs – major</p> <p>Records relating to service agreements, contracts or MOUs that relate to medium-scale infrastructure project, integrated transport service or road corridor usage that is not considered significant under reference number 1.7.1.</p> <p>Disposal Action: Retain for 40 years after disposal or decommissioning of the infrastructure asset or completion of service contract.</p>	<p>Background/business process: This class covers records relating agreements, contracts and MOUs on road and transport infrastructure not regarded as significant under reference number 1.7.1.</p> <p>Business requirements: Specific contracts relating to a road need to be kept for the life of the road so any fault may be identified and in the event of legal action following the initial construction of the infrastructure. A long retention period for these records is required to understand the conditions, roles, responsibilities, intentions and changes associated with major road and transport infrastructure. Infrastructure such as road noise barriers has a life span of 20 to 40 years.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.6.2 Records relating to other projects - Retain for minimum of 10 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.1.2 Contracts - Records that facilitate the development of standards, guidelines, procedures, drawings and specifications for the construction and maintenance of roads - Destroy 10 years after standards are approved.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Two Queensland construction companies were consulted: 1 retains records for 12 years after project complete; the other retains records for 15 years after project complete.</p> <p>Consultation with Transport Infrastructure Division, Engineering & Technology Division - Structures Branch, Legal and Legislation and Engineering & Technology Division - Contracts and Standards.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.5 Individual contract file, including the acceptance of the offer from the successful tenderer, original correspondence concerning contract arrangements, variation orders, design changes, progress payments, payment certificates, etc major- Retain for 15 years after last action, then destroy.</p>
1.7.3	<p>Contracts, agreements and MOUs – minor</p> <p>Records relating to service agreements, contracts or MOUs that relate to minor infrastructure asset projects or transport services that are not considered significant under 1.7.1 or 1.7.2</p> <p>Disposal Action:</p> <p>Retain for 20 years after disposal or decommissioning of the infrastructure asset or completion of service contract.</p>	<p>Background/business process:</p> <p>This class covers agreements, contracts and MOUs that relate to minor infrastructure projects.</p> <p>Regulatory requirements:</p> <p>The retention allows sufficient time for potential legal action under s.10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Business requirements:</p> <p>The retention period aligns with recommendations to retain specific programs of work for 20 years.</p> <p>The records support the ongoing management of risks and liabilities etc associated with road and transport infrastructure projects.</p> <p>Contracts have been used for investigations, inquiries and general reference for many years after the completion of projects, including where the asset has been transferred to another party to manage e.g. where a road is 'demined' and transferred to a local government for ongoing management and control.</p> <p>Consistency with other schedules:</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F1.6.2 Records relating to other projects - Retain for minimum of 10 years after last action, then destroy.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 8.1.2 Contracts - Records that facilitate the development of standards, guidelines, procedures, drawings and specifications for the construction and maintenance of roads - Destroy 10 years after standards are approved.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Evidence of contracts with service providers.</p> <p>Other comments/factors for consideration:</p> <p>Two Queensland construction companies were consulted: 1 retains records for 12 years after project complete; the other retains records for 15 years after project complete.</p> <p>Consultation with Transport Infrastructure Division, Engineering & Technology Division - Structures Branch, Legal and Legislation and Engineering & Technology Division - Contracts and Standards.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 595.3.1.5 Individual contract file, including the acceptance of the offer from the successful tenderer, original correspondence concerning contract arrangements, variation orders, design changes, progress payments, payment certificates, etc minor - Retain for 12 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 930.5.1 Records relating to the management of a particular busway project. Includes funding records, project scheduling, reviews, quality assurance records, etc. - Retain for 7 years after completion of project, then destroy.</p> <p>This class was previously included in QDAN474 v.4 as reference number 885.5.1 with a retention period of 7 years after last action; 5.3.1.5b with a retention period of 15 years after last action.</p>
1.7.4	<p>Contracts, agreements, MOUs – other</p> <p>Records relating to service agreements, contracts or MOUs that relate to routine infrastructure assets or transport services that are not regarded as significant, major or minor under 1.7.1, 1.7.2 & 1.7.3</p> <p>Disposal Action:</p> <p>Retain for 10 years after disposal or decommissioning of</p>	<p>Background/business process:</p> <p>This class covers records relating to service agreements, contracts or MOUs that relate to routine infrastructure assets or transport services.</p> <p>Regulatory requirements:</p> <p>Once the requirements under the contract have been met, the records are only required to be retained in the event of potential legal action under section 10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Business requirements:</p> <p>The records may be referenced to respond to enquiries and assist with performance reviews.</p> <p>The 10 year retention period is based on information from RoadTek that they have not had to refer to these records after a 10 year period.</p> <p>Community expectation:</p> <p>Evidence of contracts with service providers.</p>

Ref. No	Description of record and retention period	Justification for retention period
	the infrastructure asset or completion of service contract.	<p>Consistency with other schedules:</p> <p>Two Queensland construction companies were consulted: 1 retains records for 12 years after project complete; the other retains records for 15 years after project complete.</p> <p>Similar records relating to projects undertaken on a commercial basis are retained under reference number 1.2.1 of the <i>Local Government Sector Retention and Disposal Schedule QDAN480 v4</i> for 7 years after project completed.</p> <p>Archives Office of Tasmania <i>for records of the regulation and management of transport infrastructure and services (DS43)</i> for case records of licensed drivers and passenger vehicle certificate holders - reference number 3.3.10 – destroy 7 years after action completed including and legal action.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> RoadTek – Asset Services – Routine Maintenance (15/4/2010) and Directorate (19/4/2010 & 9/4/2010).</p> <p>Previous schedules:</p> <p>These records were previously sentenced under reference number 810.6.1 of QDAN474 v4.</p>
1.7.5	<p>Probity statements</p> <p>Records relating to the development of confidentiality agreements, deeds of non-disclosure, deeds of exclusivity, and probity statements signed between the department and external bodies.</p> <p>Disposal Action:</p> <p>Retain for 7 years after expiry or cancellation of contract</p>	<p>Background/business process:</p> <p>This is a new record class. This class covers records relating to the development of confidentiality agreements, deeds of non-disclosure, deeds of exclusivity, and probity statements signed between the department and external bodies.</p> <p>Business requirements:</p> <p>These records are only required for the same period as the relevant contract in the event of potential legal action under s.10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Consistency with other schedules:</p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 8.10.5 Privacy - confidentiality agreements - Retain for 7 years after lapsing of agreement, or last action, whichever is later.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Enterprise Information Solutions Division – New Queensland Drivers Licence Project.</p>
1.7.6	<p>Procurement development</p> <p>Records relating to the</p>	<p>Background/business process:</p> <p>This class covers records for the development of a statutory instrument for the provision of services for</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>development of a statutory instrument for the provision of services for construction of major roads, bridges or structures or the supply of goods and services, or for accreditation prior to the offer process.</p> <p>Disposal Action: Retain 5 years after last action</p>	<p>construction of major roads, bridges or structures or the supply of goods and services, or for accreditation prior to the offer process.</p> <p>Business requirements: These records are required to support any issues that emerge after the finalisation or approval of a tender for a project which is usually about 3 to 5 years. After this period there is a significant level of rework and reference to previous drafts is rare.</p> <p>Consistency with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 3.1.1 Non-financial records relating to the acquisition, lease and installation of equipment - Retain for 5 years after disposal of equipment. <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.17.1 Final reports of routine operational reviews supporting the Transport Safety function - Retain for minimum of 5 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Engineering & Technology – Contracts and Standards.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for records relating to applications by prospective contractors for construction of major infrastructure projects, or supply of goods and services, for accreditation prior to the offer process – reference number 595.2.1 - retain for 5 years from date of application. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for records relating to unsuccessful applicants – reference number 595.2.4 - retain for 2 years after last action.</p>
1.8.1	<p>Core samples testing Records relating to the testing of core samples for road and transport infrastructures</p> <p>Disposal Action: Retain for 7 years after the decommissioning, disposal or</p>	<p>Background/business process: This class covers records relating to testing of core samples for road and transport infrastructures.</p> <p>Business requirements: Records associated with construction projects need to be retained for at least the construction period. Core samples for bridges and other structures need to be kept for the life of the structure because this would mean the raw data and source data would be available should a structural failure occur.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	transfer of the bridge or structure.	Reference 8.2.1 Records documenting performance and warranty information for materials used for road construction and maintenance - Destroy 10 years after the material warranty period has expired. Other comments/factors for consideration: Consultation with Engineering and Technology Division – Material Services.
1.8.2	<p>Geotechnical reports and documentation – major Records relating to technical reports and digitally generated drawings of major road and transport infrastructure, as determined by the criteria in <i>Appendix 1</i>.</p> <p>Disposal Action: Retain Permanently</p>	<p>Background/business process: This is a new record class. This class covers Geotechnical reports and documentation that relate to significant infrastructure.</p> <p>Business requirements: Geotechnical reports are a significant part of the road and transport infrastructure record and need to be kept in accordance with the significance of the project.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental Management and Change</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F5.23.1 Final reports and findings relating to detailed original research projects undertaken by the organisation to support the development of innovative or significant transport regulation initiatives, and strategies - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 7.1.1 Geotechnical research reports - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Material Services.</p>
1.8.3	<p>Geotechnical Reports and Documentation – Minor Records relating to technical reports and digitally generated drawings of road and transport infrastructure not deemed significant under the criteria in <i>Appendix 1</i>.</p>	<p>Background/business process: This class covers technical reports and digitally generated infrastructure drawings of road and transport infrastructure not deemed significant under 1.8.2.</p> <p>Business requirements: Geotechnical reports are a significant part of the road and transport infrastructure record and need to be kept in accordance with the significance of the project. The retention of these records is consistent with that assigned to records of infrastructure projects throughout the schedule.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain for 7 years after the decommissioning, disposal or transfer of the road, bridge, structure or other infrastructure asset.</p>	<p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F5.23.2</i> Records relating to other research projects - Retain for minimum of 10 years after last action, then destroy</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Material Services.</p>
1.8.4	<p>Materials sourcing and supply Records relating to locating and preserving natural resources for construction projects by sourcing and supplying materials for road use.</p> <p>Disposal Action: Retain for 10 years after last action</p>	<p>Background/business process: New record class. This class covers records relating to locating and preserving natural resources for construction projects by sourcing and supplying of materials for road use.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for evidence of the department’s transactions and for the provision of advice. They are also required to assist with the future management of road materials. The department has not had to refer back to records older than 10 years.</p> <p>Community expectation: That natural resources are preserved.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions (PROS 10/05)</i> for records documenting performance and warranty information for materials used for road construction and maintenance – reference number 8.2.1 – destroy 10 years after the material warranty period has expired.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division – Material Services (7 May 2010).</p>
1.8.5	<p>Research pavement and material technology Records relating to research into pavements and materials technology.</p>	<p>Background/business process: New record class. This class covers records relating to the research into pavements and materials technology.</p> <p>Regulatory requirements:</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain for 20 years after last action</p>	<p>These records are regularly referred back to by the department to assist with future research and programs of work, such as investigations. The department needs to ensure they are aware of and using the latest technology in pavements and material testing when undertaking new projects.</p> <p>Community expectation: The latest technologies are considered for use within Queensland roads.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records that facilitate the development of research reports – reference number 7.1.2 – destroy 25 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division – Material Services (7 May 2010).</p>
1.9.1	<p>Advertising devices outside the road service Applications for advertising outside the boundaries of, but visible from, state-controlled roads that are assessed by the department and approved by the local government, in accordance with the <i>Transport Infrastructure Act 1994</i>. Includes approved, refused, cancelled and withdrawn requests.</p> <p>Disposal Action: Retain for 10 years after last action.</p>	<p>Background/business process: New record class. This class covers applications for advertising outside the boundaries of, but visible from state-controlled roads that are assessed by the department and approved by the local government, in accordance with s.43 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Regulatory requirements: Under s.43 of the <i>Transport Infrastructure Act 1994</i>, a local government must obtain the department chief executive's approval if it intends to approve the erection, alteration or operation of an advertising sign that would be visible from a motorway and may cause a traffic hazard. The retention allows sufficient time for queries or legal action under the <i>Limitation of Actions Act 1974</i>.</p> <p>Business requirements: Approval must be given by the chief executive within 21 days of receiving the application for approval. Claims for compensation may require verification of the original approval by the department in the event of a dispute with a local government. Confirmation of which applications or requests for approval were not given is also important as this information is not given upon a register of approved applications.</p> <p>Community expectation: The safety of road users is considered.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the issuing of permits for permanent or temporary signage on road reserves, for the purpose of advertising, tourism or providing information – reference number 4.2.2 – destroy 10 years after permit period ceases.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p>
1.9.2	<p>Licences/leases – providers of road user services</p> <p>Records relating to the issue of leases or licences to providers of centres catering to the needs of road users on access controlled roads e.g. motorways, toll roads or bus ways, or where the centre is on the road reserve. Also includes centres catering to pedestrians and cyclists.</p> <p>Disposal Action: Retain for 15 years after expiry or cancellation of lease/licence.</p>	<p>Background/business process: This class covers records relating to the issue of leases or licences to providers of centres to cater to the needs of road users and their vehicles on access controlled roads, e.g. motorways, where the centre is on the road reserve. Includes lease or licence.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: There is a need to refer to these records if a new application is received for lease/licence on the same site.</p> <p>Community expectation: The government enforces and monitors conditions regarding private run services on public infrastructure.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for records relating to the issue of leases or licenses to providers of centres to cater to the needs of road users and their vehicles on access controlled roads, e.g. motorways, where the centre is on the road reserve – reference number 545.4.2 - retain for 15 years after last action. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for departmental copy of lease or license issued – reference number 545.4.3 - retain until lease/license lapses.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.9.3	<p>Limited access – state owned requests</p> <p>Records relating to the processing of and making decisions on limited access policy requests received from land owners and developers in accordance with the <i>Transport Infrastructure Act 1994</i>. Includes approved, refused, cancelled or withdrawn requests.</p> <p>Disposal Action:</p> <p>Retain for 10 years after last action</p>	<p>Background/business process:</p> <p>New record class. The chief executive by gazette notice may declare part or all of a State-controlled road to be a limited access road. For each limited access road proposed to be declared, the chief executive must make a policy about the application to access between the limited access road and adjacent land.</p> <p>Regulatory requirements:</p> <p>ss.54 – 62 of the <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements:</p> <p>The retention is sufficient to support any appeals or claims from developers and land owners in relation to approved or refused requests imposed conditions. The outcome of the approval is published in the <i>Government Gazette</i>.</p> <p>Community expectation:</p> <p>That decisions regarding limited access to a state controlled road is declared and justified.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule (QDAN480v4)</i> for records relating to applications for the permanent or temporary closure of a road submitted to the relevant state department by the local government – reference number 28.9.4 – retain for 5 years after notification of outcome.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p>
1.9.4	<p>Public utility plant approvals</p> <p>Records relating to granting permission in accordance with s.79 of the <i>Transport Infrastructure Act 1994</i> for the construction or re-location of public utility plant (PUP) such</p>	<p>Background/business process:</p> <p>This class covers records relating to granting permission for the construction or re-location of public utility plant (PUP) such as electricity, telephone, gas lines, water supply on state-controlled roads, in accordance with s.79 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Regulatory requirements:</p> <p><i>Transport Infrastructure Act 1994</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>as electricity, telephone, gas lines, water supply on state-controlled roads.</p> <p>Disposal Action: Retain for 25 years after last action</p>	<p>Business requirements: These records have no enduring operational value but the retention is consistent with the typical lifespan of public utility plant.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the assessment of requests by utility providers (telecommunications, gas, electricity, water supply, sewerage, drainage) to undertake works on road reservations - reference number 4.2.8 - destroy 10 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division – Road and corridor Use.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for Records relating to granting permission for the construction or re-location of public utility plant such as electricity, telephone, gas lines, water supply, etc. – reference number 545.3.6 - retain for 10 years after last action).</p>
1.9.5	<p>Public utility plant requests – refused, cancelled or withdrawn</p> <p>Records relating to applications for the construction or re-location of public utility plant (PUP) such as electricity, telephone, gas lines, water supply on state-controlled roads, in accordance with s.79 of the <i>Transport Infrastructure Act 1994</i> that have been refused, withdrawn or cancelled.</p>	<p>Background/business process: This class covers records relating to applications for the construction or re-location of public utility plant (PUP) such as electricity, telephone, gas lines, water supply on state-controlled roads, in accordance with s.79 of the <i>Transport Infrastructure Act 1994</i> that have been refused, withdrawn or cancelled.</p> <p>Regulatory requirements: <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements: The retention period allows sufficient time for appeals or complaints to be submitted and processed. Claims for compensation may require verification of the original approval by the department in the event of a dispute with the applicant.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) - Reference 4.2.8 Records documenting the assessment of requests by utility providers (telecommunications, gas, electricity, water supply, sewerage, drainage) to undertake works on road reservations - Destroy 10 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal Action: Retain 10 years after last action</p>	<p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division – Road and corridor Use.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for Records relating to granting permission for the construction or re-location of public utility plant such as electricity, telephone, gas lines, water supply, etc. – reference number 545.3.6 - retain for 10 years after last action).</p>
1.9.6	<p>Registers of permits and licences issued Registers of approvals relating to works associated with road and transport infrastructure. Information captured includes but is not limited to:</p> <ul style="list-style-type: none"> • details of permits issued for ancillary works and encroachments (AWEs) (i.e. road corridor individual permits) • register of leases or licences issued. <p>Disposal Action: Retain for 75 years after last action.</p>	<p>Background/business process: This class covers registers of approvals relating to works associated with road and transport infrastructure. Information captured includes but is not limited to: details of permits issued for ancillary works and encroachments (AWEs) (i.e. road corridor individual permits) register of leases or licences issued.</p> <p>Regulatory requirements: <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements: Provides summary level evidence of all approvals for ancillary works and encroachments on state-controlled roads. These are generally permanent works. The data held in the registers is required for the life of the permit/licence. Major permits are retained for 65 years after last action (1.9.8). An additional 10 years is required to respond to queries regarding a permit.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority (DA153) - Reference F4.5.1 Successful applications and submissions - Retain for minimum of 7 years after expiry of authority, then destroy.</i> <i>Public Records Office of Victoria Retention and Disposal Authority for Records of VicRoads Road Management Functions (PROS 10/05) Reference 4.2.1 Records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway - Destroy 15 years after permit advice is provided.</i></p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division – Road and corridor Use.</p> <p>Previous schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 545.3.1 Register of permits issued for ancillary works - Retain for 25 years after resolution of transaction or last entry, then destroy</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 545.4.1 Register of leases or licences issued - Retain for 20 years after resolution of transaction or last entry, then destroy.</p>
1.9.7	<p>Road corridor (ancillary works) – refused/appeals Records relating to applications for permits requesting the removal, alteration or relocation of ancillary works that are not approved by the department and appeals to the department against decisions for the non-approval, removal, alteration, relocation of ancillary works.</p> <p>Disposal Action: Retain for 10 years after last action</p>	<p>Background/business process: This class covers records relating to applications for permits for the removal, alteration, relocation of ancillary works that are not approved by the department including appeals against those decisions.</p> <p>Regulatory requirements: It also covers the period allowed for legal action under the <i>Limitation of Actions Act 1974</i>.</p> <p>Business requirements: Claims for compensation may require verification of the original approval by the department in the event of a dispute with the applicant</p> <p>Community expectation: Evidence of justification for the department’s decisions.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for Appeals against decision for the non-approval, removal, alteration, relocation of ancillary works by the department - reference number 545.3.7 – retain for 10 years after last action. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> for records relating to the removal, alteration, relocation of ancillary works not approved by the department -</p>

Ref. No	Description of record and retention period	Justification for retention period
1.9.8	<p>Road corridor individual permit – major works Records relating to applications for road corridor permits (also known as ancillary works and encroachments) for uses of land between road boundaries by agencies other than the department. Includes permit renewal, removal, alteration, relocation of ancillary works, and agreement with the owner in relation to alteration, relocation, removal in accordance with the <i>Transport Infrastructure Act 1994</i>. See <i>Appendix 1</i> for significance criteria.</p> <p>Disposal Action: Retain for 65 years after last action.</p>	<p>reference number 545.3.5 – retain for 10 years after last action.</p> <p>Background/business process: This class covers application for road corridor permits (also known as ancillary works and encroachments) for uses of land between road boundaries by agencies other than the department. An ancillary works and encroachments means: a) the following things: cane railways, tunnels, bridges, rest area facilities, pipes, paths and bikeways, grids or other stock facilities, monuments or statues b) any of the following activities: drilling, clearing, trimming, landscaping, road safety related activities, camping c) other encroachments declared under a regulation to be ancillary works and encroachments.</p> <p>Regulatory requirements: Application approved by department, in accordance with s. 50 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Business requirements: The retention period has been increased at the request of the department as some ancillary works and encroachments stay in place for more than 25 years or evidence of the permit is required beyond a period of 25 years. Leases for some infrastructure such as the CLEM7 is 50 years so the retention needs to cover the period of lease plus an additional period to cover the department for negligence under s.10 of the <i>Limitation of Actions Act 1974</i></p> <p>Community expectation: Evidence of justification for the department’s decisions.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p> <p>Previous schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for ancillary works (major) file for individual permit holder – reference number 545.3.2 – retain for 25 years after last action.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for records relating to the removal, alteration, relocation of ancillary works initially approved by the department – reference number 545.3.4 – retain for 10 years after last action.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for records relating to the removal, alteration, relocation of ancillary works not approved by the department – reference number 545.3.5 – retain for 10 years after last action.</p>
1.9.9	<p>Road corridor individual permit – minor works</p> <p>Records relating to applications for road corridor permits (also known as ancillary works and encroachments) for uses of land between road boundaries by agencies other than the department not covered under 1.9.8. Application approved by the department, in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Includes permit renewal, removal, alteration, relocation of ancillary works, and agreement with the owner in relation to alteration, relocation, removal in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Disposal Action:</p>	<p>Background/business process:</p> <p>This class covers application for road corridor permits (also known as ancillary works and encroachments) for minor works uses of land between road boundaries by agencies other than the department. Includes permit renewal, removal, alteration, relocation of ancillary works, and agreement with the owner in relation to alteration, relocation, removal under s. 52 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Regulatory requirements:</p> <p>s. 52 of the <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements:</p> <p>These records are required for 10 years after the permit approval has expired to assist with future approvals or enquiries about the approval. The department has not had to refer to these records after a 10 year period.</p> <p>Community expectation:</p> <p>Evidence of justification for the department's decisions.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for</p>

Ref. No	Description of record and retention period	Justification for retention period
	Retain for 10 years after last action.	<p>ancillary works (minor) file for individual permit holder – reference number 545.3.3 – retain for 10 years after last action.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for records relating to the removal, alteration, relocation of ancillary works initially approved by the department – reference number 545.3.4 – retain for 10 years after last action.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474v.4)</i> for records relating to the removal, alteration, relocation of ancillary works not approved by the department – reference number 545.3.5 – retain for 10 years after last action.</p>
1.9.10	<p>Busway access authorisation</p> <p>Records relating to authorising access to busways and/or instances where unauthorised access has occurred.</p> <p>Disposal action -</p> <p>Retain for 5 years after expiry of authorisation.</p>	<p>Background/business process:</p> <p>New record class. There is a trigger from the <i>Transport Infrastructure Act</i> section 335a requiring the department to manage authorisation of use and the management of the Busway network. These records are derived from here.</p> <p>Regulatory requirements:</p> <p>Part 5 Busway authorisation from the <i>Transport Infrastructure Act 1994</i></p> <p>s.329 of the <i>Transport Infrastructure Act 1994</i> relates to the trespass on busway or busway transport infrastructure.</p> <p>Business requirements:</p> <p>Business requires access to records for up to 5 years for decision making and future reviews to authorisations.</p> <p>Community expectation:</p> <p>Access to busways is managed to ensure safety to road users, which includes maintenance teams.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway – reference number 4.2.1 – destroy 15 years after permit advice is provided.</p>

Function No	Title	Scope Note
2	Transport Infrastructure Planning and Investment	<i>The function of planning and designing road infrastructure designated as State Controlled Roads and transport facilities. Includes developing, approving, maintaining and monitoring the technical policies, standards, manuals and systems used to govern the technical aspects of transport infrastructure, including roads and bridges. Also includes the implementation of policies, regulations, studies, strategies and industry based consultation to improve and promote efficient and effective freight systems in Queensland for the transport of items other than passengers across and between all modes of transport (air, road, rail and sea).</i>

Activities

- 2.1 Business opportunities, funding and investments
- 2.2 Congestion management and development
- 2.3 Development applications
- 2.4 Drawings, maps, plans and surveying
- 2.5 Land use and acquisitions
- 2.6 Network planning

Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<p>Commercial and investment initiatives - ports</p> <p>Records relating to the department's assessment of major commercial and/or investment proposals relating to infrastructure projects relating to ports. Includes monitoring of the project before and after construction phases.</p>	<p>Background/business process:</p> <p>These records relate to the assessment of investment proposals. The department has responsibility (under the shareholding minister) to approve major infrastructure projects undertaken by a port authority which are above a threshold limit determined by the Investment Guidelines for Government Owned Corporations. The department retains an advisory and monitoring role throughout the project.</p> <p>Regulatory requirements:</p> <p><i>Government Owned Corporations Act 1993</i></p> <p>Business requirements:</p> <p>There is a requirement to retain these records until the structure is demolished or sold to support future investment proposals and for providing advice, developing policy and undertaking reviews.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain until the structure is demolished or sold.</p>	<p>Comparison with other schedules: Queensland State Archives <i>Ports Sector Retention and Disposal Schedule QDAN 695 v.1</i> Reference 4.4.2 Development approvals - other assessment agencies - retain until the approval is superseded. State Records Authority of New South Wales <i>Functional Retention and Disposal Authority: DA153 covering transport infrastructure and communications</i> Reference F1.10.4 Joint ventures - Retain for minimum of 10 years after expiry or termination of agreement, then destroy.</p> <p>Other comments/factors for consideration: Consultation was undertaken with Ports, Planning and GOC Liaison Branch, Rail, Ports and Freight Division.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department QDAN474 v4</i> references:</p> <ul style="list-style-type: none"> • 645.2.3 Records relating to consultation with transport users regarding improving and developing conditions for the transport of freight by road - Retain for 10 years after last action, then destroy • 770.4.1 Records relating to initial ideas and concepts for a major infrastructure project – Retain permanently • 770.4.2 Environmental Impact studies undertaken as part of initial planning of particular infrastructure construction projects – Retain permanently • 770.4.3 Records relating to the design of a particular infrastructure project. Includes details on the design of project, modelling, working drafts of plans, etc. - Retain for 20 years after last action, then destroy, • 770.4.4 Approved plans and specifications for a particular port infrastructure project - Retain permanently • 770.5.2 Correspondence concerning the environmental impact, or implications for native title, to the planning and construction of a particular project - Retain permanently • 770.5.3 Correspondence of a general nature on the planning and construction by the developer - Retain for 7 years after last action, then destroy.
2.1.2	<p><i>Cultural heritage programs and projects – evaluation</i> Records relating to the evaluation of special programs and projects to support cultural heritage in the community that</p>	<p>Background/business process: This is a new record class. These records relate to the evaluation of cultural heritage projects that are not part of an infrastructure project. The records support the development of policy, but are not required for legal purposes.</p> <p>Business requirements: These records support policy development through feedback received from programs.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>are not part of an infrastructure project. Includes the preparation of interpretation panels.</p> <p>Disposal action - Retain for 15 years after last action.</p>	<p>Community expectation: To promote public understanding of cultural heritage by developing and conducting community information and education programs.</p> <p>Comparison with other schedules: Public Record Office Victoria <i>PROS 00/02: Retention & Disposal Authority for Records of the Department of Infrastructure</i> Reference 5.6.2 Cultural heritage training and education assessment, and review of course content – destroy 10 years after final action.</p> <p>Other comments/factors for consideration: The last action trigger could be once the program is superseded, at the end of the initiative or program, or after completion of project, or after evaluation. Consultation with Assets and Operations Division – Metro Region and Engineering and Technology Division, Environment and Heritage.</p>
2.1.3	<p><i>Economic evaluation and advice</i></p> <p>Records relating to specialist advice provided internally and externally on the impacts of macro and micro-economic reform.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to specialist advice provided on important aspects of reform.</p> <p>Business requirements: A lengthy retention period is required as the advice provides a knowledge base for ongoing activities, such as COAG involvement which has been ongoing since the late 1990s.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 8.4.1 Economic programs – Retain for 20 years after last action. Queensland State Archives <i>Ports Sector Retention and Disposal Schedule QDAN 695 v.1</i> Reference 3.9.1 Economic and trade development programs - Retain for 20 years after last action.</p> <p>Other comments/factors for consideration: The last action trigger could be after the analysis is complete, or when the project finishes or is superseded. Consultation with Strategic Policy Division – Economics Unit.</p>
2.1.4	<p><i>Freight corridor investments</i></p> <p>Records relating to advice, promotion, protection and development provided by the</p>	<p>Background/business process: These records relate to the promotion, protection and development of future freight corridors across all modes (road, rail, sea and air). Possible corridors are identified and action taken to protect an area from housing, structures and roads.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>department to other government bodies and industry stakeholders regarding investment in Queensland's freight corridors including right mode, or combination modes; future freight flows; national and regional freight systems and services; emergency response; issues, challenges and opportunities confronting the freight and logistics industry across all modes (road, rail, sea and air).</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Business requirements: The department is responsible for managing and identifying freight corridors across all modes. Records have been referred to within a ten year period.</p> <p>Comparison with other schedules: State Records Authority of New South Wales <i>Functional Retention and Disposal Authority: DA153 covering transport infrastructure and communications</i> Reference F1.11.1 Records relating to transport planning - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Rail, Ports and Freight Division</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department QDAN474 v4</i> References 645.2.2 Records relating to the promotion, protection and development of critical freight corridors - Retain for 10 years after last action, then destroy.</p>
2.1.5	<p>Programs and strategies</p> <p>Records relating to the designing and development of plans, schemes, studies, trials, action plans, initiatives undertaken by the department into the following, but not limited to:</p> <ul style="list-style-type: none"> freight corridors, which includes current and future freight corridor and movement the transport of freight across and between all modes (road, rail, sea and air) and the research 	<p>Background/business process:</p> <p>This is a new record class. This class covers records relating to the development and management of freight transport programs and strategies. The programs are high profile and support the development of future programs, reports and enquiries.</p> <p>A rail corridor direction statement is initially developed by the department as a proposal for consideration to commence a study. The direction statement provides a vision for the management and ongoing development of the rail network, and metro and regional transport system priorities. The study results assist with future and current studies and research projects. It is used to support advice provided to community and industry bodies.</p> <p>These records relate to the establishment and management of the department's cultural heritage framework, including programs and initiatives, in accordance with the cultural heritage policy. Strategies allow Aboriginal and Torres Strait Islander peoples to play an active role in managing the natural resources and cultural values of the state-wide road network.</p> <p>These records relate to the development, management, and review of rail network strategies and programs. The Rail Network Strategy is the first overarching state-wide network strategy for rail. It identifies specific</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and analysis of industry supply chains, emerging issues, trends and challenges on freight, such as:</p> <ul style="list-style-type: none"> ○ bulk and non-bulk freight movements ○ freight vehicles and terminals ○ modal competition ○ freight infrastructure <ul style="list-style-type: none"> ● rail network strategies ● rail corridor studies ● regional airport development scheme ● indigenous and cultural heritage programs ● transport infrastructure investment programs. <p>Disposal action - Retain permanently.</p>	<p>strategies relating to policy and planning for the future of Queensland's rail infrastructure and rail corridors. The regional airport development scheme is administered by the department and its purpose is to assist local governments in the upgrading of aviation infrastructure in regional and remote areas of Queensland.</p> <p>Regulatory requirements: <i>Transport Infrastructure Act 1994.</i> s.21 relates to the development of an air transport infrastructure funding program.</p> <p>Business requirements: The records provide evidence of the consultation and research undertaken to support the outcome of the study. These records have a high value to the department and are required for statistics, report on past investment strategies, assist with development or amendment of legislation, programs and reporting. These programs often feed into the integrated planning models (2.6.6).</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 - Primary functions and programs of government. Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: History of programs and strategies on the transport network within Queensland. Essential services for the economic benefit of local communities and help to enhance economic growth in Queensland. The department is a committed partner in the Queensland Government's program to address the many disadvantages affecting Aboriginal and Torres Strait Islander people and communities, provide evidence of the interaction with the community and stakeholders.</p> <p>Comparison with other schedules: State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for records relating to the co-ordination of land use and transportation planning includes modelling, projects, planning investigations, cumulative impact studies, accessibility studies – reference number F1.11.1 – retain 10 years after last action. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the transport funding activities in relation to community programs – reference number F3.11.1 - retain as state archives. State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting the formulation of agency policy on the rail infrastructure function – reference number F8.18.1 - retain for 10 years after policy is superseded.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>State Records New South Wales <i>Planning and Development</i> (FA245) for records relating to the development of programs and projects relating to land management – reference number 3.14.1 – required as state archives.</p> <p>National Archives of Australia <i>Department of Infrastructure and Regional Development Records Authority</i> (2013/00262490) for establishment of high-level frameworks for programs, schemes and initiatives – reference number 61407 – retain as national archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Rail, Ports and Freight Division, Strategic Policy Division and Engineering and Technology Division, Environment and Heritage, Passenger Transport Division - Regional Transport Branch 21/8/09, Integrated Transport Planning Division (24/08/2009).</p>
2.1.6	<p>Government, private, & indigenous communities alliance</p> <p>Records relating to the establishment and management of alliance partnerships between the department, other state and private organisations, and Indigenous communities.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to the establishment and management of alliance partnerships between the department, other state and private organisations, and Indigenous communities. The aim of the agreements and alliance programs is to establish long-term engagement with Indigenous people to provide industry and government with sustainable employment and training models, and set a benchmark for future initiatives in Queensland. An example of an alliance agreement is the Split Rock Inca Alliance (SRIA) which was established to complete the final stage of the Barkly Highway upgrade between Mount Isa and Camooweal in far north-west Qld.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 - Substantial contribution to community memory.</p> <p>Community expectation:</p> <p>That the department is a committed partner in the Queensland Government’s program to address the many disadvantages affecting Aboriginal and Torres Strait Islander people and communities.</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Port of Melbourne</i> (PROS 08/06) for records relating to the engagement and initial arrangements for port partnerships – reference number 6.3.1 – retain as state archives.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the establishment, negotiation and management of joint venture agreements of major significance – reference number F1.10.2 - retain as state archives.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: Consultation with Strategic Policy Division.</p>
2.1.7	<p>Government, private, & indigenous communities initiatives Records relating to the establishment and management of initiatives between the department, other state and private organisations that contributes to the quality of life and well-being of Indigenous communities. Includes initiatives where the department is not the lead agency.</p> <p>Disposal action – Retain for 20 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the establishment and management of initiatives between the department, other state and private organisations that contribute to the quality of life and well-being of Indigenous communities. Includes initiatives where the department is not the lead agency.</p> <p>Business requirements: There is a business need to retain the records for the stated period to facilitate long term planning and to set benchmarks for future programs.</p> <p>Community expectation: That the department is a committed partner in the Queensland Government’s program to address the many disadvantages affecting Aboriginal and Torres Strait Islander people and communities.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating final versions of other joint ventures – reference number F1.10.3 - retain for 10 years after expiry or termination of agreement.</p> <p>Other comments/factors for consideration: The last action generally refers back to DTMR no longer having an active business need for these records, which could be once the framework or program has superseded, or at the end of the initiative or program. Consultation with Strategic Policy Division.</p>
2.1.8	<p>Market analysis Records relating to analysis and evaluation of research data on potential road and transport markets and clients, and the provision of advice on market trends.</p> <p>Disposal action – Retain for 7 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the gathering, analysis and evaluation of research data on potential markets and clients for RoadTek services, and the provision of advice on market trends.</p> <p>Business requirements: RoadTek has a business need to retain these records for 7 years as they are regularly referred back to, support future procedures and programs, internal reporting requirement and support advice provided if queried.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to routine modelling results – reference number F2.3.2 - retain for 10 years after reference ceases.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for marketing plans and strategies – reference number 1.8.1 – retain for 5 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>The last action generally refers to RoadTek no longer having an active business need for these records, which could be after study and report have been completed and submitted to management, and included in the business and strategic plans. Also last action is after advice has been provided, and RoadTek no longer has an active business need for these records.</p> <p>Consultation with RoadTek. Development and Services, Business Development.</p>
2.1.9	<p>Open market investigations – road pavement conditions</p> <p>Records relating to a non-destructive testing on road pavement conditions undertaken by the department that is not performed under the data collection policy.</p> <p>Testing includes: deflective (pavement strength); pavement condition evaluation; pavement skid resistance; retro-reflectivity and road geometry measurements.</p> <p>Disposal action – Retain for 10 years after expiry or cancellation of contract.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to open market bids the department has been awarded to undertake various tests/investigations on road pavement conditions. Work can be undertaken for private agencies, local authorities, and other government agencies. Raw data is covered under this class. The department is not required to retain the data after all contractual agreements, business and legal needs have been met.</p> <p>Regulatory requirements:</p> <p><i>Limitation of Actions Act 1974</i></p> <p>Business requirements:</p> <p>These records are required to meet the department’s business and legal requirements. Once the department has met the requirements under the contract they only need to retain the records to satisfy the limitations of actions (limitation period for actions against a breach of contract (six years) under section 10 of the <i>Limitation of Actions Act 1974</i>).</p> <p>Consistency with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to capital works that are generally of short-term duration – reference number F4.20.2 - retain for 10 years after last action.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records relating to geotechnical field work carried out for investigatory and monitoring purposes – reference number 8.4.1 – destroy 20 years after investigatory or analytic use has concluded.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
2.1.10	<p>Port land leasing</p> <p>Records relating to the department leasing port land to port authorities for the development of facilities. Includes the department's approval of port land use plans, in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Disposal action – Retain for 7 years after expiry or cancellation of contract.</p>	<p>Consultation with RoadTek Pavements, Performance and Inspections Unit.</p> <p>Background/business process:</p> <p>These records relate to the granting of leases of port land and the approval of a port land use plan, including amendments, by the department to port authorities for the development of facilities by other organisations in accordance with the <i>Transport Infrastructure Act 1994</i>.s.288. The <i>Transport Infrastructure Act 1994</i> requires the Minister for Transport's approval for any lease or licence or another form of tenure of its strategic port land for longer than 25 years. All lease and licence application longer than 25yrs are reviewed by TMR prior to the Minister's consideration/approval of the lease terms.</p> <p>Regulatory requirements:</p> <p><i>Transport Infrastructure Act 1994</i> - s.288 Restrictions on dealing in property <i>Limitation of Actions Act 1974</i></p> <p>Business requirements:</p> <p>The business advised that the original retention of 15 years is too long and advised the records only need to be retained for 7 years after the expiry of lease. They advised the lease falls under the statute of limitations. The recommended retention period for this class is based on the limitation period for actions against a breach of contract (six years) under section 10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for leasing of land – reference number 10.5.1 – retain for 7 years after expiry of cancellation of lease.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Rail, Ports and Freight Division – Ports, Planning and GOC Liaison Branch.</p>
2.1.11	<p>Port network advice</p> <p>Records relating to specialist advice provided by the department on private sector and public sector investment in Queensland ports, the creation and location of new ports, the structure of management of</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to specialist advice provided by the department on private sector and public sector investment in Queensland ports and creation of new ports. Includes advice on the location of new ports, the structure of management of existing ports by government owned corporation authorities, and network strategies or policies. It also includes advice and contribution towards national and state government owned corporation strategies.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>existing ports by government owned corporations, and network strategies or policies, including contribution towards national and state government owned corporation strategies.</p> <p>Disposal action – Retain for 10 years after last action.</p>	<p>There is a business need to retain these records longer than 7 years as they are regularly referred back to, support future policy and programs, internal reporting requirements, and support advice provided if queried.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records offering of advice by or to the organisation concerning routine operational matters – reference number F4.2.2 - retain for 10 years after last action.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records relating to technical advice in relation to road construction and maintenance – reference number 8.3.1 – destroy 20 years after advice provided.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Rail, Ports and Freight Division – Ports, Planning and GOC Liaison Branch.</p>
2.1.12	<p>Port network structure reviews</p> <p>Records relating to the review of commercial business practices and operations of Queensland port authorities including the privatisation of Government Owned Corporations (GOCs).</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to the review of commercial business practices and operations of Queensland port authorities, including the privatisation of government owned corporations. These reviews (including reviews initiated by COAG) often cause controversy and major consultation is undertaken.</p> <p>Business requirements:</p> <p>Reviews are regularly used by TMR to assist with future reviews.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 Primary Functions & Programs of Government.</p> <p>Community expectation:</p> <p>Reviews examine options to continue the viability of the port authorities and ensure the best outcomes for Queensland in terms of the seaport network which assists economic development, employment growth and facilitates trade.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for final reports of reviews of programs and services – reference number F4.22.1 - retain as state archives.</p> <p>National Archives of Australia <i>Department of Infrastructure and Regional Development Records Authority</i> (2013/00262490) for final versions of reports which evaluate and review the effectiveness, performance and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>quality of programs, schemes and initiatives – reference number 61407 – retain as national archives.</p> <p>Other comments/factors for consideration: Consultation with Rail, Ports and Freight Division – Ports, Planning and GOC Liaison Branch.</p>
2.1.13	<p><i>Rail investment proposals</i> Records relating to the department's assessment of non-commercial rail investment proposals relating to volumetric developments (transit oriented developments) and / or infrastructure projects.</p> <p>Disposal action – Retain until the structure is demolished or sold.</p>	<p>Background/business process: This is a new record class. These records relate to the assessment, by the department, of non-commercial rail investment proposals relating to volumetric developments (transit oriented developments) and/or infrastructure projects. The department has responsibility (under the shareholding minister – Minister for Transport) to approve non-commercial rail infrastructure projects and also to monitor projects before and after construction stages. The department does not undertake any maintenance or construction works.</p> <p>Business requirements: The department has a vested interest in non-commercial rail infrastructure. These records must be retained by the department to support future investment proposal decisions, provide advice, develop policy, undertake reviews etc on rail. Therefore, the department advised these records are to be retained until the structure is demolished or sold. The records retained by the department support their decision to approve an investment and also current/future business activities. Therefore, they do not need to be retained any longer than the life of the asset they are approving.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact – reference number F1.9.1 - retain as state archives.</p> <p>Other comments/factors for consideration: Consultation Rail, Ports and Freight Division - Rail Network and Governance.</p>
2.1.14	<p><i>Railway land (future) - declaration</i> Records relating to the declaration (public notice) of future railway land in accordance with the <i>Transport Infrastructure Act 1994</i>, including land for light rails.</p>	<p>Background/business process: This is a new record class. The department may declare by gazette notice a proposal or actual future railway land. The gazettals refer to the process of establishing and approving a gazette notice / declaration.</p> <p>Future railway land is:</p> <ul style="list-style-type: none"> • Land becomes future railway land when the chief executive, by written notice to the relevant local government and in the gazette, indicates that the land is intended to be used for a railway. • Future railway land ceases to be future railway land when it is subleased to a railway manager under

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action – Retain for 10 years after notice superseded or expired.</p>	<p>section 240(4).</p> <ul style="list-style-type: none"> If the chief executive decides that future railway land is no longer to be used for a railway, the chief executive must give written notice of that fact to the relevant local government and in the gazette. <p>Regulatory requirements: s.242 of the <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements: The 10 year retention will enable the department to refer back to previous notices, monitor the process and answer enquiries in relation to a notice.</p> <p>Community expectation: The government is identifying land for future transport development.</p> <p>Comparison with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to the declaration (public notice) of marine zones – reference number 6.2.6 – retain for 10 years after notice superseded or expired. Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to public notices – reference number 5.10.1 – retain for 13 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Governance Policy and Planning (2010).</p>
2.1.15	<p>Sustainability issues - investigation Records relating to the department's response to, and/or investigation of, whole-of-government sustainability issues including economic, environmental and social sustainability elements. Includes monitoring and analysing the issues and trends</p>	<p>Background/business process: This is a new record class. The department monitors whole-of-government direction on sustainability issues and provides a response particularly on the point of sustainable transport systems. The department may also undertake an investigation to determine possible impacts.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records provide evidence of the department's actions and to demonstrate a transparent process in responding on a topic that has high political and community interest. The records assist in the development of future arrangements and used to support enquiries about the department's position. There is a business need to retain the records for the stated period to facilitate long term planning and to set benchmarks for future</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>that impact on the provision of a sustainable transport system. Including consultation and collaboration through a joint partnership or working group.</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>programs and responses. Often an idea or initiative is parked and many years later re-visited. The department's original response may be used to assist with building future responses. Also they may need to justify change in direction, particularly to community groups who remember the original response.</p> <p>Community expectation: Evidence of the response provided by the department and the direction of the current government.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the monitoring and assessment of development activities and proposals for development that will have a significant environmental and social impact – reference number F1.9.1 - retain as state archives. State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting the identification, assessment and management of risks associated with rail infrastructure function – reference number 8.22.1 - retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Strategic Policy Division – Office of Sustainable Transport (30/4/10).</p>
2.2.1	<p>Congestion projects Records relating to projects undertaken by the department on managing congestion across all modes of transport.</p> <p>Disposal action - Retain for 10 years after completion of project.</p>	<p>Background/business process: This is a new record class. Projects are undertaken by the department to look into congestion across all modes of transport. Some projects include: investigating the triggers for travel demand and how to communicate with drivers to inform them of current congestion hot spots. Some projects also look into the commitments made by government to ease congestion and whether the department is meeting their objectives. The results of the projects can feed into policy documents and assist in the provision of advice.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records provide evidence of the department's actions and demonstrate a transparent process in managing the project. They are also used to support future projects, respond to enquiries about the project and policy. The department has not had to refer back to a project 10 years after it was completed. The report and critical documents would have been fed into the relevant policy document.</p> <p>Community expectation: Congestion on Queensland roads is being investigated.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to background</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>research information and supporting data – reference number F1.18.3 - retain for 10 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Road Safety and System Management Division – Congestion Management (22/7/10).</p>
2.2.2	<p>Congestion research Records relating to research commissioned internally or externally for the management of congestion.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Background/business process: This is a new record class. Research is undertaken by the department on congestion hotspots across Queensland. The purpose of the research is to use the results in current and future policies and projects, and evidence to support requests for funding to undertake these projects and initiatives on congestion management.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Data can be supplied internally through the department’s Modelling Data and Analysis Centre (MDAC), or commissioned/requested from the Brisbane Metro Traffic Management Centre. Data collected is retained by MDAC and has been used and reused across a 20 year span. The research is an integral part of the business activities and feed into current and future policies and projects.</p> <p>Community expectation: Research is undertaken on congestion within Queensland roads and transport networks.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to research projects – reference number F1.18.2 - retain for 10 years after last action. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records that facilitate the development of research reports – reference number 7.1.2 – destroy 25 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation: Road Safety and System Management Division – Congestion Management (22/7/10).</p>
2.3.1	<p>Advice agency assessment Development applications assessed by the department in its role as an advice agency, in accordance with the</p>	<p>Background/business process: This is a new record class. Advice is provided by the department on applications under the Integrated Development Assessment System (IDAS) where they do not have formal concurrence status. The department provides comment on future passenger transport planning and forward planning.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Sustainable Planning Act 2009.</i></p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>s.285 of the <i>Sustainable Planning Act 2009</i></p> <p>Business requirements: These records are not considered high risk by the department and rarely referred to again. The retention will meet the requirements of the department to refer back to previous advice. If required outside of the 7 year period they can approach the concurrence or approval agency.</p> <p>Community expectation: Provide evidence of the department’s response during the assessment of proposed developments.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to development applications submitted to the department as a referral advice agency or third party advice agency – reference number 5.11.6 – retain for 13 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09).</p>
2.3.2	<p>Concurrence agency status Development applications assessed by the department in its role as a concurrence agency, in accordance with the <i>Sustainable Planning Act 2009</i> and the <i>Environmental Protection Act 1994</i>. Also includes:</p> <ul style="list-style-type: none"> • Ministerial call-ins • applications that have been approved without the final assessment by the department • approved applications that have lapsed or been 	<p>Background/business process: Three record classes from QDAN474v4 have been merged to form this class. A permanent and two temporary classes. The department is a concurrence agency under the <i>Sustainable Planning Act 2009</i>. They assess applications that could have impact on existing and future transport infrastructure, services, safety and operational efficiency. As a concurrence agency the department can:</p> <ul style="list-style-type: none"> • impose conditions on the approval of applications • approve only part of an application • request more information about an application. <p>A separate class for development applications relating to historically significant infrastructure/facilities (QDAN474v4 890.5.2) is not required as the department does not deal with significant or historically significant development applications. This would fall with the local government or Department of State Development, Infrastructure and Planning.</p> <p>A decision notice may be issued by the assessment agency prior to receiving the final assessment report from the department. This may happen when the department requests additional information from the applicant but it is not received by the department.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>cancelled</p> <ul style="list-style-type: none"> • ministerial designations • review or input into Urban Land Development Authority (ULDA) development schemes and the assessment of development applications within Urban Development Areas (UDAs). <p>Disposal action - Retain for 50 years after decision notice.</p>	<p>Ministerial designations are an alternate process to the integrated development assessment scheme. A Minister may designate land for community infrastructure under s200 of the <i>Sustainable Planning Act 2009</i>. Community infrastructure includes schools, ambulance and fire stations.</p> <p>An urban development area is an area of land that is declared by Government which transfers land use planning from Local Governments to the Urban Land Development Authority. The Urban Land Development Authority is a Government Authority which deals with land use planning for Urban Development Areas. The department undertakes assessments on applications that could have impact on existing and future transport infrastructure, services, safety and operational efficiency.</p> <p>Regulatory requirements: s.285 and s.200 of the <i>Sustainable Planning Act 2009</i> <i>Environmental Protection Act 1994</i></p> <p>Business requirements: As a concurrence agency the department does not need to retain these records permanently. An increase from 10 to 50 years after the decision notice is received is requested. This will enable the department to respond to future applications, enquiries and reporting requirements. The department often receives queries many years after an approval or refusal is made and they need to refer back to their original response. Also development may not be completed until 20-30 years after an approval and the department needs access to the decision made through the development applications as it feeds into other departmental activities, such as managing and planning state controlled roads and corridor planning.</p> <p>A decision notice is issued by the assessment/approval manager under the <i>Sustainable Planning Act 2009</i> and a copy is either received by the department or they are notified of the decision. The register is updated with these details.</p> <p>Community expectation: Provide evidence of the department's response during the assessment of proposed developments.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to development applications submitted to the department as an assessment manager or concurrence agency – reference number 5.11.1 – retain permanently by department. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to approved development applications for commercial tidal works assessed as a concurrence agency – reference number 4.1.2 – retain for life of structure.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: <i>Consultation:</i> Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09). Integrated Transport Planning Division (24/08/2009, 24/3/11).</p> <p>Previous schedules Queensland State Archives <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule (QDAN474 v4):</i></p> <ul style="list-style-type: none"> Records relating to written directions from the department to local governments concerning development applications with transport planning implications. Includes suggested amendments, notice to make policy or instrument, or notice repealing local planning instrument or policy – reference number 890.5.2 – retain permanently. Records relating to development applications submitted to the department for comment and/or approval where road systems are impacted – reference number 830.4.2 - retain for 20 years after last action. Records relating to development applications with transport planning implications submitted by local governments to the department for comment and/or approval – reference number 890.6.1 – retain for 10 years after last action.
2.3.3	<p><i>Development application registers</i> Register of development applications submitted to the department in accordance with the <i>Sustainable Planning Act 2009</i>. Also includes the register of development approvals for environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: This is a new record class. The register holds the history of all development applications received by the department and the decisions made by the department.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i> s.540 of the <i>Environment Protection Act 1994</i> – the administering authority must keep a register and make it available for inspection</p> <p>Business requirements: Even though the department is the concurrency agency information held in the register will not be held by the approval agency (local government or Department of State Development, Infrastructure and Planning). This register combined with the approval agency register will give a complete history of the decision around a development application.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Characteristic 4 – Significant impact on individuals Characteristic 6 – Environmental management and change</p> <p>Community expectation: Provide evidence of the department’s response during the assessment of proposed developments.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for register of development applications – reference number 7.15.7 and 7.15.8 – retain permanently.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Assets and Operations Division - Townsville (2010). Engineering and Technology Division - Road Planning and Design Branch (6 May 2010).</p>
2.3.4	<p>Environmental impact studies – referral agency Records relating to assessments on environment impact studies undertaken by the department as a referral agency under the <i>Sustainable Planning Act 2009</i>.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Background/business process: This is a new record class. The department assesses environmental impact studies in regard to current and future transport infrastructure and services. Referral agencies are often involved in the development assessment process by providing critical advice on proposed development applications where there is a state interest.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i></p> <p>Business requirements: Environment impact studies are sent to the department for assessment by external agencies. The department has no power to refuse an application even though the advice provided is retained by the requesting agency. It is a business requirement to retain these records for a 20 year period. There is a need for the department to retain these records to support their decisions and assist with future assessments. In some cases environmental impact may not be evident for many years later.</p> <p>Community expectation: Provide evidence of the department’s response regarding environmental impacts during the assessment of proposed developments.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to development applications submitted to the department as a</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>referral advice agency or third party advice agency includes environmental impact statements – reference number 5.11.6 – retain for 13 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09).</p>
2.3.5	<p>Lapsed / withdrawn prior to assessment Development applications that have lapsed or been withdrawn prior to assessment by the department, in accordance with the <i>Sustainable Planning Act 2009</i>. Includes applications that require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.</p> <p>Disposal action - Retain for 2 years after withdrawal or lapsed period.</p>	<p>Background/business process: This is a new record class. An applicant may withdraw their application prior to an assessment is made by the department and a decision notice has been made by the assessment manager. An applicant may be requested to submit additional information but does not submit this information in the required timeframe resulting in the application having a lapsed status. If an application has lapsed or been withdrawn the department will not continue to provide advice on the application.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i> <i>Environmental Protection Act 1994</i></p> <p>Business requirements: There is little need to refer to these applications beyond a 2 year period after the application has lapsed or been withdrawn. If an applicant re-applies they would re-submit a complete application. The 2 year retention will enable the department to respond to queries about the application or refer back to the original application and their notes if the applicant re-applies.</p> <p>Community expectation: Evidence of the status of a development application submitted to the department for assessment.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to withdrawn, lapsed and cancelled development applications – reference number 5.11.3 – retain for 7 years after last action. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to development applications that are withdrawn – reference number 4.1.5 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09).</p>

Ref. No	Description of record and retention period	Justification for retention period
2.3.6	<p>Pre-lodgement requests Records relating to requests for information provided by the department during the pre-lodgement stage of a development application. Includes requests for information regarding expiry or lapse of applications.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: This is a new record class. Before an application is lodged, the department may:</p> <ul style="list-style-type: none"> • meet with the applicant to discuss aspects of the proposed development prior to lodgement of application (a pre-lodgement meeting) • give a concurrence agency response (including conditions) on matters within its jurisdiction before an application is made to the assessment manager <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i></p> <p>Business requirements: These records are required by the department to meet legal and business requirements, as information provided could be challenged by the applicant or another party. The records are also used to refer back to previous comments and responses. This class covers the records that do not relate to an actual development application, but queries before an application is lodged. If a development application is submitted these records will form part of that file. Also, a pre-lodgement request is retained on the development application database.</p> <p>Community expectation: Evidence of the advice provided by the department.</p> <p>Comparison with other schedules: <i>Queensland State Archives Department of Environment and Resource Management Retention and Disposal Schedule (QDAN653v1)</i> for records relating to development applications submitted to the department as a referral advice agency or third party advice agency – reference number 5.11.6 – retain for 13 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09).</p>
2.3.7	<p>Refusal / appeals – concurrence agency Records relating to development applications refused by the department in its</p>	<p>Background/business process: This is a new record class. A concurrence agency may advise the assessment agency to refuse the application. The department regularly receives appeals against their decisions directly from an applicant and/or client. The department copies the assessment agency into their response.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>role as a concurrence agency under the <i>Sustainable Planning Act 2009</i>. Also includes records relating to appeals against the department's decision to refuse or refuse in part a development application.</p> <p>Disposal action - Retain for 10 years after refusal or conclusion of appeal.</p>	<p><i>Sustainable Planning Act 2009</i></p> <p>Business requirements: The 10 year meets legal and business requirements, as information provided could be challenged. Also used by the department to refer back to previous processes.</p> <p>Community expectation: Justifications on the decision the department makes when refusing a development application.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to unsuccessful development applications – reference number 5.11.4 – retain for 5 years after last action. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to development applications that are refused – reference number 4.1.4 – retain for 20 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09). Integrated Transport Planning Division (24/08/2009) requested an increase from 7 to 10 years after conclusion of appeal.</p>
2.3.8	<p>State owned heritage sites – development applications Records relating to development applications assessed by the department that relate to a State owned heritage site. Also includes applications that are refused by the department and appeals against the department's decision to refuse or refuse in part a development application.</p>	<p>Background/business process: This is a new record class. Development applications under this class relate to proposed development on significant heritage sites that relate to road and transport infrastructure assets and are assessed by the department. These sites have been added to the Queensland heritage register as a State heritage place. The department is responsible for a number of heritage-registered places, including roads, bridges, war memorials and other places throughout Queensland. One example is the former Deebing Creek Mission, near Ipswich, which was entered in the register for its historical significance to Indigenous people and its archaeological potential.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i> <i>Queensland Heritage Act 1992</i> <i>Queensland Heritage Regulation 2003</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>Business requirements: Permanent retention is recommended to support the capture of the full history of significant heritage sites relating to road and transport infrastructure assets. The records are used to support future assessments and to ensure all obligations are appropriately met for as long as the department is responsible for the asset.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Evidence of the department’s decisions regarding significant heritage sites. Also provides a history of the decisions around the development and refused development to a State heritage place.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to development applications submitted to the department as an assessment manager or concurrence agency – reference number 5.11.1 – retain permanently by department. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to approved development applications for significant tidal works assessed as a concurrence agency – reference number 4.1.1 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Geospatial Technologies – Native Title (2009, 30 April 2010). Assets and Operations Division – Metro Region (14 July 2010). Engineering and Technology Division - Environment and Heritage (20 July 2010).</p>
2.4.1	<p>Aerial and land surveys – master set Master set of aerial and land surveys undertaken or commissioned by the department.</p>	<p>Background/business process: This is a new record class covering master sets of aerial and land surveys undertaken by the department or commissioned by the department.</p> <p>Business requirements: Aerial photographs and surveys provide invaluable records of the land before, during and after the development of state controlled roads. They are regularly referred back to for current and future projects and are used to support legal cases.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 - Primary Functions & Programs of Government Characteristic 5 – Substantial Contribution to Community Memory Characteristic 6 – Environmental Management & Change</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting land survey plans for the construction of roads – reference number 1.4.1 – retain as state archives. State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting engineering surveys of rail infrastructure – reference number 8.24.1 - retain in agency. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for master hydrographical survey plans – reference number 6.7.3 – retain permanently. Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for aerial and satellite photographs which document road infrastructure in the local government area – reference number 28.13.1 – retain until reference ceases.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room.</p>
2.4.2	<p>Draft maps Draft maps of roads showing state controlled roads in Queensland, including proposed roads, and all other aspects of the road and transport network, in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Disposal action - Retain for 7</p>	<p>Background/business process: This is a new record class covering draft maps of roads.</p> <p>Regulatory requirements: <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Business requirements: Original maps are retained permanently. These only need to be retained to support the development of future maps, particularly maps changed annually. Re-use doesn't normally extend past 7 years after the map is published.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records that facilitate the development of land survey plans for the construction of</p>

Ref. No	Description of record and retention period	Justification for retention period
	years after last action.	roads – reference number 1.4.2 – destroy 5 years after survey plan is finalised. Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies – Corporate Mapping.
2.4.3	<p>Engineering designs, plans, models, calculations and drawings - significant</p> <p>Master set of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure deemed significant under <i>Appendix 1</i>. Includes proposed roads, road freight corridors and all other aspects of the road and transport network.</p> <p>Also includes finalised maps that have not been approved, plans relating to projects in environmentally sensitive areas, involving socially or culturally sensitive matters, and responses and plans showing damage to and the reconstruction of transport infrastructure affected by disasters such as flood, fire, cyclones, and landslides.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>These records relate to master sets of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure that are deemed to be significant. This class also includes plans relating to projects in environmentally sensitive areas, involving socially or cultural sensitive matters and responses and plans that show damages to and the reconstruction of transport infrastructure affected by disasters such as flood, fire, cyclones, and landslides.</p> <p>Business requirements:</p> <p>Plans etc may be referenced and reused for over 25 to 50 years after infrastructure has been built. This may be due to maintenance, rehabilitation, accidents, safety issues, emergencies or when other problems arise or incidents occur.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 - Primary functions and programs of government Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for final approved standards for the design, construction and maintenance of roads – reference number 8.1.1 – retain as state archives.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting plans for road construction, road safety – reference number 1.1.1 – retain as state archives.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for approved final versions of design plans relating to major initiatives and projects of significance to the State – reference number F4.9.1 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Previous schedules QDAN479 ref: 6.1 to 6.4 (retain permanently).</p>
2.4.4	<p><i>Engineering designs, plans, models, calculations and drawings - other</i> Master set of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure not deemed to be significant under 2.4.3.</p> <p>Disposal action - Retain for 7 years after the demolition, removal, decommissioning or transfer of ownership of the asset to another party.</p>	<p>Background/business process: These records relate to master sets of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure that not deemed to be significant.</p> <p>Business requirements: These records do not need to be retained permanently because they do not relate to other records of significant infrastructure. However, they do need to be kept for as long as the department is responsible for the asset to support maintenance, operations, environmental and legal obligations.</p> <p>Community expectation: Evidence of the design and decisions made by the department when designing/planning transport infrastructure.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for approved final versions of design plans relating to minor initiatives and projects – reference number F4.9.2 – retain for 10 years after last action. Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for records relating to the design, construction and commissioning of buildings that are not historically significant – reference number 5.4.3 – retain for 7 years after the building or structure is demolished, removed or disposed of.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room.</p> <p>Previous schedules QDAN479 ref: 6.1 to 6.4 (retain permanently).</p>
2.4.5	<p><i>Engineering designs, plans, models, calculations and drawings – project cancelled, halted, proposed or withdrawn</i> Master set of certified</p>	<p>Background/business process: These records relate to master certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure where the project has been cancelled, halted or withdrawn and that are not deemed to be significant. Projects are cancelled, halted or withdrawn because of funding shortfalls, controversy or competing priorities. However, they are often recommenced and this may occur several years later.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure where the project has been cancelled, halted or withdrawn and is not significant under 2.4.3.</p> <p>Includes proposed roads, road freight corridors and all other aspects of the road and transport network not covered under 2.4.3, in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Regulatory requirements: <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Business requirements: These records do not need to be retained permanently because they do not relate to other records of significant infrastructure. However, the technical drawings etc are of value and are referenced and may be reused.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for other records relating to design plans the development of infrastructure includes plans not approved – reference number F4.9.3 – destroy when reference ceases. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to plans that were not preceded with that were controversial or of significance – reference number F4.9.4 – required as state archives. Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for maps of roads showing every road in a local government area – reference number 28.13.2 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room and Assets and Operations Division – Metro Region.</p> <p>Previous schedules QDAN479 ref: 6.1 to 6.4 (retain permanently).</p>
2.4.6	<p>Geospatial models – registers and indexes</p> <p>Indexes and registers used to control the department’s master collection of maps, plans, drawings, and models</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These records relate to indexes and registers of maps, plans, drawings and models which provide the minimum metadata requirements identified for geospatial information and recordkeeping as described in the relevant standards and policies issued under the <i>Public Records Act 2002</i> and the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Business requirements: This is the master control record of plans, etc created and used by the department for road and transport infrastructure.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 - Primary Functions & Programs of Government Characteristic 5 – Substantial Contribution to Community Memory Characteristic 6 – Environmental Management & Change</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for survey control register – reference number 6.14.13 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room.</p>
2.4.7	<p>Survey plans and surveyor’s records - duplicate set Copies of surveys, survey plans and information on surveys undertaken by or on behalf of the department, under the repealed <i>Survey Coordination Act 1952</i> or the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: These records relate to copies of surveys and survey plans and information on surveys undertaken by or on behalf of the department. The records have been generated as working drafts and reference copies but may contain information not captured on the approved or certified plans etc.</p> <p>Regulatory requirements: <i>Survey Coordination Act 1952 (repealed)</i> <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Business requirements: As it is not clear if these plans etc have additional information of value the business areas recommend retaining until the Limitations of Actions Act 1974 period of 6 years has expired and any construction and maintenance warranties have expired. This is within the 7 years recommended for retention.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records that facilitate the development of land survey plans for the construction of roads – reference number 1.4.2 – destroy 5 years after survey plan is finalised.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Geospatial Technologies.</p>
2.4.8	<p>Survey plans and surveyor’s records (including notings, field books and field book</p>	<p>Background/business process: This is a new record class covering master sets of certified or registered survey plans, reports, survey field</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>register) - certified or registered</p> <p>Master set of certified or registered survey plans, reports, survey books and field note books and information on surveys undertaken by or on behalf of the department, under the repealed <i>Survey Coordination Act 1952</i> or the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Disposal action - Retain permanently.</p>	<p>and level note books and information on surveys undertaken by or on behalf of the department. The department has retained original field books since 1920.</p> <p>Regulatory requirements:</p> <p><i>Survey Coordination Act 1952 (repealed)</i></p> <p><i>Survey and Mapping Infrastructure Act 2003.</i></p> <p>Business requirements:</p> <p>Records are regularly referred to satisfy legal requirements (road incidents).</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 - Primary Functions & Programs of Government</p> <p>Characteristic 5 – Substantial Contribution to Community Memory</p> <p>Characteristic 6 – Environmental Management & Change</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting land survey plans for the construction of roads includes field books – reference number 1.4.1 – retain as state archives.</p> <p>State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting engineering surveys of rail infrastructure includes survey field books – reference number 8.24.1 - retain in agency.</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for master hydrographical survey plans – reference number 6.7.3 – retain permanently.</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for state control surveys includes survey field books – reference number 6.34.7 – retain permanently.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for survey field and level note books – reference number 28.13.3 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division – Geospatial Technologies – Plan Room and Engineering and Technology Division – Geospatial Technologies</p>
2.4.9	Survey requests	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to requests to undertake surveys for a departmental road or transport infrastructure project or other program of work.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>These records relate to requests to undertake surveys for a departmental transport or road infrastructure project or other program of work.</p> <p>Business requirements:</p> <p>The retention period has been increased from 3 to 25 years. There is a requirement to extend the retention of the requests as they are often subsequently referred to for projects and there may be an extended delay due to securing funding etc. Requests support the survey records and provide context. However, after about 20 years, the reference on requests falls significantly.</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting requests and provision of advice within VicRoads on technical design, geotechnology – reference number 8.3.1 – destroy 20 years after advice provided.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division – Geospatial Technologies.</p> <p>Previous schedules</p> <p>QDAN474v4 830.5.1 (Retain for 3 years after last action).</p>
2.4.10	<p>Unapproved or uncertified engineering designs, plans, models, calculations and drawings – completed projects</p> <p>Unapproved or uncertified engineering designs, plans, models, calculations and drawings that form part of a completed project not covered under 2.4.3.</p> <p>Disposal action - Retain for 7 years after the project is closed.</p>	<p>Background/business process:</p> <p>New record class. This class covers unapproved or uncertified engineering designs, plans, models, calculations and drawings that form part of a completed project. These records have been generated as working drafts and reference copies but may contain information not captured on the approved or certified plans etc.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>As it is not clear if these plans etc have additional information of value the business areas recommend retaining until the <i>Limitations of Actions Act 1974</i> period of 6 years has expired and any construction and maintenance warranties have expired. This is within the 7 years recommended for retention.</p> <p>Community expectation:</p> <p>Evidence of designs used during the construction of all transport infrastructure works.</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Functions</i> (PROS 10/05) for records that facilitate the development of land survey plans for the construction of roads – reference number 1.4.2 – destroy 5 years after survey plan is finalised.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for other records relating to design plans the development of infrastructure includes plans not approved – reference number F4.9.3 – destroy when reference ceases.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to plans that were not preceded with that were controversial or of significance – reference number F4.9.4 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation: Engineering and Technology Division – Geospatial Technologies – Plan Room (2009, 27 April 2010). Assets and Operations Division – Metro Region (27 May 2010).</p>
2.5.1	<p>Acquisition or property and land use - planning</p> <p>Records relating to the planning of property acquisitions for future infrastructure works to be undertaken by the department.</p> <p>Disposal action -</p> <p>Retain for 25 years after last action.</p>	<p>Background/business process:</p> <p>This class relates to planning undertaken by the department’s property acquisition section following the initial planning phase for transport infrastructure works (roads or transport). The planning relates to specific property acquisitions as a result of the impending transport infrastructure works.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>An increase from 10 to 25 years is required to meet business need. These being:</p> <ul style="list-style-type: none"> • the department has referred back to these records after a 10 year period • planning has restarted years later • the records are required to assist with other planning projects • to facilitate long term planning for proposed land corridors. <p>The records are required to supports the department’s decision relating to property acquisition as it can be contentious issue. The actual acquisition records are retained permanently (24.1.2). In some cases the acquisition may not go ahead or is placed on hold for several years. The trigger of last action represents this as the last action could refer to cancellation of proposals, after proposals and land acquired, or property disposed (if becomes a contentious or sensitive issue).</p> <p>Community expectation:</p> <p>Acquisition of property may impact many communities therefore the records are required to provide evidence</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>of the decisions around future property acquisitions.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting reviews of municipal planning scheme amendments, primarily in relation to road reservations. Reviews include reserving or placing Public Acquisitions Overlays (PAOs) for the future for freeways or arterial roads – reference number 1.3.1 – destroy 15 years after gazettal. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting negotiations to acquire property – reference number 1.5.1 – destroy 50 years after last action.</p> <p>Other comments/factors for consideration: Greater planning on integrated transport infrastructure is undertaken under the function Integrated Transport. Consultation: Program Development & Management Division – Property Services (23/09/08, 24/5/2010).</p> <p>Previous schedules QDAN474v4 510.3.1 (10 years after last action).</p>
2.5.2	<p>Archaeological research Records relating to research and investigations undertaken by or for the department on road and transport sites where Indigenous and non-Indigenous archaeological material / artefacts are evident. Research includes condition assessments to support heritage area management policies and plans.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. Support provisions specifically relating to the management of archaeological sites in the various pieces of heritage legislation impacting on road and transport infrastructure. Research and investigations may be undertaken outside of an infrastructure project and may form part of an agreement as a result of findings during construction. The following Acts contain duty of care provisions that require those conducting activities in areas of significance to take all reasonable and practicable measures to avoid harming cultural heritage.</p> <p>Regulatory requirements: Cultural heritage management agreements <i>Cultural Heritage Act 2003</i> <i>Torres Strait Islander Cultural Heritage Act 2003</i></p> <p>Business requirements: Permanent retention is recommended for these records as they provide evidence of potentially significant archaeological finds within road reserves and may be aligned to cultural heritage management agreements.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Cultural heritage finds during transport infrastructure works are reported and preserved.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Department of Infrastructure</i> (PROS 00/02) for records of works proposed, planned and undertaken for heritage locations and property – reference number 5.5.2 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation: Assets and Operations Division – Metro Region (14 July 2010). Engineering and Technology Division - Environment and Heritage (20 July 2010).</p>
2.5.3	<p>Construction impacts to native title – stakeholder consultation</p> <p>Records relating to stakeholder consultation concerning the implications for native title to the planning and construction of a specific bridge, structure, road, or transport infrastructure.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: A record of the consultation undertaken is necessary to provide full history of any Native Title activity, rights and liabilities in relation to any land affected by road and transport infrastructure works.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are used in conjunction with Native Title Assessments (reference number 2.5.8) and need to be retained for the same period of time.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Records are retained on consultation with stakeholders and community groups relating to the implications for native title during transport infrastructure works.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to formal consultation with the community in relation to strategic transport planning issues – reference number F1.4.1 – required as state archives.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Geospatial Technologies (2009 and 30 April 2010).</p> <p>Previous schedules QDAN474v4 770.5.2 (Retain permanently).</p>
2.5.4	<p>Government and non-government agreement (ILUA) Records relating to native title agreements, including Indigenous Land Use Agreements (ILUAs), which are entered into with other government or non-government organisation and involve road and transport infrastructure or services.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These agreements are legally binding and do not extinguish. The agreements may deal with sensitive issues and involve decisions that may have a significant impact on a cultural heritage area and community that involve road and transport infrastructure or services.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required to be retained permanently as the agreements are legally binding and do not extinguish. The records are required to support future and past decisions made by the department.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: These records provide a history of decisions made between the community and government agencies regarding a cultural heritage area. The records also have known research value.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records Indigenous land use agreements – reference number 8.2.1 – retain permanently. Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for Indigenous land use agreements – reference number 5.2.11 – retain for 7 years after expiry of agreement.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Geospatial Technologies (Native Title Officer, 2009 and 30 April 2010).</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Previous schedules</p> <p>Previously covered generally under the following classes in QDAN474v4 - 620.4.1 (Retain permanently by department), 770.5.2 (Retain permanently), 775.3.2 (Retain permanently), 790.4.1 (Retain permanently), 810.3.1 (Retain permanently), 885.3.1 (Retain permanently), 930.3.1 (Retain permanently) with the majority requiring the permanent retention of Native Title records</p>
2.5.5	<p>Government and non-government agreement (ILUA) - development</p> <p>Records relating to the department's involvement in the development and negotiation for providing road and transport service within an agreement entered into with other government or non-government organisation or entity.</p> <p>Disposal action -</p> <p>Retain for 5 years after finalisation of agreement.</p>	<p>Background/business process:</p> <p>New record class. These records cover the development of the agreements. The agreements may deal with sensitive issues and involve decisions that may have a significant impact on a cultural heritage area and community that involve road and transport infrastructure or services.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records have initial value to the department in regards to understanding the agreement whilst implementing it, but have little or no value beyond 5 years as it is the final agreement that is binding. The records are useful for understanding agreements and to ensure any follow up actions are resolved.</p> <p>Community expectation:</p> <p>Records are retained on the development and implementation of an agreement.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records Indigenous land use agreements – reference number 8.2.1 – retain permanently.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for Indigenous land use agreements – reference number 5.2.11 – retain for 7 years after expiry of agreement.</p> <p>Other comments/factors for consideration:</p> <p>Consultation: Engineering and Technology Division – Geospatial Technologies (Native Title Officer, 2009 and 30 April 2010).</p>
2.5.6	<p>Heritage and environmental land registers</p> <p>The master registers for known and potential heritage</p>	<p>Background/business process:</p> <p>New record class. To coordinate and manage the environment, risks, liabilities and obligations and to plan programs the department keeps a central register of all environmental assessments.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>management areas and environmentally significant areas such as state-controlled roads in national parks.</p> <p>Disposal action - Retain permanently.</p>	<p>Business requirements: Provides a unique, summary and ongoing record of the department's environmental assessments that has business, legal and accountability value.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental management and change</p> <p>Community expectation: These records provide the community with a historical account of the environmental assessments undertaken by the department and may be used for community research purposes.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for native title registers – reference number 8.6.1 – retain permanently.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division - Environment and Heritage (13 April 2010). Engineering and Technology Division - Environment and Heritage (20 July 2010).</p>
2.5.7	<p>Land adjacent to state-controlled roads Records relating to the control and maintenance of camping and rest areas on other areas such as vacant land, road reserves, corridors next to state controlled roads. Includes assessments and comments provided by the department on the use of land adjacent to a state controlled road that is owned by another department.</p> <p>Disposal action - Retain for 7 years after area is</p>	<p>Background/business process: The department controls and maintains land next to state controlled roads. The land may or may not be owned by the department. The department undertakes assessments on the request of another department on the use of land adjacent to a state controlled road. For example, if someone has applied to lease land from the Department of Environment and Heritage Protection that is adjacent to a state controlled road the department would contact the Department of Transport and Main Road. Transport and Main Roads would undertake an assessment to determine if the land should be leased out to that entity and for the proposed purpose.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The disposal action has changed from 10 years after last action as the department requires the records for the life of the area. A complete history of decisions on the management, use and maintenance of the land is required.</p> <p>Community expectation: Land adjacent to state controlled roads are controlled and maintained, and available for use by the community</p>

Ref. No	Description of record and retention period	Justification for retention period
	decommissioned, used for other purposes or transferred to another entity.	<p>and visitors.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting agreements which establish VicRoads as the responsible road authority for a public road – reference number 1.2.2 – destroy 7 years after cessation of agreement.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division (2010), Assets and Operations Division (2010).</p> <p>Previous schedules QDAN474 815.3.3 (Retain for 10 years after last action).</p>
2.5.8	<p>Native title assessments Records relating to processing requests for native title assessments related to the planning, construction and maintenance of a specific road, bridge, structure or other asset under the <i>Native Title Act 1993</i>. Includes the identification and assessment of Indigenous and non-Indigenous land and related risks associated with sites or projects that have been identified by the department as significant.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: A single class has been created to cover all Native Title assessments undertaken by the department. The department adheres to the requirements of the following Acts and also uses the whole-of-government work procedures produced and administrated by the Department of Natural Resources and Mines. The Native Title Work Procedures are workable policies and procedures designed to ensure the fairness and validity of government dealings over land and waters where native title may exist.</p> <p>Regulatory requirements: <i>Commonwealth Native Title Act 1993</i> <i>Native Title (Queensland) Act 1993</i></p> <p>Business requirements: The Department of Natural Resources and Mines coordinates and administers native title assessments however the Department of Transport and Main Roads also requires the records they create regarding an assessment permanently. The records are required to support their decision, which includes research undertaken to reach their decision. The records also provide a complete history of the assessments undertaken by the department, which would differ to the records retained by the Department of Natural Resources and Mines.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Characteristic 6 – Environmental management and change</p> <p>Community expectation: Under the <i>Native Title Act 1993</i> the community may challenge the department if they think there should be a Native Title assessment undertaken. This requires a '28 day notification' and the matter could go to court.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to native title determinations – reference number 8.3.1 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Structures Branch (2009) and Geospatial Technologies Branch (30 April 2010).</p> <p>Previous schedules QDAN474v4 - 620.4.1 (Retain permanently by department), 770.5.2 (Retain permanently), 775.3.2 (Retain permanently), 790.4.1 (Retain permanently), 810.3.1 (Retain permanently), 885.3.1 (Retain permanently), 930.3.1 (Retain permanently). These classes had contradictory retention periods and confusing to apply. 620.4.1 Environment (Native Title and Heritage) where the departments do not have a direct interest through their own projects - Retain for 10 years after last action, then destroy 620.4.1 Environment (Native Title and Heritage) where the departments do have a direct interest through their own project - Retain permanently, 770.5.2 Port Infrastructure (Planning) - Retain permanently, 775.3.2 Premises (Planning) - Retain permanently, 790.4.1 Rail Infrastructure Projects (Planning) - Retain permanently, 810.3.1 Road Infrastructure (Concept Planning) - Retain Permanently, 885.3.1 Transport Infrastructure (Planning) - Retain Permanently, 930.3.1 Busways (Planning) - Retain Permanently</p>
2.5.9	<p><i>Native title determinations – Federal court</i></p> <p>Records relating to native title determinations submitted to the Federal Court in accordance with the <i>Native Title Act 1993</i> (Cwth).</p>	<p>Background/business process: The Department of Environment and Heritage Protection reviews and advises whether the Department of Transport and Main Roads is likely to win a court case associated with an assessment.</p> <p>Regulatory requirements: s.61 of the <i>Commonwealth Native Title Act 1993</i> (Cwth)</p> <p>Business requirements: The records are required permanently to support current and future actions of the department. There is a high risk that compensation claims may be brought against the department.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: Evidence of the department’s role in managing native title applications.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to other applications submitted to the Federal Court – reference number 8.3.2 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Structures Branch (2009) and Geospatial Technologies Branch (30 April 2010).</p> <p>Previous schedules QDAN474v4 - 620.4.1 (Retain permanently by department), 770.5.2 (Retain permanently), 775.3.2 (Retain permanently), 790.4.1 (Retain permanently), 810.3.1 (Retain permanently), 885.3.1 (Retain permanently), 930.3.1 (Retain permanently) - with the majority requiring the permanent retention of Native Title records.</p>
2.5.10	<p>Native title – no direct interest Records relating to native title and public consultation where the department has no direct interest.</p> <p>Disposal action - Retain 10 years after last action.</p>	<p>Background/business process: The department may provide input into a Native title assessment or claim undertaken by another government authority but have no direct interest in the outcome.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department has a need to retain these records for a short period but has no ongoing need. A record of the consultation undertaken is necessary for some time to provide full history of any Native Title activity, rights and liabilities in relation to any land affected by road and transport infrastructure. The current retention period is regarded by the business area as a sufficient time frame for retaining these records with the recall and risks associated with not having the records diminishing significantly after about 7 years. There is no known legal obligation to retain these records for more than 10 years.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Consideration regarding current and future transport and road infrastructure and services are provided by the department.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to consultation with native title stakeholders – reference number 8.7.1 – retain 7 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Structures Branch (2009) and Geospatial Technologies Branch (30 April 2010).</p> <p>Previous schedules QDAN474v4 620.4.1a (Retain for 10 years after last action).</p>
2.5.11	<p>Native title notifications Records relating to the issue of native title notifications of the department's intention to build, operate and maintain a road, bridge or other transport facility. Involves issuing a formal 'Native Title Notification' under s.24K of the <i>Native Title Act 1993 (Cwth)</i> or processing a notification on receipt from another organisation or entity, for the suppression of native title over an area of land or water.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: The department must issue a notification under the <i>Commonwealth Native Title Act 1993</i> of their intent to build, operate or maintain a road, bridge or transport facility.</p> <p>Regulatory requirements: <i>Commonwealth Native Title Act 1993</i> <i>Native Title (Queensland) Act 1993</i></p> <p>Business requirements: The records are required permanently to support current and future actions of the department. There is a high risk that compensation claims may be brought against the department.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation: Under the <i>Native Title Act 1993</i> the community may challenge the department if they think there should be a</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Native Title assessment undertaken. This requires a '28 day notification' and the matter could go to court.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to notification processes of native title matters – reference number 8.10.1 – retain permanently.</p> <p>Other comments/factors for consideration: Consultation: Engineering and Technology Division – Structures Branch (2009) and Geospatial Technologies Branch (30 April 2010).</p> <p>Previous schedules QDAN474v4 - 620.4.1 (Retain permanently by department), 770.5.2 (Retain permanently), 775.3.2 (Retain permanently), 790.4.1 (Retain permanently), 810.3.1 (Retain permanently), 885.3.1 (Retain permanently), 930.3.1 (Retain permanently). With the majority requiring the permanent retention of Native Title records.</p>
2.5.12	<p>Native title rights - resumptions Records relating to resuming native title rights and interests in accordance with s. 24MD of the <i>Native Title Act 1993</i>.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: The department may compulsorily acquire native title rights and interests in part or the whole. These records may deal with sensitive issues and involve decisions that may have a significant impact on a cultural heritage area and community that involve road and transport infrastructure or services.</p> <p>Regulatory requirements: <i>Commonwealth Native Title Act 1993</i> <i>Native Title (Queensland) Act 1993</i></p> <p>Business requirements: These records are required to be retained permanently by the department as the resumptions are considered legally binding and do not extinguish. The records are required to support future and past decisions made by the department.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory Characteristic 6 – Environmental management and change</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>These records provide a history of decisions made between the community and government agencies regarding native title rights and interests. The records also have known research value.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to compensation payable by the State under the Commonwealth <i>Native Title Act 1993</i> – reference number 8.4.1 – retain permanently.</p> <p>State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records relating to rail infrastructure asset acquisitions including resumptions – reference number 8.1.5 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation: Engineering and Technology Division – Structures Branch (2009) and Geospatial Technologies Branch (30 April 2010).</p> <p>Previous schedules</p> <p>QDAN474v4 620.4.1 (Retain permanently by department), 770.5.2 (Retain permanently), 775.3.2 (Retain permanently), 790.4.1 (Retain permanently), 810.3.1 (Retain permanently), 885.3.1 (Retain permanently), 930.3.1 (Retain permanently) - with the majority requiring the permanent retention of Native Title records.</p>
2.5.13	<p>Property and land leasing and maintenance</p> <p>Records relating to the management, maintenance and monitoring of the department's property assets, including the leasing of property before infrastructure works commence, the leasing of land within a road or transport reserve, and tenure management e.g. additions / exclusions from head lease / sublease including commercial and residential rental properties or land that has been acquired</p>	<p>Background/business process:</p> <p>These records relate to the lease and maintenance of commercial and residential properties or land acquired by the department for future transport infrastructure works. Includes the lease of land within a road or transport reserve. The department manages and maintains property until needed for infrastructure work purposes. Maintenance works could include general upkeep, such as mowing. TMR leases property after it has been acquired until needed for infrastructure work purposes. A single file is retained per holding.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>Decreased retention from 15 to 10 years. Legally, the department only needs to retain the records to satisfy the limitations of actions (limitation period for actions against a breach of contract (six years) under section 10 of the <i>Limitation of Actions Act 1974</i>). However, the department has had to refer back to these records within a 10 year period.</p> <p>The retention period will enable the department to refer back to the complete history of tenancy, which may be required during the disposal of the property or respond to enquires from previous owners etc. Also used to</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>by the department for future transport infrastructure works.</p> <p>Disposal action - Retain for 10 years after the last lease expires is cancelled, or after property disposed.</p>	<p>support future acquisition, previous processes, and provide evidence of the management of the property while owned by the department.</p> <p>Community expectation: Evidence of the lease and maintenance of property by the department for future transport infrastructure works.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to leasing of land from third parties for future dam sites – reference number 6.19.1 – retain for 7 years after cancellation or expiry of lease.</p> <p>Other comments/factors for consideration: Consultation: Program Development & Management Division – Property Services (23/09/08 and 24/5/2010).</p> <p>Previous schedules QDAN474v4 510.5.1 (15 years after last action)</p>
2.5.14	<p>Property acquisition and disposal - alteration Records relating to the department's acquisition and/or disposal of land or property where alterations were made to the property. Includes property acquired under the hardship policy or through the resumption process, in accordance with the <i>Acquisition of Land Act 1967</i>. Alterations include sub-division or surrender for infrastructure works and include all activities associated with the transaction, such as conveyancing, title correction, and consultation. Includes the acquisition of</p>	<p>Background/business process: Property can be purchased by the department by either: 1) hardship or 2) compulsory acquisition. The department will take property and then go through the compensation process. While negotiations are under way title corrections can not be done. When construction is complete the department will identify how to dispose of the properties not needed. The department is a constructing authority for the purposes of the <i>Acquisition of Land Act 1967</i> and acquire new rail corridors for Qld Rail and other rail operators, provided all environmental issues have been addressed.</p> <p>The department occasionally acquire land on behalf of other organisations, such as a local authority (Brisbane City Council), Maritime Safety Queensland, and Coordinator General. For example, Brisbane City Council does not have the power to take land for tunnels.</p> <p>Regulatory requirements: <i>Acquisition of Land Act 1967</i> <i>Land Act 1994</i> <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements: The department requests these records are now retained permanently. There have been multiple instances</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>property for other organisations such as local authorities, or the Coordinator-General.</p> <p>Disposal action - Retain permanently.</p>	<p>where properties sold in the 1960s are now being disputed by the previous owners. The complete records are required to support the departments decisions, compensation claims, resumption, and undertake title checks etc. The retention also covers any issues with titles.</p> <p>These records are the only record of the department and government where a complete history of the acquisition and disposal of the property is retained together. This includes the compensation and consultation with the community and property owners, and why the change/alteration occurred. The records are also required for evidence of a transparent process.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 – Primary functions and programs of government Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals</p> <p>Community expectation:</p> <p>A complete history of the acquisition and disposal of land and property by the department is available to the community.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to acquisition and disposal of land – reference number 6.8.1 – retain permanently.</p> <p>Public Records Office of Victoria <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i> (PROS 07/01) for records relating to the acquisition of property – reference number 14.2.1 – retain as State Archives.</p> <p>Other comments/factors for consideration:</p> <p>Consultation: Program Development & Management Division – Property Services (23/09/08 and 24/5/2010).</p> <p>Previous schedules</p> <p>QDAN474v4 510.4.1 (10 years after disposal of property) and QDAN474v4 510.4.2 (Retain in department until property is sold, then transfer document to new owner).</p>
2.5.15	<p><i>Property acquisition and disposal – no alteration</i></p> <p>Records relating to the department's acquisition and/or</p>	<p>Background/business process:</p> <p>This class covers records relating to the acquisition and disposal of property and land undertaken by the department either through hardship or compulsory acquisition. Upon disposal of the land or property no</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>disposal of land or property where no alterations were made to the property when disposed (sold), in accordance with the <i>Acquisition of Land Act 1967</i>. Includes property acquired under the hardship policy.</p> <p>Includes all activities associated with the transaction, such as conveyancing, title correction, consultation, and acquisition of property for other organisations such as local authorities or the Coordinator-General.</p> <p>Disposal action - Retain for 12 years after disposal of property.</p>	<p>alterations were made, meaning that it may not have been used for transport infrastructure purposes.</p> <p>Regulatory requirements: <i>Acquisition of Land Act 1967</i> <i>Land Act 1994</i> <i>Transport Infrastructure Act 1994</i></p> <p>Business requirements: A higher retention of 12yrs after disposal of property is required to support the department’s actions and management of property as they regularly refer back to records to answer enquiries and support business practices. It is required for evidence of a transparent process.</p> <p>Community expectation: A complete history of the acquisition and disposal of land and property by the department is available to the community, while the department was the owner of the property.</p> <p>Comparison with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to acquisition and disposal of land – reference number 6.8.1 – retain permanently. State Records Office of New South Wales <i>Ministry of Transport</i> (DA153) for title deeds and original deeds of ownership – reference number F4.1.1 – retain for life of property. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting negotiations to acquire property to allow for road construction that result in the acquisition not proceeding or with acquisition being deferred – reference number 1.5.1 – destroy 50 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Program Development & Management Division – Property Services (23/09/08 and 24/5/2010).</p> <p>Previous schedules QDAN474v4 510.4.1 (10 years after disposal of property) and QDAN474v4 510.4.2 (Retain in department until property is sold, then transfer document to new owner).</p>
2.5.16	<p>Property searches Records relating to formal</p>	<p>Background/business process: Property searches are undertaken to determine future road planning near a particular property, to ascertain</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>requests to the department to conduct searches on property acquisitions, including searches undertaken to determine future road planning.</p> <p>Disposal action - Retain for 15 years after last action.</p>	<p>the impact road developments may have on the value/access/size of property. May be submitted by companies or person(s) intending to purchase property. There is no legislative requirement for the department to provide information to the public in relation to property searches.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: There is a risk of the department being sued over the information provided therefore the 15yrs supports the department's business processes and information provided to client. It covers the department should there be claims that people were not given correct information and dispute action.</p> <p>Community expectation: Evidence of information provided by the department on future road developments within a community that may impact property prices.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for property searches – reference number 25.5.3 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Program Development & Management Division – Property Services (23/09/08 and 24/5/2010).</p> <p>Previous schedules QDAN474v4 510.6.1 (15 years after last action) and QDAN474v4 830.3.1 (Retain for 15, 7, 2 years after last action)</p>
2.5.17	<p>Road and transport asset assessment of Indigenous and non-Indigenous heritage</p> <p>Records relating to the identification and assessment of Indigenous and non-Indigenous heritage-related risks associated with sites or projects that have been identified by the department as significant.</p> <p>This class includes the records</p>	<p>Background/business process: New record class. This class covers assessments undertaken by the department on risks associated with works that may impact an Indigenous or non-Indigenous heritage related site.</p> <p>Regulatory requirements: <i>Queensland Heritage Act 1992</i> <i>Sustainable Planning Act 2009</i></p> <p>Business requirements: Permanent retention is recommended to support the capture of the full history of significant heritage sites relating to road and transport infrastructure assets.</p> <p>The retention period recommended enables the department to support future assessments and to ensure all</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>of projects that were halted or a abandoned because of protests, adverse media attention, withdrawal of departmental approval, or financial constraints or other reasons.</p> <p>Disposal action - Retain permanently.</p>	<p>obligations are appropriately met for as long as the department is responsible for the infrastructure asset and heritage site or object(s). The business needs to ensure it has records to allow for the expiry of the application of s.6 Limitations of Actions Act 1974 and the appeals process through the application of Part 13 of the Queensland Heritage Act 1992, and Chapter 7 of the Sustainable Planning Act 2009. The retention of records that may also be relevant for Native Title purposes is also important. The retention period recommended also supports the full management of road and transport assets identified as significant.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Evidence that the assessment of risk to Indigenous and non-Indigenous sites and objects is undertaken by the department before a transport infrastructure project commences.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting plans for road construction, road safety, traffic management – reference number 1.1.1 – retain as state archives.</p> <p>Other comments/factors for consideration: Consultation: Assets and Operations Division – Metro Region (14 July 2010). Engineering and Technology Division - Environment and Heritage (20 July 2010).</p>
2.5.18	<p>Road and transport registers Information retained in road and transport registers. Records include but are not limited to those kept in ARMIS (the departmental business system used to record information on the state inventory of roads, bridges and busways).</p> <p>Disposal action -</p>	<p>Background/business process: New record class. This class covers the information contained in a control register on the condition of infrastructure assets.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: This is the major departmental business system / control register on the condition of infrastructure assets.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary function an programs of government</p> <p>Community expectation: A complete history of the road network and transport infrastructure is retained.</p> <p>Comparison with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	Retain permanently.	<p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for summary records of the public roads for which VicRoads is the responsible road authority includes the register of public roads – reference number 1.2.1 – retain as state archives.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p>
2.6.1	<p><i>Business intelligence environment (BIE)</i> Register of information recorded in the business intelligence environment (BIE) database.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. Data is taken from non-compliance reports (NCR's) and collected in table form in the BIE. BIE is a database to collect intelligence. That is, it is not the source repository of the source data, but a repository of the analysed data. BIE is a tool for analysis and reporting of NCR data.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The BIE is not the source data and the NCR's are kept in original format under 4.9.2.</p> <p>Community expectation: The department actions non-compliance reports.</p> <p>Comparison with other schedules: Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division – (3/8/2010).</p>
2.6.2	<p><i>Freight information system</i> Information captured on the condition, use and management of critical freight corridors for all modes (road, rail, sea and air).</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: This class refers to data collected by the department to support or influence freight planning. Could include traffic counts. Data can be sourced from websites, publications and other agencies, such as Customs. The data varies, and can be data sets, reports, CSV extracts, statistics etc. The data can be used to develop new strategies to minimise the total cost and impact on communities by influencing new and existing freight transport services where a change in mode is under consideration.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department requires the data to assist in the freight corridor planning. They have referred back to the data up to but not greater than 10 years as the data is used to locate trends and gaps.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>A file is created yearly and contains all information collected within that calendar year. The last action is at the end of each calendar year.</p> <p>Community expectation: New strategies are investigated in freight planning.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for routine modelling results – reference number F2.3.2 – required for 10 years after reference ceases.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports and Freight Division (4/10/07, 19/8/09, 2/8/10).</p> <p>Previous schedules QDAN474v4 645.2.5 (10 years after last action)</p>
2.6.3	<p>Stakeholder consultation – transport services Records relating to stakeholder consultation undertaken or coordinated by the department where it does not relate to a specific policy, study, plan or scheme. The consultation may be undertaken for the following reasons, but is not limited to:</p> <ul style="list-style-type: none"> • improving and developing conditions for all modes of freight transport (road, rail, sea and air) • future integrated transport services. <p>Disposal action - Retain for 15 years after last</p>	<p>Background/business process: The department consults widely with industry bodies and other stakeholders to ensure policy settings and infrastructure are appropriate for freight and integrated transport services. This class refers to consultation that is independently undertaken and not specifically for a program, such as a policy, study, plan or scheme. The results may prompt or fall part of a strategy document. If so, the consultation records will then come under the relevant class.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for future consultation, planning initiatives, development of policies, reporting (internal and external), respond to enquiries / issues, retained for future freight projects, address community concerns over current and future services, identify trends and gather statistics. The department requests an increase from 10 to 15 years to address enquiries / requests in relation to their actions.</p> <p>Community expectation: Evidence the department consults and interacts with industry bodies and stakeholders in regards to current and future transport services.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to liaison activities</p>

Ref. No	Description of record and retention period	Justification for retention period
	action.	<p>– reference number F1.12.1 – required for 3 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports and Freight Division (4/10/07, 19/8/09, 2/8/10).</p> <p>Previous schedules QDAN474v4 645.2.3 (10 years after last action) and QDAN474v4 645.2.4 (10 years after last action).</p>
2.6.4	<p>Infrastructure research Records relating to research undertaken or commissioned by the department in support of infrastructure development and maintenance projects.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: New record class. This class covers records relating to research undertaken or commissioned by the department to support infrastructure development and maintenance initiatives and projects. The findings are used to support detailed research projects, identify new techniques, trends in regards to transport infrastructure projects.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Records are required to support future research projects decisions made by the department regarding transport infrastructure construction and maintenance projects. All records relating to the research are required to support the findings and provide evidence of the departments actions.</p> <p>Community expectation: Research is undertaken to improve or advance in the area of transport infrastructure.</p> <p>Comparison with other schedules: Queensland State Archives <i>Sunwater Retention and Disposal Schedule</i> (QDAN650v1) for records relating to research undertaken or commissioned by Sunwater in support of infrastructure development and maintenance projects – reference number 8.12.1 – retain for 25 years after last action. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to other or minor research projects – reference number F1.18.2 – retain for 10 years after last action. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records that facilitate the development of research reports – reference number 7.1.2 – destroy 25 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Infrastructure Division (30/1/09). Engineering & Technology Division - Structures Branch (2009).</p>

Ref. No	Description of record and retention period	Justification for retention period
2.6.5	<p>Infrastructure research – bridges</p> <p>Records documenting research into methods and materials for the structural design and construction of bridges, including the suitability of components. This research is associated with a significant project or is regarded as unique, innovative or historically significant work.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: Research is undertaken or commissioned by the department into new or alternate methods and materials used for the structural design and construction of bridges.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: An increase from 20 years after last action to retain permanently is requested by the department. Records of original research provide the department with an insight into the development of bridge design and construction in Queensland.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: Research is undertaken to improve or advance in the area of bridge construction.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to final reports and findings relating to detailed original research projects – reference number F1.18.1 – required as state archives. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for research reports relating to specific areas of research that inform policy, standards and practice – reference number 7.1.1 – retain as state archives.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering & Technology Division - Structures Branch (2009).</p> <p>Previous schedules (where applicable) QDAN 474v4 555.1.1 (Retain for 20 years after last action).</p>
2.6.6	<p>Integrated transport plans</p> <p>Records relating to integrated transport plans developed by the department in accordance with the <i>Transport Planning and</i></p>	<p>Background/business process: New record class. Integrated transport plans outline how the department will develop and manage the transport system of a region in an integrated manner. In accordance with agreed plans to accommodate the region's forecast population growth, employment, economic and social activities. It is a tool used for transport and land use decision makers and planners in state and local government and industry within Qld. The</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Coordination Act 1994.</i></p> <p>Includes integrated transport plans that are jointly developed with other state or local government departments. These plans are also referred to as “pre-project network planning” activities and includes plans developed to support other infrastructure strategies such as the South East Queensland (SEQ) Plan.</p> <p>Includes, but are not limited to:</p> <ul style="list-style-type: none"> • integrated transport planning framework • integrated regional transport plans • aviation strategy • Queensland airports and regulated air transport plan. • State planning instruments • strategic infrastructure plans <p>Disposal action - Retain permanently.</p>	<p>integrated regional transport plans provide a 25 year transport blueprint and are presented to Cabinet.</p> <p>Since the release of the original <i>Integrated Regional Transport Plan for South East Queensland</i> in 1997, land use and infrastructure planning and coordination have significantly changed with the introduction of the <i>South East Queensland Regional Plan</i> and supporting policies. The new plan (Connecting SEQ 2031) addresses the new challenges and presents a strategic framework for developing the future transport network for the region.</p> <p>State planning policies (SPP) outline the department’s position on planning and development matters and guide new development decisions. E.g. the recent policy 1/02: development in the vicinity of certain airports and aviation facilities. Its objective is to influence regional and local planning around state significant airports and aviation facilities.</p> <p>These policies are published externally to the department’s internet and used by other government agencies / statutory authorities and organisations.</p> <p>A major component of the policy work carried out by the department is related to protecting its State interest through development of State Planning Instruments (SPI). Under the <i>Sustainable Planning Act 2009</i>, there are four SPI's that can be used to reflect State interests: State Planning Regulatory Provisions (SPRP), Regional Plans, State Planning Policies (SPP), and Queensland Planning Provisions (QPP).</p> <p>Regulatory requirements:</p> <p>s.22 of the <i>Transport Planning and Coordination Act 1994</i> refers to the chief executive’s coordination and strategic planning functions. One of the objectives is to ensure more effective integration of land use and transport planning by developing and implementing integrated regional transport plans that complement the objectives of regional and land use plans in the State.</p> <p>Business requirements:</p> <p>The records support the department’s ongoing commitment towards transport planning and sustainability, are used to meet reporting requirements and development of future plans, respond to enquiries or complaints about the plan and department’s commitment towards integrating transport. The plans show a history of the planning scheme used by the department during a particular time.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 – Primary functions and programs of government</p> <p>Community expectation:</p> <p>Evidence of the development and management of a regional transport system and the impacts on communities.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the monitoring and assessment of development activities and proposals for development that will have significant environmental and social impact on the community – reference number F1.9.1 – required as state archives.</p> <p>State Records New South Wales <i>Planning and Development</i> (FA245) for statutory plans developed by the agency includes state environmental planning policies and regional environmental plans – reference number 4.7.1 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Integrated Transport Planning Division (24/08/2009).</p>
2.6.7	<p><i>Integrated transport studies</i></p> <p>Records relating to studies and reviews conducted by the department and used for integrated transport planning and/or review of regional transport plans.</p> <p>Disposal action -</p> <p>Retain for 60 years after conclusion of study.</p>	<p>Background/business process:</p> <p>Two classes have been merged, a class with a permanent retention and a class with a temporary retention of 10 years after last action. The department requests the records relating to transport studies have a long-term temporary retention and covered under a single class. The current classes under QDAN474v4 do not accurately cover or represent the studies and reviews undertaken by the department.</p> <p>An integrated transport study can be a priority action of an integrated regional plan. Implementation of a study can be driven by a group made up of representatives from the department and regional council. They may use the results of the study and programs to deliver action plans to provide a better transport system both now and into the future.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records are used to develop the integrated transport plans, which are permanent (see 2.6.6) therefore the studies are not required permanently. These records are required by the department during the life of the plan (see class 2.6.6) and available for future plans, studies and projects. Used for reporting, analysing and identifying trends.</p> <p>Community expectation:</p> <p>There is a known community expectation for the department to review previous studies and results from data collection, and undertake consultation when undertaking integrated transport studies.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the coordination of land use and transportation planning includes modelling, projections, planning investigations, cumulative</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>impact studies, accessibility studies, discussion papers – reference number F1.11.1 – retain for 10 years after last action.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting project proposals and feasibility studies undertaken for road projects – reference number 1.1.4 – destroy 25 years after preferred project option is completed.</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to land planning including land planning studies – reference number 6.23.2 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Integrated Transport Planning Division (24/08/2009), Integrated Transport Planning Division - Regional Transport Branch (21/8/09).</p> <p>Previous schedules</p> <p>QDAN474 890.4.1 (currently permanent) and QDAN474 890.4.1 (10 years after last action)</p>
2.6.8	<p><i>Interest in planning schemes</i></p> <p>Records relating to an approved interest in planning scheme developed by the department under the <i>Sustainable Planning Act 2009</i>.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>New class. The <i>Sustainable Planning Act 2009</i> requires local governments to prepare a planning scheme that will guide future growth in their local government area while balancing the social, economic and environmental needs and aspirations of the local community. The department is involved at a number of stages in the development and review of local government planning schemes.</p> <p>Interest in planning schemes is a policy document developed by the department that identifies the types of state interests the department is likely to raise during the planning scheme preparation/review process. They are used to guide local government and other stakeholders during the development of their planning schemes.</p> <p>The department receives schemes from each council and will approve the submissions once satisfied their interests are incorporated.</p> <p>Regulatory requirements: <i>Sustainable Planning Act 2009</i></p> <p>Business requirements:</p> <p>These records are required to support the decisions made by the department in relation to a planning scheme for both local government and state level public authorities. Also required for future planning schemes.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Characteristic 2 – Primary functions and programs of government</p> <p>Community expectation: Evidence of the department’s involvement in developing the planning schemes.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to approved planning scheme or town plan – reference number 18.3.7 – retain permanently. Queensland State Archives <i>State Strategic Planning Retention and Disposal Schedule</i> (QDAN699v1) for records associated with the development and finalisation of standard planning scheme provisions or Queensland planning provisions – reference number 2.2.2 – retain permanently.</p> <p>Other comments/factors for consideration: Class 2.5.16 refers to the comments provided by the department on planning schemes. <i>Consultation:</i> Integrated Transport Planning Division - Land Use Planning Unit (15/4/09 and 12/5/09).</p>
2.6.9	<p>Naming application - successful Records relating to successful applications to name or rename state controlled roads and transport assets.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. This class covers records relating to the approved or final naming or renaming of state controlled roads and transport assets.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for a complete history of the naming and meaning behind naming a state controlled road.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: A complete history of the naming and meaning behind naming a state controlled road are retained.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to successful naming or renaming of roads and streets – reference number 28.4.1 – retain permanently.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting the declaration and gazettal of roads includes the classification of the road, change of status or the discontinuation of the road – reference number 1.2.3 – destroy 7 years gazettal.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Asset & Operations Division (2010).</p>
2.6.10	<p><i>Naming application - unsuccessful</i> Records relating to unsuccessful applications to name or rename state controlled roads and transport assets</p> <p>Disposal action - Retain for 2 years after last action.</p>	<p>Background/business process: New record class. This class covers records relating to unsuccessful applications or submissions for naming or renaming of state controlled roads and transport assets.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department has no business need to retain these records after a decision has been made to not approve an application to name a state controlled road. The 2 year retention enables the department to respond to enquiries regarding an application and the department’s decision not to approve.</p> <p>Community expectation: A complete history of the naming and meaning behind naming a state controlled road are retained</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to unsuccessful naming or renaming of roads and streets – reference number 28.4.2 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Asset & Operations Division (2010).</p>
2.6.11	<p><i>Railway corridors - disused</i> Records relating to the preservation and future use of disused railway corridors. Includes development and release of studies on the management and ongoing</p>	<p>Background/business process: New record class. The department preserves disused railway corridors in case they are required for future transport use. In the interim, they can be made available for recreational and other community uses such as walking or riding trails. Rail trails are shared-use paths recycled from abandoned railway corridors. They can be used for a range of purposes including walking, cycling and horse riding.</p> <p>Surveys and reports are often compiled on the use of disused railway and strategies on how best they could be used.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>development of Queensland's rail corridors in accordance with the <i>Transport Infrastructure Act 1994</i>. Includes rail corridor direction statements.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements: The records feed into other land use plans, studies and strategies. They are needed to support these activities and respond to queries about the use of unused corridors, particularly if the land has not been used for many years. These records are used to support the department's decision, conduct surveys on status of corridors and the use of the corridors overtime etc.</p> <p>The last action will generally be after a decision was made on the use of a disused corridor.</p> <p>Community expectation: Considerations are made in regards to land that is waiting to be used or no longer used as a rail corridor. The community is consulted during the study on the use of the land is being undertaken.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport (DA153)</i> for records relating to the coordination of land use and transportation planning – reference number F1.11.1 – retain for 10 years after last action. State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW (DA191)</i> for records documenting the formulation of agency policy on the rail infrastructure function – reference number 8.18.1 – retain for 10 years after policy is superseded.</p> <p>Other comments/factors for consideration: In 2009, NSW Government was trying to pass a bill on the use of disused railway corridors for rail trails. This generated a lot of interest and controversy. Studies, briefing papers, etc were developed by NSW Government on the disused rail corridors. <i>Consultation:</i> Rail, Ports and freight Division - Rail Network and Governance (2009, 2010).</p>
2.6.12	<p><i>Railway corridors disused - register</i> Register of disused railway corridors.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Background/business process: New record class. The register is an Excel spreadsheet, prepared in 2002. The register is updated if the department is informed of any changes. No changes have been made since 2002.</p> <p>Regulatory requirements: There is no legal requirement to retain a disused railway corridor register.</p> <p>Business requirements: The register is needed to support the department's activities and respond to queries about the use of unused corridors, particularly if it hasn't been used for many years. The register will be the only record left on the</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>number of disused corridors and the eventual use of them, such as a rail trail.</p> <p>Community expectation: A history of the use of unused rail corridors is retained.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for register of installed onsite sewerage and grey water use facilities – reference number 29.10.2 – retain for 3 years after removal of facility.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports and freight Division - Rail Network and Governance (2009, 2010).</p>
2.6.13	<p>Railway corridor land leases</p> <p>Records relating to sub-leasing rail corridor land to railway managers, in accordance with the <i>Transport Infrastructure Act 1994</i> to ensure the continued protection of the corridors and tenure management, such as additions / exclusions from head lease / sublease and road openings and road closures.</p> <p>Includes granting resource entitlements, processing applications under the <i>Transport Infrastructure Act 1994</i> to extend roads across rail corridors, approvals of sub-leases of rail corridor land and processing mining compensation agreements.</p> <p>Railway managers include, but are not limited to:</p>	<p>Background/business process:</p> <p>New record class. The department holds the perpetual lease over all rail corridor land in Qld (about 9550km) and is the custodian and protector of these corridors. The department sub-lease the corridor to rail operators such as QR, Airtrain and heritage railways. Under the sub-lease arrangements, the operator has a 'duty of care' for the land. The department also approve third-party use of the corridors for things such as telecommunications, advertising, and other commercial and community uses, as well as associated tenure arrangements.</p> <p>Regulatory requirements:</p> <p>s.240 of the <i>Transport Infrastructure Act 1994</i> – the land may be subleased to the manager for a term of not more than 100 years. If the manager attaches any rail transport infrastructure or any other works or structures to the acquired land, they remain the manager's property until the manager disposes of them.</p> <p>s.253 of the <i>Transport Infrastructure Act 1994</i> – permission for rail corridor land may be provided for the future expansion of the railway on the land. The department must give a copy of the permission to the registrar of titles who records the permission on the relevant lease of the rail corridor.</p> <p>Business requirements:</p> <p>The department requires these records to be held in accordance with s.10 of the <i>Limitations of Actions Act 1974</i> (limitation period for actions against an each of contract (6yrs).</p> <p>Community expectation:</p> <p>Rail transport infrastructure is built or allocated to improve current transport services.</p> <p>Comparison with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • QR Limited (trading as QR National) • Australian Rail Track Corporation (ARTC) • Airtrain • Mary Valley Heritage Railway • Heritage rail. <p>Disposal action - Retain for 7 years after expiry or cancellation of lease.</p>	<p>State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting the establishment, maintenance, review and negotiation of agreements relating to the heritage management function – reference number 5.2.1 – retain for 7 years after expiry or termination of agreement.</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to the leasing of land and/or seabed for State boat harbours – reference number 4.2.11 – retain for 25 years after expiry of lease.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports & Freight - Governance Policy and Planning (2010).</p>
2.6.14	<p>Road corridor management plan</p> <p>Records relating to the planning and preparations for the development of road corridors outside a specific project. Includes the regional management of road corridors through land use planning activities to support transport planning:</p> <ul style="list-style-type: none"> • identification, synthesis and preparation of a current and future land use snapshot • compilation and analysis of demographics and subsequent trip generation profile. 	<p>Background/business process:</p> <p>New record class. The department has an essential role in connecting Qld and its people by providing a long-term strategic direction for roads throughout the state. Identifying and planning future transport corridors is part of this process. Transport corridors are not only for motor vehicles, but also for rail, bus, cycling and pedestrians.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>Corridors identified and protected many years ago, need to be re-evaluated to determine their future role in the transport network. The original reasons for their approval may have changed and they are reassessed to take in current conditions. For many of these corridors, the state already owns a significant proportion of the affected property.</p> <p>Even though this class relates to planning for road corridors outside of a project the retention should align to projects that have been halted or cancelled (1.2.3). Road infrastructure projects are sometimes resumed after being halted or funding may take several decades to secure.</p> <p>Community expectation:</p> <p>That planning future transport corridors is undertaken by the department.</p> <p>Comparison with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 40 years after last action.</p>	<p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the coordination of land use and transportation planning – reference number F1.11.1 – retain for 10 years after last action.</p> <p>State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records documenting the formulation of agency policy on the rail infrastructure function – reference number 8.18.1 – retain for 10 years after policy is superseded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division (2010), Assets and Operations Division (2010).</p>
2.6.15	<p>Rolling stock evaluations Records relating to evaluations undertaken by the department on particular types of rolling stock (all vehicles that move on a railway surface).</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: These records cover the evaluations undertaken by the department on vehicles that move on a railway surface for safety reasons.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records are required by the department to use the evaluation outcomes for reporting and communicating with industry bodies. The business does not require the records after a 7 year period.</p> <p>Community expectation: Rolling stock used on Queensland railways meet the necessary industry standards.</p> <p>Comparison with other schedules: State Records New South Wales <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW</i> (DA191) for records relating to the evaluation of rolling stock items – reference number 9.7.1 – required as state archives.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the public transport corporation and Victorian rail track corporation</i> (PROS 96/20) for rolling stock tests / investigations – reference number 1.5.0 – destroy 7 years after action complete.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports and Freight Division (4/10/07). Rail Safety and Passenger Transport</p> <p>Previous schedules QDAN474v4 790.5.3 (Retain for 7 years after last action).</p>
2.6.16	<p>Planning schemes and road upgrades – reports and</p>	<p>Background/business process: This class relates to planning schemes developed by external agencies and submitted to the department for</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>comments</p> <p>Records relating to comments made by the department on planning schemes or strategies developed by external agencies where road or transport systems are impacted. Includes requests for planning and/or upgrading roads in a specific geographical area.</p> <p>Also includes reports received by the department relating to proposed or currently enacted local government planning schemes where the department has had a direct impact on the formulation of the scheme.</p> <p>Disposal action -</p> <p>Retain for 10 years after last action.</p>	<p>comment where road systems are impacted, and reports received by the department concerning planning schemes proposed or currently enacted by a particular local government where the department has had an impact on the formulation of the scheme.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>Changed description and retention period from 20 years down to 10 years as all reference and work on planning schemes occurs within the initial 5 to 8 years, and the monitoring and compliance role is not undertaken by the department. As the department is not the office of record, these records are not required for permanent retention by the department.</p> <p>Community expectation:</p> <p>The department provides comment on planning schemes.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to approved planning scheme or town plan – reference number 18.3.7 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Integrated Transport Planning Division – Land Use Planning Unit (12/5/09), Road Safety and Systems Management Division – Road and corridor Use (2/07/09).</p> <p>The last action generally refers back to DTMR no longer having an active business need for these records, which could be after the planning scheme is superseded, after receipt of report, or after administrative use ceases.</p> <p>Previous schedules</p> <p>QDAN474v4 890.5.1 (retain for 10 years after last action) and QDAN474v4 890.5.3 (Retain permanently by department), QDAN474 830.4.2 (Retain for 20 years after last action).</p>
2.6.17	<p>Planning schemes</p> <p>Records relating to local government planning schemes which may have transport implications. Includes amendments, current local government planning scheme</p>	<p>Background/business process:</p> <p>The plans are developed by the local government in consultation with State agencies and the community. The department receive a copy of the local government planning schemes.</p> <p>Regulatory requirements:</p> <p>Legislation administered by the department refer to the preparation of planning schemes:</p> <p><i>Transport Infrastructure Act 1994 - Overall Objective:</i> To provide a regime that allows for and encourages</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>policies, and current local planning instruments.</p> <p>Disposal action - Retain until superseded.</p>	<p>integrated planning and efficient management of a system of transport infrastructure including: roads, busways, miscellaneous transport infrastructure, rail and ports.</p> <p><i>Transport Operations (Passenger Transport) Act 1994 - Overall Objective: To effectively plan for and manage a system of public passenger transport that is responsive to community needs and offers an attractive alternative to private transport.</i></p> <p><i>Transport Planning and Coordination Act 1994 - Overall Objective: To achieve overall transport effectiveness and efficiency through strategic planning and management of transport resources.</i></p> <p>Business requirements: Most planning schemes are available on council’s websites, therefore the department does not need to retain beyond the life of the scheme.</p> <p>Community expectation: Community needs are considered at the state and local level in regards to road and transport services and infrastructure.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to approved planning scheme or town plan – reference number 18.3.7 – retain permanently.</p> <p>Other comments/factors for consideration: <i>Consultation: Integrated Transport Planning Division – Land Use Planning Unit (15/4/09 and 12/5/09).</i></p> <p>Previous schedules QDAN474v4 890.5.4 (Retain until superseded)</p>
2.6.18	<p>State-controlled roads - notifications</p> <p>Records relating to notifying local government or rail managers of a road or land intended to become a state-controlled road, or be de-mained (have the declaration revoked) in accordance with s.25 and s.26 of the <i>Transport</i></p>	<p>Background/business process: New record class. Before making or revoking a declaration of State-controlled roads a local government and/or a rail manager must be notified. Reasonable time must be provided by the department for these authorities to make submissions to the Minister on the proposed declaration or revocation.</p> <p>Regulatory requirements: s.25 and s.26 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Business requirements: Legislative requirement if action is taken against the department. The Gazettal notice forms the basis of discoverability.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Infrastructure Act 1994.</i></p> <p>Includes:</p> <ul style="list-style-type: none"> • state-controlled roads on rail corridor land • permanent road opening and closures • requests by regional councils for approval under s.65 of the <i>Transport Operations (Road Use Management) Act 1995</i> for proposed local laws and subordinate local laws to apply to state controlled roads within their local government area. <p>Disposal action - Retain for 25 years after last action.</p>	<p>Community expectation: Opportunities for relevant parties to provide comment on the declaration of State-controlled roads.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Management Functions</i> (PROS 10/05) for records documenting the declaration and gazettal of roads includes the classification of the road, change of status or the discontinuation of the road – reference number 1.2.3 – destroy 7 years gazettal.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division (2010), Assets and Operations Division (2010). Integrated Transport Planning (7/08/09).</p>

Function No	Title	Scope Note
3	Public Transport	<i>The function of assisting local government-owned transport operators, private bus and ferry operators, taxi and limousine companies and regional air operators to develop efficient, sustainable and flexible public transport services through monitoring industry patterns, emerging trends, environmental impact of the public transport industry. Developing and managing initiatives and programs to remove barriers to access and mobility and encouraging smarter travel choices through improved public transport services and greater connectivity and accessibility of services. Includes managing timetables and schedules, journey planning solutions, fares and special events, and the performance of operators against compliance and safety standards.</i>
Activities		
3.1 Access and mobility 3.2 Incidents investigations 3.3 Industry compliance 3.4 Integrated scheduling and program management 3.5 Patronage and public satisfaction 3.6 Ticket and fare integration		

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<i>Air services programs</i> Records relating to the development and review of programs to deliver regulated and / or subsidised public transport air services within Queensland. Includes community consultation on regional network analysis, feedback received through air	Background/business process: New record class. Previously the department provided payment of subsidies to accredited operators of air services under QDAN474 535.4.2 and 535.4.1. This is now part of the air service contract (1.7.3). The department regulates and in some cases subsidises a number of regular passenger air services to ensure that identified transport-disadvantaged communities have year-round access to a range of essential business, educational, medical, and cultural services in larger centres, reducing the social and economic isolation of rural and remote Queenslanders. Regulatory requirements: Schedule 1 of the <i>Transport Operations (Passenger Transport) Regulation 2005</i> includes the market entry

Ref. No	Description of record and retention period	Justification for retention period
	<p>user groups, the development of regional air route maps and decisions to make a route commercial.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>restrictions for air services.</p> <p>Business requirements: The reviews of the service contracts are undertaken every 5 years. The records are required for at least two review cycles and need to align with the retention period for air service contracts. The records are retained to support future reviews and enquiries about review results and changes to routes.</p> <p>Community expectation: Air service contracts are regularly reviewed to ensure the needs of rural and remote Queenslanders are being met.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating air licences issued by the organisation for regulated and open routes – reference number F5.16.7 – retain for 6 years after operator ceases to hold licence. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the planning and development of new transport services includes correspondence with operators, local government etc – reference number F7.16.1 – retain for 5 years after last action.</p> <p>Other comments/factors for consideration: Air service contracts (1.7.3) are retained for “20 years after disposal or decommissioning of the infrastructure asset or completion of service contract”. <i>Consultation:</i> Passenger Transport Division - Aviation and Regional Transport Management Unit (19/8/08).</p> <p>Previous schedules: QDAN474 535.4.2 (retain 5 years after last action) and 535.4.1 (retain 15 years after lapse of accreditation)</p>
3.1.2	<p>Non-state school term registers Registers completed by non-state schools to verify term dates for each year.</p> <p>Disposal action - Retain for 2 years after last</p>	<p>Background/business process: New record class. Some non-government school information is not widely available and is supplied to the department through the School Transport regional offices on forms that are individually and manually completed by the schools and returned to the department. This assists with the planning of school transport services and school speed limit zones. Also, students attending non-state schools may be eligible for assistance under the Non Government Schools Transport Assistance Scheme which is administered by the Queensland Catholic Education Commission.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>action.</p>	<p>Business requirements: The retention will enable the department to access previous records that include non-government schools term information to be available for audit trail if any issues arise.</p> <p>Community expectation: The department develops their programs and services using the correct information.</p> <p>Comparison with other schedules: Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - School Transport Branch (21/1/09).</p>
<p>3.1.3</p>	<p>School bus routes management Records relating to the management of school bus routes including the provision of funding to school bus operators, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Disposal action - Retain 30 years after route cancelled.</p>	<p>Background/business process: The department makes arrangements for the transport of students to and from schools or other educational establishments. The management of school bus routes is to ensure rural and remote families have access to subsidised or free transport to and from their local school. The management of the school bus routes, including bus turning areas, ensure the safety of the community and other road users.</p> <p>Regulatory requirements: s.144 of the <i>Transport Operations (Passenger Transport) Act 1994</i> refers to transport arrangements for students.</p> <p>Business requirements: Even though the records provide a history of the bus routes the department does not have a business need to retain these records longer than 30 years after a route is cancelled. The department is requesting this class decreases from a permanent to a long-term temporary retention. This change is supported and also aligns with similar classes from other jurisdictions.</p> <p>A school bus route does not frequently close with some services running for 20-30 years. One service has been in operation since 1945. Within this time there may be many different operators. A route might close but is never superseded. It is modified to either extend or decrease the route depending on the number of children but never superseded. A route may close as a result of children leaving the area or no longer attending the school on the route. A route may close but reopen in several years due to need. The file is reopened and the route is modified accordingly (if relevant). Also a new operator may be operating the service.</p> <p>The disposal action should be separate to the operator contract details (see class 1.7.3). If the records were</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>aligned to the contracts (20 years after end of contract) the route records may be destroyed while the route is still active. A route map can change every year. It depends on the number of children using the service and their location from the local school. A route file contains the complete history of a route including superseded route maps and versions of approved maps where major changes have occurred.</p> <p>Community expectation:</p> <p>The safety of children and road users is a priority to the department, and school bus services are available for rural and remote families.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for supporting documentation for non-commercial contracts, including fare schedules, routes and route maps, timetables stops – reference number F7.7.5 – retain for 10 years after expiry of contract or until reference ceases, whichever is the longer.</p> <p>Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to the administration of student transport including review of bus routes and services – reference number 3.2.2 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Passenger Transport Division - School Transport Branch (18/9/08 and 21/01/09). Transport Services Division - Townsville PT office (11/11/09). Transport Services Division - All Passenger Transport Areas (3/3/10).</p> <p>Previous schedules</p> <p>QDAN474 840.13.1 (currently permanent by the department)</p>
3.1.4	<p>School students systems (STIMS)</p> <p>Data recorded in the School Transport Information Management System (STIMS) of school bus operators, parents, eligible students, and payment details, in accordance with <i>Transport Operations (Passenger Transport) Act</i></p>	<p>Background/business process:</p> <p>New record class. STIMS is a database used only by the school transport unit and is integrated with SAP. It contains operator payment details, bus operators, parents and student details. Includes fares, allowance, school verification (regions) and conveyance allowance.</p> <p>The department may make arrangements for the transport of students to and from schools or other educational establishments. The department may ask an education authority to give information about a student, or a student's parent, that is relevant to the administration of the arrangements, for example information relevant to the student's eligibility for assistance under the arrangements.</p> <p>Regulatory requirements:</p> <p>s.144 of the <i>Transport Operations (Passenger Transport) Act 1994</i> refers to transport arrangements for</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>1994.</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>students.</p> <p>Business requirements: The information provides a history of the school transport program and is used in future reviews, reports, research etc. The information needs to align with the school bus routes and bus operator records. These records may become the only record overtime and required to undertake the school transport program. Even though these records include a summary of financial transactions and linked to SAP they are unique records of the transaction. These records provide a history of a child whilst using a service provided by the Queensland government. The records provide a history of the operators and the families, children, and communities who used the school transport services, if the protection of a child is challenged in the future.</p> <p>Community expectation: History of school transport programs is available and evidence of the protection of children whilst using a service provided by the government.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for supporting documentation for non-commercial contracts, including fare schedules, routes and route maps, timetables stops – reference number F7.7.5 – retain for 10 years after expiry of contract or until reference ceases, whichever is the longer. <i>Archives Office of Tasmania for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to the administration of student transport including review of bus routes and services – reference number 3.2.2 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - School Transport Branch (18/9/08).</p>
3.1.5	<p>School transport scheme administration</p> <p>Records relating to the routine administration of the school transport assistance scheme by the department, which may include, but is not limited to:</p> <ul style="list-style-type: none"> • drought guardian changes • unlinked student reports 	<p>Background/business process: Includes new and current record classes. This class covers:</p> <ul style="list-style-type: none"> • Reports that identify changes to the list of drought declared shires, and actions taken for current recipients (parents/guardians) when the drought declaration for their shire is revoked. This means that ongoing drought payments need to be amended. • Unlinked student reports listing students with same address and surname but different parent. Any incorrect instances are amended in the School Transport Information Management System (STIMS) and noted on the report. Includes duplicate student reports. Duplicate student reports list students that have similar detail, amendments are made in STIMS and noted on the report.

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> verification reports. <p>Disposal action - Retain for 10 years after end of school year.</p>	<ul style="list-style-type: none"> Verification reports completed by operators and schools to verify the number of students receiving assistance and services. Includes verification checklists. Operator verification reports are completed by each operator to verify students currently travelling on their services. The report is captured after STIMS amendments have been entered. They are an audit report that is created twice a year (April and October). Operator verification checklists are used to ensure all reports have been returned from operators. School verification reports are completed by each school to verify the attendance of students receiving assistance. School verification checklist used to ensure all reports have been returned from schools. <p>These records are needed for audit requirements.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These reports could impact payments or students application, and are used to support changes made to an application. These records are required for internal and external reporting requirements on the validation of the program and used to support requests for increase in program funding. These records are regularly referred back to and the business requests a higher retention for these records (7 year for audit records). The Department has little need for these records after 10 years. The records need to be retained for the duration a child is at primary school (prep to year 6/7). Therefore the records need to be retained for a minimum of 8 years.</p> <p>Community expectation: Justification for changes in subsidy payments.</p> <p>Comparison with other schedules: Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to the administration of student transport including review of bus routes and services – reference number 3.2.2 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration: Consultation: Passenger Transport Division - School Transport Branch (21/1/09). Transport Services Division - PT Southern Office (26/2/10).</p> <p>Previous schedules QDAN474v4 840.12.4 (currently retain for 10 years)</p>
3.1.6	<i>Vision impairment travel pass - approved</i>	<p>Background/business process: Legally blind people who are permanent residents of Queensland are eligible for the travel pass.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to applications approved by the department for membership to the vision impairment travel scheme which entitles members to receive subsidised public transport.</p> <p>Disposal action - Retain for 5 years after the expiry or cancellation of membership.</p>	<p>The holder is entitled to free travel on all participating urban public transport services including buses, rail and ferries, but excludes travel on long distance train and bus services and Airtrain services.</p> <p>A travel pass is valid for five years from the date of issue. If a membership is renewed the previous application is not referred to. Assessment of the application is undertaken by the Department and made only on the information contained in the new application. Even though an existing member can reapply and continue on the scheme they must submit a new application.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The applications are infrequently referred to by the Department as the register contains all relevant information. However, the original applications are required if further investigation is undertaken. The register only holds basic information and not detailed assessment results etc.</p> <p>The applications are deemed active until the memberships expires or cancelled. The retention is not for life of member but 5 years after the expiry of each membership and the trigger reflects this.</p> <p>Community expectation: Travel concessions are available for people with disabilities.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to passenger transport concessions and subsidy schemes – reference number 30.3.1 – retain for 2 years after last action.</p> <p>Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to applications for, and the administration of, concessions and special services – reference number 3.2.5 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - Public Transport Policy (1/12/09).</p> <p>Previous schedules QDAN474v4 745.11.1 (5 years after last action)</p>
3.1.7	<p><i>Vision impairment travel pass - refused</i></p> <p>Records relating to refused applications for membership</p>	<p>Background/business process: New record class. This class relates to applications for a vision impairment travel pass that are refused by the department.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>under the vision impairment travel scheme that have been refused by the Department.</p> <p>Disposal action - Retain for 12 months after refusal.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements: Applicants who are refused membership can reapply after 6 months, and appeals must be made within 6 months after refusal. The department has a business need to retain refusals for an additional 6 months to answer any queries.</p> <p>Community expectation: Travel concessions are available for people with disabilities.</p> <p>Comparison with other schedules: Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to applications for, and the administration of, concessions and special services where the concession permit is surrendered or the driver is deceased – reference number 3.2.1 – destroy 6 months after permit surrendered or death of driver.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - Public Transport Policy (1/12/09).</p>
3.1.8	<p><i>Vision impairment travel pass - register</i></p> <p>The master register of vision impairment travel pass members.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of membership.</p>	<p>Background/business process: New record class. The register is an access database and only contains information extracted from the physical applications. It keeps track of the number of active and inactive members. It is used to report on scheme usage and applications for future scheme funding requests.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Once membership is expired or cancelled the applicant is either better or has passed away therefore the information is rarely referred to after this action. The information in the database is required by the Department for a further 5 years after the membership has expired to respond to reports and queries.</p> <p>Community expectation: Travel concessions are available for people with disabilities.</p> <p>Comparison with other schedules: Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for registers of permits – reference number 4.2.1 – destroy 20 years after final entry.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
3.2.1	<p>Public transport vehicle incidents - major</p> <p>Records relating to the department's investigation of major incidents involving public transport vehicles and school buses. A major incident includes circumstances which may result in death, lead to precedent-setting prosecution, lead to a parliamentary or other public enquiry, or lead to significant changes in policies or legislation administered by the department.</p> <p>Disposal action - Retain permanently.</p>	<p><i>Consultation:</i> Passenger Transport Division - Public Transport Policy (1/12/09).</p> <p>Background/business process: These records relate to accidents/incidents involving passenger transport vehicles. Transport inspectors investigate an incident. The Qld Police investigate all traffic incidents while the Department investigates incidents for road safety purposes. This includes investigation of the vehicle and authorised public transport operator and/or driver.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: These records provide evidence of the Department's response to significant incidents and accidents that occur. There is also great interest in events that shape Queensland history such as a major incident or accident occurring within the state.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: The availability of information relevant to significant events.</p> <p>Comparison with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDA690v1) for records relating to major incidents – reference number 6.8.1 – retain permanently. Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to significant incidents – reference number 3.10.2 – retain permanently.</p> <p>Other comments/factors for consideration: A copy of the investigation outcome is placed on the authorised public transport operator/driver file.</p> <p>Previous schedules QDAN474v4 745.8.1 (Retain permanently) and QDAN474v4 840.5.1 (Retain permanently by department)</p>
3.2.2	<p>Public transport vehicle incidents - minor</p> <p>Records relating to the department's investigation of</p>	<p>Background/business process: These records relate to accidents/incidents involving passenger transport vehicles. Transport inspectors investigate an incident. The Qld Police investigate all traffic incidents while the Department investigates incidents for road safety purposes. This includes investigation of the vehicle and authorised public transport</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>minor incidents involving public transport vehicles and school buses not covered under reference number 3.2.1.</p> <p>Disposal action - Retain for 30 years after all investigative processes are finalised.</p>	<p>operator and/or driver.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: These records provide evidence of the Department's response to incidents and accidents that occur. These records are required to support any legal actions, respond to queries, claims and future business decision, also when there are minor changes to policy and procedures and research purposes.</p> <p>Community expectation: The availability of information relevant to accidents and incidents.</p> <p>Comparison with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDA690v1) for records relating to minor incidents – reference number 6.8.2 – retain for 30 years after investigation is concluded. Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to routine incidents – reference number 3.10.2 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: A copy of the investigation outcome is placed on the authorised public transport operator/driver file.</p> <p>Previous schedules QDAN474v4 745.8.2 (Retain for 7 years after last action) and QDAN474v4 840.5.2 (Retain for 25 years after last action) QDAN474v4 745.8.4 (Retain permanently or for 75 years after last action) and QDAN474v4 840.5.3 (Retain permanently by department or 75 years after last action).</p>
3.3.1	<p>Bus stop compliance assessments Records relating to the department's assessment of bus stops to ensure they are compliant and safe.</p> <p>Disposal action - Retain for 7 years after removal</p>	<p>Background/business process: New record class. Bus stops built from 2002 must comply with <i>Commonwealth Disability Standards for Accessible Public Transport 2002</i>. By December 2022 all bus stops in Queensland must comply. The department works with the local government authorities to ensure compliance with the standards, and is also responsible for implementing a state-wide standard compliant bus-stop design and technical advice. These records relate to assessments undertaken by the department on all bus stops.</p> <p>Regulatory requirements: <i>Commonwealth Disability Standards for Accessible Public Transport 2002</i></p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	of the structure.	<p>The records are required for the life of the infrastructure for history of assessments. Also if an incident occurs at bus stop the records are required to provide evidence of the assessments and actions taken by the department.</p> <p>Community expectation: Evidence of safety and accessibility of bus stops.</p> <p>Comparison with other schedules: Public Record Office of Victoria <i>Retention and Disposal Authority for Records of the Port of Melbourne</i> (PROS 08/06) for finalised assessments and reports of inspections of sites and premises – reference number 1.4.1 – destroy 10 years after last action. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to risk management supporting the transport services delivery function – reference number F7.15.1 – retain for 5 years after last risk assessment.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Central Region Maryborough (2010).</p>
3.3.2	<p>Compliance initiatives Records relating to initiatives and programs established by the department to monitor the public transport industry to ensure safety and service levels are met. Includes implementing industry reforms.</p> <p>Disposal action - Retain for 20 years after program ceases.</p>	<p>Background/business process: New record class. This class relates to programs established by the department to monitor the public transport industry. The department is responsible for regulating the public transport industry by setting standards for vehicles, drivers, operators and licence holders. An example of a program: A major compliance activity commenced on 1 June 2009 across the state to ensure taxi drivers are abiding by safety and service standards (Operation “Driver III”). This operation was a result of recent negative publicity about the taxi industry and drivers, in particular articles in the Courier Mail and issues received through the taxi hotline. A total of 3825 vehicles were intercepted. As a result of the number of issues raised an ongoing initiative is the creation of a Compliance Unit within the Industry Standards and Taxi Branch which will specifically address compliance in the taxi sector. The Taxi Compliance Unit has been established to raise standards of compliance within the taxi industry through targeted enforcement campaigns. It also undertakes targeted activities to protect the taxi market from illegal operators.</p> <p>Regulatory requirements: Nil Business requirements: These programs are high profile programs that are developed and implemented for the community of Qld. The</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>20 years will support development of future / current programs, reports and enquiries.</p> <p>Community expectation: The department monitor the public transport industry to ensure safety and service levels are met.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the regulatory reform of the transport industry – reference number F5.13.1 – retain for 10 years after last action.</p>
3.3.3	<p>Taxi industry security register The register of funding provided by the department for the installation of security cameras in taxis.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. A register is maintained by the department of all funding provided for the installation of security cameras in taxis. The department works with local government to ensure taxi ranks are secure. The funding is used to hire taxi rank marshals and ensure areas are well lit.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for audit and financial needs.</p> <p>Community expectation: Evidence of use of public money and safety initiatives are implemented to ensure safety and security of taxi drivers and patrons.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating subsidy schemes – reference number F3.5.1 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - Urban Transport Branch - Taxi and Limousine Transport Unit (11 May 2009 and 9 July 2009).</p>
3.3.4	<p>Taxi service licence Records relating to the issuing of service licences, by the department, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p>	<p>Background/business process: A taxi service licence is a licence issued by the Department under which the holder is required to provide a taxi service in an area in a way that meets or exceeds specified performance levels. The purpose of taxi service licences is to ensure that the communities served by taxis receive quality and innovative taxi service at a reasonable cost. A service licence can be bought or leased off an existing service licence. A new limousine service licence can be purchased through the department, or a tender can be submitted for new taxi service licence, when they become available through public tender.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Includes renewal, refusal, transfers, leases, amendments, cancellation and suspension of a service licence. Also includes payment for the taxi industry security levy.</p> <p>Disposal action - Retain for 10 years after expiry, superseded, cancellation or transfer of licence.</p>	<p>The department is responsible for declaring a taxi service area and fixing the number of service licences for a service area. An annual levy must be paid by a holder of a taxi service licence to the department. A service licence is for a term of 5 years.</p> <p>This class covers all activities relating to a service licence. A file is created for each service licence and remains active for the life of the licence.</p> <p>Regulatory requirements: Chapter 7 of the <i>Transport Operations (Passenger Transport) Act 1994</i> Sections 69, 82 and 80A of the <i>Transport Operations (Passenger Transport) Act 1994</i> Under s.87c an operator must keep and retain records for at least 5 years therefore the department must retain their records for a minimum for 5 years.</p> <p>Business requirements: A file is retained per service licence and not licensee holder. Therefore the trigger does not need to reflect the refusal of a licence as the file contains the complete history of the service licence.</p> <p>Community expectation: Communities served by taxis receive quality and innovative taxi service at a reasonable cost.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for taxi-cab owner licences – reference number F5.16.5 – retain for 12 years after expiry, cancellation of surrender of licence. Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records documenting the granting of taxi licences – reference number 1.73.4 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Ipswich Passenger Transport Office (10/6/09). Transport Services Division - All Passenger Transport product areas (3/3/10).</p> <p>Previous schedules QDA474 745.7.2 - Retain for 10 years after last action</p>
3.3.5	<p>Taxi service licence area boundaries Records relating to taxi service</p>	<p>Background/business process: New record class. The Department is responsible for declaring a taxi service area and fixing the number of service licences for a service area.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>licence area boundaries</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Regulatory requirements: s.71 of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Business requirements: The maps assist with the development of new service areas and modifications to existing areas. These records are used to support enquiries, undertake reporting, and research.</p> <p>Community expectation: Communities served by taxis receive quality and innovative taxi service at a reasonable cost.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to passenger transport and service providers – reference number 30.10.1 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Ipswich Passenger Transport Office (10/6/09). Transport Services Division - All Passenger Transport product areas (3/3/10).</p>
3.3.6	<p>Taxi service licence holders - register</p> <p>Register of service licence holders recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: New record class. This class covers the register of service licence holders held by the Department.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The information is used by the Department to report on number / type of holders, undertake research, future planning, and developing service licence related strategies and initiatives.</p> <p>Community expectation: Communities served by taxis receive quality and innovative taxi service at a reasonable cost.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for taxi-cab owner licences – reference number F5.16.5 – retain for 12 years after expiry, cancellation of surrender of licence. Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records documenting the granting of taxi licences – reference number 1.73.4 – destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Ipswich Passenger Transport Office (10/6/09). Transport Services Division - All Passenger Transport product areas (3/3/10).</p>
3.4.1	<p>Public transport network plans and programs Records relating to the development and management of public transport programs and strategies that are delivered to the community of Queensland, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>. Includes program trials, research and the management of projects that form part of the programs. Programs may include, but are not limited to: school transport assistance scheme, safe school bus routes program, taxi security strategies, such as taxi security cameras, secure taxi ranks and upgrades, programs to support long-distance bus and rail services in rural and remote Queensland, fare path strategy, revenue protection strategy.</p> <p>Disposal action - Retain for 20 years after last</p>	<p>Background/business process: The department is required to undertake passenger transport implementation programs and present them to the Transport Minister. One such program review was the long-distance bus services in rural and remote Queensland. These scheduled bus operations give people living in rural and remote communities' access to essential services, such as medical, educational, social, and dental, at larger population centres. As a result of the review the department made significant changes to the next generation of long distance bus contracts to improve contract performance management, service delivery, operator efficiency and service integrity.</p> <p>Regulatory requirements: s.144 of the <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: The programs are regularly referred back to assist with the development of new programs, support future decisions and programs. The department often receive enquiries from the public on past programs, in particular the school bus routes when it was under a different funding scheme. These records were used to respond to enquiries, identify gaps, and undertake research etc.</p> <p>Community expectation: Passenger transport programs are developed and reviewed by the Department, and records are available to support the decisions of the department.</p> <p>Comparison with other schedules: State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for approved final versions of plans relating to the transport services delivery function – reference number F7.10.1 – required as state archives. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the development of action or business plans supporting to the transport services delivery function – reference number F7.10.2 – retain for 7 years after last action. National Archives of Australia <i>Department of Infrastructure and Regional Development Records Authority</i> (2013/00262490) for minor transport policy and program activities – reference number 61416 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
	action.	<p><i>Consultation:</i> Passenger Transport Division - School Transport Branch (18/9/08 and 21/1/09).</p> <p>Previous schedules QDAN474v4 735.4.2 (retain 5 years after completion of project)</p>
3.4.2	<p>Public transport services - notices Records relating to the development and dissemination of notices declared by the department regarding changes to public transport services. Includes supporting documenting, such as safety awareness notices, information statements and guidelines. Includes gazettal notices on passenger transport services such as the maximum fares for taxis, declared taxi service areas, and declared service contract area or route.</p> <p>Disposal action - Retain for 10 years after superseded.</p>	<p>Background/business process: The department is required to undertake continuous awareness campaigns and publish notices to promote the safe interaction and behaviour on Queensland roads, includes behaviour as a passenger. The department may declare by gazette notice a change to a passenger transport service, such as taxi fares and declaration of a service contract. For example, under s.42 of the <i>Transport Operations (Passenger Transport) Act 1994</i> the chief executive may, by public notice, declare that a service contract will be required to provide a public passenger service of a specified kind for a specified area or route.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: These records are required by the department to refer back to past notices to support their actions when responding to or notifying the community in timely manner if challenged. The records are required while the declaration is active, and once the declaration has been superseded/expired the department may refer back to previous notices particularly if a service recommences. Also used to respond to internal or external enquiries about previous and existing declarations. The records may assist with the justification or declaration of future services.</p> <p>Community expectation: Changes to services are communicated and declared by the department, and evidence of their decision to change services.</p> <p>Comparison with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for approved marine safety awareness notices issued by the public authority – reference number 6.11.1 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - Passenger Transport Development Branch (23/3/09).</p>
3.4.3	Transport network usage -	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>datasets</p> <p>Information regarding transport usage within Queensland that is collected and used by the department. Data may be captured from survey analysis and long-term research, such as freight classification surveys and journey to work surveys.</p> <p>Disposal action -</p> <p>Retain for 50 years after last action.</p>	<p>New record class. Data is collected periodically and collated to track trends on the usage of transport services from private, public and commercial aspects. The data sets combine survey results from a particular project that may span 30 years. Example of data may be collected on freight rates. The modelling data and analysis centre (MDAC) undertakes regular surveys and is often commissioned by internal business areas to collect data and analysis it for them. This data is the single point of truth for the department.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>This information is essential to the department as it provides a history on the use of public transport over the decades, and is instrumental in fulfilling our commitment in shaping tomorrow's transport systems today. Some data has been collected from 1976. The data needs to be retained for the same period as the reports (3.4.5) as it supports the findings in the report and the data cannot be re-collected.</p> <p>Community expectation:</p> <p>Data is collected on the current transport network position and used to improve the road and transport industry.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to significant modelling results forming the basis of long term transport planning strategies – reference number F2.3.1 – required as state archives.</p> <p>Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for source data which is considered necessary to substantiate report findings or important for future projects – reference number 3.6.2 – retain permanently.</p> <p>National Archives of Australia <i>Department of Infrastructure and Regional Development Records Authority</i> (2013/00262490) for collection of statistical data which do not inform formal statistical reports, policy development – reference number 61413 – destroy 40 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Integrated Transport Planning Division - Modelling Data and Analysis Centre (28/8/09).</p>
3.4.4	<p>Transport network usage – final reports</p> <p>Final survey analysis and research reports compiled by</p>	<p>Background/business process:</p> <p>New record class. These reports brings together data on many departmental activities to gain a better understanding of issues/position regarding the transport network, such as fleet specifics, the environmental impact of the passenger transport industry, compliance performance and safety performance. It provides</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>the department on transport usage within Queensland.</p> <p>Disposal action - Retain permanently.</p>	<p>industry with an excellent source of information on industry patterns and status that will assist with future network strategies and planning. It is anticipated that it will also benefit the working relationships between industry and government, establishing clearer and more open lines of communication.</p> <p>The department is keen to develop the partnership between industry and government to further strengthen the transport services and to meet the perpetually evolving needs of the state. The reports will assist in making informed decisions for the future.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The reports pull together the raw data collected on the transport network and is essential to the department as it maps the history of transport over many decades and is instrumental in fulfilling our commitment in shaping tomorrow's transport systems today.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government</p> <p>Community expectation:</p> <p>Data is collected on the current transport network position and used to improve the road and transport industry.</p> <p>Comparison with other schedules:</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for final versions of formal internal reports – reference number F2.11.1 – required as state archives.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division - Modelling Data and Analysis Centre (28/8/09).</p>
3.4.5	<p><i>Transport network usage – supporting reports</i></p> <p>Supporting information relating to the surveys undertaken on transport usage within Queensland that are used to support analysis and research datasets.</p>	<p>Background/business process:</p> <p>New record class. The supporting information is used to support the report and dataset as it identifies the type of models used to collect and analysis the data. It also covers the triggers and projects undertaken by the department to collect data.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The supporting records are valuable to the department and assist with future projects, review of collection methods, used to refer back if questioned, or just general knowledge management reasons.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 20 years after last action.</p>	<p>Community expectation: Data is collected on the current transport network position and used to improve the road and transport industry.</p> <p>Comparison with other schedules: National Archives of Australia <i>Department of Infrastructure and Regional Development Records Authority</i> (2013/00262490) for collection of statistical data which do not inform formal statistical reports, policy development – reference number 61413 – destroy 40 years after action completed. State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for background information and supporting data – reference number F1.18.3 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: Consultation: Integrated Transport Planning Division - Modelling Data and Analysis Centre (28/8/09).</p>
3.5.1	<p>Patronage usage and accessibility Records relating to research studies and monitoring public usage and accessibility on public and school transport. Includes passenger behaviour and contact with customers regarding ticketing and fares and revenue protection management issues.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. This class covers records relating to research studies and monitoring public usage and accessibility on public and school transport. Includes passenger behaviour.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records will enable the department to address enquiries and support their actions, and has ongoing internal research value to develop new improved passenger transport strategies / initiatives. The information collected is not required over 7 years. The department does not use data collected on patronage usage that is older than 7 years.</p> <p>Community expectation: The public transport system is monitored for safety and accessibility purposes.</p> <p>Comparison with other schedules: Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for source data which is not considered necessary to substantiate report findings or important for future projects – reference number 3.6.3 – destroy 7 years after project completed.</p> <p>Other comments/factors for consideration: Consultation: Passenger Transport Division - Passenger Transport Development Branch (23/3/09).</p>
3.5.2	Public transport drivers –	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>community feedback Records relating to complaints received about school or public transport drivers including dangerous driving, accusations of assault, accidents causing injury. Includes determinations made by an arbitrator on cases of discrimination by transport operators.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>This class covers complaints made against a driver of a public transport vehicle that are investigated by the department to determine if the driver is not fulfilling their requirements under the below Act.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: Audits that are performed with bus operators have a requirement of keeping their audit documentation for 5 years. This would include any correspondence regarding complaints. The records are required to address enquiries and support their actions. The department does not require records relating to complaints on drivers/operators for the 26 years (current retention period under QDAN474v4). The records are only required for 7 year after the complaint finalised.</p> <p>Community expectation: Complaints on drivers are managed by the department to ensure safety of the public transport network.</p> <p>Comparison with other schedules: <i>Archives Office of Tasmania for Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to suggestions and complaints from the public in regard to the management and use of the transport network – reference number 1.1.3 – destroy 5 years after action completed. <i>State Records New South Wales Roads Ministry of Transport (DA153)</i> for records relating to serious complaints received from the public regarding transport regulation – reference number F5.6.1 – retain for 6 years after last action.</p> <p>Other comments/factors for consideration: Merged QDAN474v4 745.12.1 and QDAN474v4 840.2.1 as separate containers are not created for discriminations and complaints. Regardless of the type of complaint the driver/operator is not fulfilling their requirement under the <i>Transport Operations (Passenger Transport) Act 1994</i>. Complaints on the operator are captured on the operator container (4.1.9). Complaints on authorised drivers are covered under this class. <i>Consultation:</i> Passenger Transport Division - School Transport Branch (21/1/09). Transport Services Division - Ipswich Passenger Transport Office (10/6/09).</p> <p>Previous schedules</p>

Ref. No	Description of record and retention period	Justification for retention period
3.5.3	<p>School transport services – monitoring and enquiries</p> <p>Records relating to school transport services, which include but is not limited to:</p> <ul style="list-style-type: none"> • correspondence received by the department from schools, local councils or other agencies regarding school transport services • notifications received relating to temporary or permanent changes to public transport network that may impact school bus routes • complaints • notice/s received by the department from an operator on student behaviour while travelling on public transport. <p>Disposal action - Retain for 8 years after last action.</p>	<p>QDAN474v4 840.2.1 (26 years after last action) and QDAN474 745.12.1 (7 years after last action).</p> <p>Background/business process:</p> <p>New record class combined with existing class. This class covers records about the use of school transport services.</p> <p>The bus operator is responsible for managing the behaviour of children travelling on school buses and generally informs the Department when refusal of transport is granted. Three warnings are given to a child, which include letters to the parents and schools and only then a refusal of transport is given. The Department receives notification when a "refuse to transport" notice is issued which will impact payment to the student and operator. Communication with the schools is only done by the operator. The only communication generated by the department is to the student's parent/guardian to advise payment will cease/change for the length of time stated in the "refuse to transport notice". On receipt of the notices STIMS (refer to 3.1.5) is updated and payments are stopped during the period stated on the notice. The department takes on an advisory role. Enquiries/complaints received about an operator are generally placed on the operator file.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The records relate to financial changes to a student's travel therefore required for the duration a student is at primary school (prep to year 6/7). Therefore the records need to be retained for a minimum of 8 years.</p> <p>The records are used to support queries about student's financial payments, and also assist in the review and development of future documents, such as code of conduct for school students travelling on buses.</p> <p>Community expectation:</p> <p>The department is made aware of behavioural issues on school buses and records are available on a student's subsidy payments.</p> <p>Comparison with other schedules:</p> <p>Archives Office of Tasmania <i>for Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to suggestions and complaints from the public in regard to the management and use of the transport network – reference number 1.1.3 – destroy 5 years after action completed.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to serious complaints received from the public regarding transport regulation – reference number F5.6.1 – retain for 6 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration:</p> <p>The department has developed its code of conduct for school students travelling on buses. To ensure the needs and views of all stakeholders were taken into account, the code was developed in consultation with the Department of Education and the Arts, the Queensland Police Service, bus industry groups, parent groups, principals' associations, unions and non–state school authorities. The code of conduct forms the basis of the bus rules that bus companies develop to manage behaviour on their school buses. It also includes procedures for bus drivers and operators to follow when managing student behaviour on the bus.</p> <p>Previous schedules QDAN474v4 840.2.2 (5 years after last action)</p>
3.5.4	<p><i>Travel solution consultation</i> Records relating to stakeholder consultation activities on alternate travel solutions and current transport planning issues or concerns. These records assist with future planning and possible smart travel events and programs.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: This class differs from commuter surveys or data collected during department led events, such as Travelsmart. These records may form part of the transport infrastructure project, such as new bikeway or pedestrian crossing.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records assist with future planning and future travel related events and programs, but are not referred to after a five year period.</p> <p>Community expectation: Information is collected on current transport issues.</p> <p>Comparison with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for 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 – reference number 2.4.1 – retain for 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Passenger Transport Division - Smart Travel Centre (19/3/09).</p>

Function No	Title	Scope Note
4	Transport Safety and Regulation	<i>The function of managing and delivering safety and regulatory services to the community of Queensland through the department's transport systems. This is achieved by aligning safety, security and regulatory functions across the transport network, to deliver better services and infrastructure. The function encompasses the safety, security and resilience of the transport system, community, vehicles and vessels that use it, in particular the registration, licensing and compliance practices across Queensland.</i>
Activities		
<ul style="list-style-type: none"> 4.1 Accreditation 4.2 Audits and inspections 4.3 Disabled parking 4.4 Driver authorisation – passenger 4.5 Identifications 4.6 Industry and dangerous goods 4.7 Intelligent monitoring 4.8 Licensing 4.9 Litigations and offence management 4.10 Response and recovery management 4.11 Road and transport safety 4.12 Transport training service 4.13 Vehicle inspections 4.14 Vehicle modifications 4.15 Vehicle number plates 4.16 Vehicle registration 4.17 Vehicle standards 		

Ref. No	Description of record and retention period	Justification for retention period
4.1.1	<p>Bridge inspections accreditation - applications Records relating to the accreditation of bridge inspectors issued by the department in accordance with the Bridge Inspection Manual. Includes approvals, renewals, cancellations, suspensions, refusals and amendments to an accreditation.</p> <p>Disposal action - Retain for 7 years from date of refusal, expiry or cancellation of accreditation.</p>	<p>Background/business process: New record class. These records cover applications received from someone (internal and/or external to the department) requesting to be accredited as a bridge inspector. The department accredits all bridge inspectors within the State. A bridge inspector assesses the condition of bridges and is either accredited as a level 1 or level 2 inspector:</p> <ul style="list-style-type: none"> • level 1 – routine maintenance inspection accreditation • level 2 – bridge condition inspection accreditation <p>Regulatory requirements: Transport and Main Roads Bridge Inspection Manual: Appendix E Inspector Accreditation Appraisal Procedure</p> <p>Business requirements: The records are required to meet statute of limitations obligations. Bridge Inspectors are accredited under departmental policy not legislation. Once the requirements under the contract have been met the department only legally need to retain the records to satisfy limitations of actions (limitation period for actions against a breach of contract (6 years) under section 10 of the <i>Limitation of Actions Act 1974</i>).</p> <p>The bridge inspector register (4.1.4) is used by the department to respond to queries, undertake reports, review of appraisal procedure etc.</p> <p>Community expectation: Evidence bridge inspectors are accredited under a controlled assessment process by the State.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for accreditation of an individual or corporation as a ship designer, builder or marine surveyor – reference number 9.1.1 – retain for 10 years after expiry or cancellation of accreditation.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering & Technology Division - Bridge Asset Management - Structures Branch (Senior Engineer, 2010).</p>
4.1.2	<p>Bridge inspectors register Register of bridge inspectors accredited by the department.</p>	<p>Background/business process: New record class. This class covers records of all bridge inspectors accredited by the department.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>Transport and Main Roads Bridge Inspection Manual: Appendix E Inspector Accreditation Appraisal Procedure</p> <p>Business requirements: Bridges have a lifespan of 300years + and this registers identifies the inspection history and the details of the inspections, such as who and what was inspected. The information in the register is used to provide history to the department and community of Queensland. It also assists with legal action against an inspector.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 3 – Enduring rights and entitlements Characteristic 4 – Significant impact on individuals</p> <p>Community expectation: Evidence bridge inspectors are accredited under a controlled assessment process by the State.</p> <p>Consistency with other schedules: Northern Territory Archives Service <i>Disposal schedule for records of the Department of Infrastructure, Planning and Environment – Building practitioners regulation (2003/13)</i> for register of all building practitioners registered in the Northern Territory – reference number 1.4.1 – retain permanently.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering & Technology Division – Structures Branch (2010).</p>
4.1.3	<p>Inspection stations accreditation Records relating to the accreditation of an inspection station in accordance with the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Disposal action - Retain for 15 years after refusal, expiry or cancellation of</p>	<p>Background/business process: This class covers the accreditation and audit of an inspection station, and approval of examiners. An approved inspection station (AIS) is an establishment such as a service station, garage or workshop where motor vehicles are inspected. Under an AIS safety certificates or certificates of inspection for vehicles that are safe to use on a road can be issued. Safety certificates can only be issued by an approved person (examiner). A single file is retained for each AIS, which includes records relating to an examiner. If an examiner leaves an AIS and moves to another AIS their approval status does not move with them. A new application/nomination form must be completed and submitted to the Department for approval before safety certificates can be issued and for an AIS to retain their accreditation.</p> <p>Regulatory requirements: Part 4A of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions)</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>accreditation.</p>	<p><i>Regulation 2005</i> covers approval of inspection stations.</p> <p>Business requirements: These records are required to support queries and issues that may arise about an AIS, examiner or the Department in relation to the scheme. The three classes have been merged together and the longest retention taken.</p> <p>Community expectation: Evidence inspection stations are accredited under a controlled assessment process by the State.</p> <p>Consistency with other schedules: State Records of New South Wales <i>Driver licensing and road user regulation</i> (FA278) for records relating to the authorisation of vehicle inspection stations – reference number 4.2.2 - retain for 7 years after last action. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to the development of vehicle inspection stations which proceed as an operational site – reference number 4.5.1 – destroy 10 years after site ceases to be operational.</p> <p>Other comments/factors for consideration: A proprietor of an AIS must keep certain documents for 2 years after a certain action, in accordance with s100R of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>. <i>Consultation:</i> Road Safety and System Management Division - Accreditation Management (20/10/09). Transport Services Division - Compliance Northern region (19/3/10).</p> <p>Previous schedules QDAN474v4 for records relating to the development and management of inspection stations for specialised vehicles – reference number 675.3.1.2 - Retain for 10 years after last action. QDAN474v4 for records relating to the accreditation/examinations for motor mechanics – reference number 675.4.8 - retain for 15 years after last action. QDAN474v4 for records relating to the audit of inspection stations to ensure they are properly equipped and are accredited to perform inspections of freight transport vehicles. Includes examination of inspectors – reference number 645.7.1 - retain for 7 years after last action.</p>
4.1.4	<p><i>Register of approved inspection stations</i></p>	<p>Background/business process: This class covers the register of accredited inspection stations.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Register of approved inspection stations accredited by the department.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements: This retention has been increased to align with the accreditation records. The records are required to support the Department's management of the inspection station accreditation scheme.</p> <p>Community expectation: Evidence inspection stations are accredited under a controlled assessment process by the State.</p> <p>Consistency with other schedules: State Records of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records relating to the authorisation of vehicle inspection stations – reference number 4.2.2 - retain for 7 years after last action. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to the development of vehicle inspection stations which proceed as an operational site – reference number 4.5.1 – destroy 10 years after site ceases to be operational.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division – Accreditation Policy and Services Unit (13/7/10).</p> <p>Previous schedules QDAN474v4 for records relating to the register of authorised inspection stations – reference number 675.3.1.1 - Retain for 10 years after last action/entry then destroy.</p>
4.1.5	<p>Modification accreditation scheme</p> <p>Records relating to the approval of persons to carry out and/or certify vehicle modifications to light vehicles up to 4.5 tonne and/or heavy vehicles over 4.5 tonne under the approved person's accreditation scheme, in accordance with the <i>Transport Operations (Road Use Management –</i></p>	<p>Background/business process: New record class. This class covers the accreditation of:</p> <ul style="list-style-type: none"> • approved persons to carry out inspections and/or modifications to vehicles • approved person to design and/or approve vehicle modifications. <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Business requirements: The retention supports queries that may arise about an approved person. Required as evidence of the transaction and the Department's authority to issue an accreditation. The records provide history of approved person while under the scheme. The records may be referred back to support justifications for future applications from approved person.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Accreditation and Other Provisions) Regulation 2005.</i></p> <p>Disposal action - Retain for 7 years after expiry or cancellation of approval.</p>	<p>Community expectation: Modifications to vehicles is approved and controlled.</p> <p>Consistency with other schedules: Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for applications and approvals for modifications to vehicles – reference number 4.5.8 – destroy 5 years after action completed.</p> <p>Other comments/factors for consideration: Consultation - Road Safety and System Management Division – Accreditation Policy and Services Unit (3/7/10).</p>
4.1.6	<p><i>National heavy vehicle accreditation scheme - register</i></p> <p>Register of operators accredited under the National Heavy Vehicle Accreditation Scheme.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: New record class. The register lists the operators and the details relating to the scheme and which module they are accredited under. Includes additional information such as vehicle details.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are required as evidence of the accreditation and the department's authority to issue a vehicle licence. Also supports queries, statistics for review of program, and reporting requirements.</p> <p>Community expectation: Operators of heavy vehicles are accredited for fatigue management reasons.</p> <p>Consistency with other schedules: Public Records Office Victoria <i>Retention and Disposal Schedule for Records of VicRoads Road Management Functions (PROS10/05)</i> for records documenting the monitoring of heavy vehicles on roads to ensure safety – reference number 2.3.2 – destroy 7 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (RSSM) – Accreditation Policy and Services Unit (13/7/10).</p>
4.1.7	<p><i>Passenger transport operator service accreditation</i></p> <p>Records relating to approved</p>	<p>Background/business process: Operator accreditation is a legislative requirement where operators of public passenger transport must be accredited and comply with a range of operational requirements. It is a qualification an operator of a public</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>applications for accreditation of an operator to provide general public passenger services, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Includes provisional operator accreditation, compliance reviews, investigations, assessment, renewals, amendments, refusal, cancellation or suspension of an operator’s accreditation, appeal against a refusal, suspension or cancellation of a service licence under the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Disposal action - Retain for 10 years after refusal, expiry or cancellation or completion of appeal process.</p>	<p>passenger service must attain and maintain to provide the service. Operator accreditation is for the term of not longer than succession of 5 years before accreditation is renewed. The purpose of operator accreditation is to ensure operators:</p> <ul style="list-style-type: none"> • provide safe passenger transport services; • are accountable for the management of their drivers; • provide quality services; and • comply with the legislative requirements. <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994</i></p> <p>Business requirements: The disposal action will support the issuing of accreditation and monitor compliance during accreditation. The records are used to support queries / complaints relating to an operator, and assess and review accreditation review.</p> <p>Past and current accredited operators are recorded in a register (SILAS). The retention is per accreditation and not operator therefore records need to be retained for two maximum accreditation periods (5years each) in case the records are needed to support a case in relation to a current or previous accreditation. The Department has 2 years to prosecute.</p> <p>Operators are required to retain certain records for 5yrs.</p> <p>Community expectation: Evidence operators of passenger transport services are accredited under a controlled assessment process by the State.</p> <p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority (DA153)</i> for vehicle operator authorisation – reference number F5.18.1 - retain for 10 years after operator ceases to be accredited or period of exemption has expired.</p> <p>Other comments/factors for consideration: Transport Services Division - regional passenger transport offices (Cairns, Townsville, Rockhampton, and Ipswich). Transport Services Division - Ipswich Passenger Transport Office (10/6/09).</p> <p>Previous schedules</p>

Ref. No	Description of record and retention period	Justification for retention period
4.1.8	<p>Passenger transport industry authorities - register Register of operators accredited to provide passenger transport services and school transport services recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Disposal action - Retain for 25 years after expiry or cancellation of accreditation.</p>	<p>QDAN474v4 745.6.2 (10 years after last action) and QDAN474v4 840.3.2 (10 years after last action) and QDAN474v4 840.3.3 (10 years after last action).</p> <p>Background/business process: SILAS is used for both passenger and school transport operator accreditations. The register is kept to provide a consolidated history of an operator and meets business and legal requirements in managing, monitoring and reporting on accreditation.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: A permanent retention was no longer justified as the records are not required beyond 25yrs after expiry of the accreditation.</p> <p>Information is often referred back to past a 5-10 year retention. The 25 year satisfies the business need to use the information in the system for business requirements, support past and future decisions, provide advice, and support development of programs and policies. The register will be the only record left of an accreditation therefore it needs to be retained longer than the accreditation records. Due to the higher risk of operating a public transport vehicle it is recommended they are retained for an additional 15 years after the expiry and cancellation. This support queries, statistics for review of program, and reporting requirements.</p> <p>Community expectation: A history of accredited operators is retained.</p> <p>Consistency with other schedules: State Records Authority of NSW <i>Ministry of Transport Functional Retention and Disposal Authority (DA153)</i> for vehicle operator authorisation – reference number F5.18.1 - retain for 10 years after operator ceases to be accredited or period of exemption has expired.</p> <p>Other comments/factors for consideration: Consultation - Passenger Transport Division - School Transport Branch (18/9/08).</p> <p>Previous schedules QDAN474v4 745.6.1 (retain permanently by department) and QDAN474v4 840.3.1 (retain permanently by department)</p>
4.1.9	<p>Q-ride registered service providers</p>	<p>Background/business process: New record class. This class covers providers accredited as a registered Q-Ride providers (includes</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to applications for accreditation as a Q-Ride registered training and assessment service provider which are approved under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>. Includes registration renewals and amendments, as well as the refusal, suspension or cancellation of a service provider's registration. Also includes audit reports undertaken by an approved Q-Ride auditor during on road assessments and audit reports conducted during the application approval stage.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>companies and sole traders/partnerships). Accredited providers can provide training and assessment for anyone wanting a motorcycle licence class. A nominated person from the accredited provider can sign a Q-Ride certificate (competency declarations) which is a mandatory requirement for someone when applying for a motorcycle licence.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Business requirements: The five year retention after termination from program will address any concerns, queries or review of a service provider once their registration ceases. Legislative provision for registration is for the term not longer than five years.</p> <p>Community expectation: A training and assessment process is mandated for people wanting a motorcycle licence and qualified people are appointed to provide this training.</p> <p>Consistency with other schedules: State Records of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records relating to the management of approved applications for driving instructors licences – reference number 4.2.4 - retain for 6 years after licence has expired, instructor has attained the age of 75, instructor has died or the instructor has indicated intention not to renew licence, whichever is later.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety System Management Division - Accreditation Management - Q-Ride Unit (21/4/08).</p>
4.1.10	<p>Railway providers accreditation</p> <p>Records relating to the accreditation of a railway manager and/or railway operator, by the department in accordance with the <i>Transport</i></p>	<p>Background/business process: This class covers the accreditation of a railway manager and operator by the Department.</p> <p>Regulatory requirements: Part 5 of the <i>Transport (Rail Safety) Act 2010</i></p> <p>The purpose of accrediting a person for railway operations is to attest that the person has demonstrated to the chief executive that the person has the competence and capacity to manage risks to the safety of persons arising, or potentially arising, from the railway operations.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>(Rail Safety) Act 2010.</i></p> <p>Disposal action - Retain for 15 years after refusal or cancellation of accreditation.</p>	<p>An accredited person is given particular powers under the <i>Transport Infrastructure Act 1994</i>. See, for example, chapter 7, part 4 for powers to enter another person's land for carrying out particular railway operations.</p> <p>Business requirements: The records are required to address enquiries about an operator while they were accredited. Due to the records security and sensitivity (regulation of rail industry and safety audits) the records can address controversy or questions about the provider. An accreditation remains in force until it is suspended, cancelled or surrendered. A file is retained per provider regardless of the application outcome the trigger is changed from last action to refusal or cancellation which is the two actions to end the business process.</p> <p>Community expectation: Records on the accreditation of railway operators are retained.</p> <p>Consistency with other schedules: NSW Rail Corporation of NSW (DA191) retains similar records for operators to access the rail network (6.1.1 and 6.2.1) for 7 years after expiry or termination of agreement.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail Safety and Security Division - Rail Safety Unit (27/10/09).</p> <p>Previous schedules QDAN474v4 790.7.1 (15 years after last action) and QDAN474v4 790.7.2 (10 years after last action) and QDAN474v4 790.7.4 (1 year after certificate is renewed, or for 5 years after cancellation).</p>
4.1.11	<p>Traffic controller accreditation Records relating to the accreditation of a traffic controller, in accordance with the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>. Includes the approval, refusal, renewal, cancellation,</p>	<p>Background/business process: New record class. Persons accredited under the Traffic Controller Accreditation scheme are authorised by the department to control traffic at road worksites where a road closure or part road closure is necessary, and other events where a road or part road closure is necessary. The Department manages the scheme which involves setting the functions and responsibilities for traffic controllers; administering the appointment process for traffic controllers; and the management of the scheme's compliance / enforcement process.</p> <p>Regulatory requirements: Part 2 of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Business requirements: The retention supports queries relating to traffic controller competencies and performance. If a traffic</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>amendment and/or suspension of a traffic controller accreditation.</p> <p>Also includes the accreditation of interstate traffic controllers that request to work as a traffic controller in Queensland.</p> <p>Disposal action - Retain for 10 years after refusal, expiry or cancellation of accreditation.</p>	<p>controller applies for a new authority after the expiry of a licence the Department will need to access previous records, and this normally happens within a 10 year period.</p> <p>Community expectation: Records on the competencies of a traffic controller are retained, and a scheme to accredit traffic controllers is managed by the Department.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) retains similar records for 85 years after granting licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner (1.1.7). State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) retains records relating to the tow truck drivers and operator licences for 7 years after last action (1.1.8).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Industry Licensing (July 2009). Road Safety and System Management Division - Registration and Licensing (26/3/10).</p>
4.1.12	<p>Written-off vehicle notifier</p> <p>Records relating to the approval for accreditation as a written-off vehicle notifier, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i> including granting of approval, renewal, cancellation and suspension of an accreditation.</p> <p>Disposal action - Retain for 7 years after the expiry or cancellation of approval.</p>	<p>Background/business process: New record class. A file is retained per notifier at a company or individual level and the company could have many people working for them that undertake notifier duties. Example of a notifier: Qld Police Officers, some insurance companies, such as Suncorp.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are required for history of notifier, respond to enquiries, review of notifier programs.</p> <p>Community expectation: Records on the competencies of a notifier are retained, and a scheme to accredit a written-off vehicle notifier is managed by the Department.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records related to written-off vehicles – reference number 2.1.4 – destroy 15</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>years after entry made on the register of written-off vehicles.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records relating to written-off vehicle notification forms - reference number 1.89.1 – retain as Territory archives.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Vehicle Identification Unit (25/10/2010).</p>
4.1.13	<p>Written-off vehicle notifier - refusal</p> <p>Records relating to applications for accreditation as a written-off vehicle notifier that are refused by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Disposal action - Retain for 2 years after last action.</p>	<p>Background/business process: New record class. A yearly file is retained on refusals.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: Low value records that are only used to refer back to provide justifications for refusal. Used to respond to enquiries about refusals and are not required after a 1-2 year period.</p> <p>Community expectation: Evidence of refusals is available on request, and a scheme to accredit a written-off vehicle notifier is managed by the Department.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records related to written-off vehicles – reference number 2.1.4 – destroy 15 years after entry made on the register of written-off vehicles.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records relating to written-off vehicle notification forms - reference number 1.89.1 – retain as Territory archives.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Vehicle Identification Unit (25/10/2010).</p>
4.1.14	<p>Certificates of authority – training providers</p> <p>Records relating to approved applications for Certificates of</p>	<p>Background/business process: New record class. Registered Training Organisation's (RTO) must be authorised by TMR. A file is created per authority from creation to cessation of an accreditation. Includes scheduled audits / site visits. If an organisation ceases to operate as an RTO, hard copies of student records, including awards/statements of</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Authority made under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i> and authorising training.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of the certificate.</p>	<p>attainment and a list of competencies/modules achieved by individuals must be sent to the relevant state or territory registering authority, which are Dept of Education Training and Employment (DETE).</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Business requirements: Retention of 10yrs after cancellation/expiry of an authority relates to addressing complaints and enquiries. Upon cancellation, access and management of records will be the responsibility of DETE, not the Department. Retention needs to cover the expiry of the appeals period, which is based on the s.10 of the <i>Limitations of Actions Act 1974</i> (6 years) plus a few years more for reference.</p> <p>Community expectation: Accredited people deliver training within the transport sector.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for certificates of authority allowing registered training organisations to provide marine training and assessment – reference number 8.1.1 – retain for 10 years after expiry or cancellation of certificate of authority. State Records of New South Wales <i>Department of Fair Trading</i> (DA48) for accreditation of training courses for real estate agents – reference number 6.15.1 - retain for 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety System Management Division - Mt Cotton Training Services (2007). Engineering and Technology Division - Technical Education and Innovation (Jon Oxford, Director, and Craig Moss, 15 July 2010).</p>
4.1.15	<p>Certificates of authority - register Register of Certificates of Authority issued by the department, detailing the scope of authorisation given to a Registered Training Organisation (RTO) to provide training and/or assessment.</p>	<p>Background/business process: New record class. The department retains a register of all registered training organisations.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The register is required to be retained longer than the Registered Training Organisation certificates of authority (4.2.1). The department uses the records for reporting and monitoring the status of a Registered Training Organisation (audit checks etc).</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 20 years after last action.</p>	<p>Accredited people deliver training within the transport sector.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for certificates of authority allowing registered training organisations to provide marine training and assessment – reference number 8.1.1 – retain for 10 years after expiry or cancellation of certificate of authority.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety System Management Division - Mt Cotton Training Services (2007).</p>
4.1.16	<p>Dealer registration scheme Records relating to agreements between the department and a dealer with access to the Dealer Acquisitions Interface System (DAIS). Includes marine / boat dealer's trailer registration. Also includes auditing dealer compliance with the requirements of the scheme and initiating legal action against dealers concerning bankruptcy or non-compliance with processes/audit requirements.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of agreement.</p>	<p>Background/business process: Licensed motor dealers are audited by the department against the dealer registration schemes / arrangements where they can lodge registration documents on behalf of a client or transact registration on behalf of the department. The department audits dealerships every 6 months and licence plates to match up with interim labels and ensure compliance in the use of dealer plates. An audit can be triggered by a recurring problem identified through complaints. Agreements are for a period of 3 years. A file is held per dealer.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The 10yr retention meets the department's legal and business requirements, enables them to address queries or enquiries about the dealer. Also used for reporting and reviewing processes.</p> <p>Community expectation: The use of number plates is audited and controlled, along with the registration process undertaken by dealers.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the management of applications from car dealer staff – reference number 4.2.9 – retain for 7 years after last action. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for schedules of car dealers authorised to certify roadworthiness of new vehicles – reference number 4.2.10 – retain for 2 years after schedule superseded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Previous schedules QDAN474 v4 800.8.4 (Retain for 7 years after last action), 800.8.3 (Retain for 10 years after last action), 800.4.1 (Retain for 10 years after last action), QDAN474 v4 800.12.2 (Retain for 10 years after last action), QDAN474 v4 800.12.1 (Retain for 7 years after last action).</p>
4.1.17	<p>Dealer interface system reports Reports generated from the Dealer Acquisitions Interface System (DAIS) such as bi-monthly management report required under the motor vehicle dealer registration scheme.</p> <p>Disposal action - Retain for 2 years after last action.</p>	<p>Background/business process: New record class. This class covers reports generated from the Dealer acquisitions interface system and used for internal and external reporting requirements.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Retention used to provide evidence of the reports and address enquiries.</p> <p>Community expectation: Monitoring of the motor vehicle dealer registration scheme is undertaken regularly by the Department.</p> <p>Consistency with other schedules: State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for periodic internal reports relating to routine operational or administrative matters – reference number F5.22.2 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p> <p>Previous schedules QDAN474 v4 800.11.2 (Retain for 2 years after last action).</p>
4.1.18	<p>Dealer acquisitions – registration requests Records relating to applications from dealers requesting registrations approved under the registration easy scheme through the Dealer Acquisitions Interface System (DAIS), including the registration of</p>	<p>Background/business process: This class covers forms lodged by dealers at the Department when they acquire a vehicle / trailer / vessel (buy by way of trade-in or auction or from another dealer). Dealers do not have to fill in transfer forms or supply Safety Certificates etc when they acquire a vehicle this way. The dealer sends in the form which lists the vehicle/trailer/vessel they want registered into the dealer’s name.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>dealer motor vehicles outside of DAIS.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>The retention aligns with the issuing of vehicle registrations under 4.18.12.</p> <p>Community expectation: Monitoring of the motor vehicle dealer registration scheme is undertaken regularly by the Department.</p> <p>Consistency with other schedules: Archives of Tasmania RDS no.43 retain similar records for 1 year after action completed (4.5.9).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (LTS Division - Policy, Advice and Finance, 30/10/07). Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p> <p>Previous schedules (where applicable) QDAN474v4 800.8.1 (Retain for 7 years after last action) and QDAN474v4 800.8.2 (Retain for 7 years after last action) and QDAN474v4 800.8.5 (Retain for 7 years after last action).</p>
4.1.19	<p>Dealer books Accountable books issued by the department to approved motor dealers under the registration easy scheme. Includes incomplete, cancelled or unused books which are returned to the department.</p> <p>Disposal action - Retain for 3 years after return of book.</p>	<p>Background/business process: New record class. This class covers accountable books such as:</p> <ul style="list-style-type: none"> • Interim label books (dealer) - white sticker placed on new cars until registration is processed. Half used books are returned to the department on final audit or when a dealer has closed. • Dealer plates books – dealer can request multiple plates from the Department. The books are used for driving unregistered new cars where no plates have been assigned. <p>Regulatory requirements: Nil</p> <p>Business requirements: The books are stock for the department therefore required to be retained by the department after returned by the dealer to provide evidence of their actions. The books can be used to monitor a dealer’s performance (audits are covered under ****).</p> <p>Community expectation: The use of interim number plates is controlled and monitored by the Department.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the management of applications from car dealer staff – reference number 4.2.9 – retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for schedules of car dealers authorised to certify roadworthiness of new vehicles – reference number 4.2.10 – retain for 2 years after schedule superseded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p>
4.1.20	<p>Registered dealers database Information captured in the register of motor vehicle dealers approved under the dealer registration scheme.</p> <p>Disposal action - Retain for 20 years after expiry or cancellation of agreement.</p>	<p>Background/business process: New record class. The database is used to monitor dealer compliance and acts as a problem sheet. It lists the contact the department has had with the dealer and the actions taken to resolve an issue.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The information on dealers is required for a further 5 years from agreement (4.1.16) to cover enquiries that may arise about a dealer, particularly if they open up under a different name. The information is also required to report on the management of the dealership scheme, statistics etc.</p> <p>Community expectation: The use of number plates is audited and controlled, along with the registration process undertaken by dealers.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the management of applications from car dealer staff – reference number 4.2.9 – retain for 7 years after last action. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for schedules of car dealers authorised to certify roadworthiness of new vehicles – reference number 4.2.10 – retain for 2 years after schedule superseded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Client Service Delivery - Northern Region (Kenny Street CSC, Cairns, 6/11/09),</p>
4.1.21	<p>Employment and training schemes Records relating to Aboriginal</p>	<p>Background/business process: New record class. Aboriginal and Torres Strait Islander employment and training Schemes may include Education to Employment Scheme and Constructive Mob – constructive skills training program. These</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and Torres Strait Islander employment and training schemes either developed or supported by the department.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>programs are linked to the Reconciliation Action Plans.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are used to modify or develop future schemes and refer back to support actions and respond to enquiries. They provide evidence of the department's actions and involvement in the schemes. Due to its high profile the records are required to be retained longer than the training related classes in the GRDSv7 (recruitment/employment schemes – reference number 15.11.3 – retain for 2 years after last action).</p> <p>Community expectation: By providing much-needed access to road, rail, sea and air transport, the department is well-placed to provide education, training and employment opportunities for Indigenous people right across the state.</p> <p>Consistency with other schedules: Public Records Office Victoria <i>Retention and Disposal Schedule for Records of VicRoads Road Management Functions</i> (PROS10/05) for records documenting the development of training curricula and course materials – reference number 5.1.2 – destroy 5 years after training material finalised. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to the development of planned marine pollution emergency response management exercises including course material – reference number 5.2.1 – retain for 30 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Strategic Policy Division (19/11/09, 20/5/10).</p>
4.1.22	<p>Heavy vehicle concession schemes</p> <p>Records relating to the development of partnerships with industry bodies and the establishment of heavy vehicle concession schemes such as log timber concession scheme, grain harvest management scheme, load restraint (sugar industry) including compliance</p>	<p>Background/business process: New record class. This class covers the management of the scheme and negotiation of agreements. The purpose of the schemes: allow more weight, less vehicles on road, in-field loading, allow for inaccuracies.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Once the agreement has expired or cancelled s.10 of the <i>Limitations of Actions Act 1974</i> satisfies the department's requirements (limitation period for actions against an each of contract (6yrs)). The records assist with the development of new agreements and variations to the schemes. For example, with the selling of Qld Forestry a new agreement needs to be established with the new industry body.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and non-compliance.</p> <p>Disposal action - Retain for 7 years after action complete.</p>	<p>Restrictions and concession are in place for specific industry bodies.</p> <p>Consistency with other schedules: State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for records relating to concession schemes – reference number F3.7.1 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Division – Heavy Vehicle Operations (15/7/10).</p>
4.1.23	<p>Heavy Vehicle Registration Assessment Scheme Records relating to accreditation to inspect and measure heavy vehicles prior to registration, under the heavy vehicle registration assessment scheme (HVRAS). Includes the approval, renewal, cancellation and/or suspension of an accreditation.</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of accreditation.</p>	<p>Background/business process: New record class. HVRAS authorises persons to inspect and measure vehicles more than 4.5 tonnes gross vehicle mass and trailers more than 750kg aggregate trailer mass prior to registration. This is to ensure that these vehicles comply with:</p> <ul style="list-style-type: none"> • Dimensional limitations • Approved load sharing axle systems fitted • Safe tyre limits • Vehicle identifiers (for example, engine number, VIN, chassis number, modification plates) <p>To become a HVRAS accredited person the applicant needs to complete HVRAS training. The development of the training program falls under section 29 Training Services. HVRAS accreditation is valid for up to one year. Failure to apply for renewal will result in the cancellation of accreditation.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The retention supports queries that may arise about an accreditation. Required as evidence of the transaction and the department’s authority to issue an accreditation. The records provide history of accredited operator while under the scheme. The records may be required to support justifications for future applications from an operator.</p> <p>Community expectation: Vehicles driving on our roads are safe, not only to other uses but prevents (or low impact) to road network.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to assessment of applications from heavy vehicle operators</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>for compliance with accreditation schemes – reference number 5.1.2 – destroy 3 years after expiry of accreditation.</p> <p>Other comments/factors for consideration: Road Safety and System Management Division (RSSM) – Accreditation Policy and Services Unit (13/7/10).</p>
4.1.24	<p><i>National Heavy Vehicle Accreditation Scheme – advanced fatigue management</i></p> <p>Records relating to the approval of alternative compliance for an operator of a fatigue regulated heavy vehicle under the national heavy vehicle accreditation scheme – advance fatigue management module.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of accreditation.</p>	<p>Background/business process: New record class. The department may approve an exemption or alternative conditions regarding the driving and use of a heavy vehicle.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The retention supports queries that may arise about an alternative compliance approval. Required as evidence of the transaction and the department’s authority to issue an approval. The records provide history of approvals under the scheme and support justifications for future applications from an operator.</p> <p>Community expectation: Vehicles driving on our roads are safe, not only to other uses but prevents (or low impact) to road network.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to assessment of applications from heavy vehicle operators for compliance with accreditation schemes – reference number 5.1.2 – destroy 3 years after expiry of accreditation.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (RSSM) – Accreditation Policy and Services Unit (13/7/10).</p>
4.1.25	<p><i>Specialist supplier registration schemes</i></p> <p>Records relating to surveillance and audits relating to the department’s specialist supplier registration schemes.</p>	<p>Background/business process: New record class. This class relates to the surveillance and audits of specialist suppliers who are registered to supply transport infrastructure materials to the department.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 10 years after last action.</p>	<p>The records are required for evidence of the department's actions.</p> <p>Community expectation: Evidence audits of departmental schemes are undertaken.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to assessment of applications from heavy vehicle operators for compliance with accreditation schemes – reference number 5.1.2 – destroy 3 years after expiry of accreditation.</p> <p>Other comments/factors for consideration: Engineering and Technology Division – Material Services (7 May 2010). Assets & Operations Division – Central & West (2010).</p>
4.1.26	<p>Traffic control programs Records relating to approved applications under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>, authorising training providers to provide traffic control related training and assessment services.</p> <p>Disposal action - Retain for 10 years after approval lapses or is revoked.</p>	<p>Background/business process: New record class. Individuals accredited under the Traffic Controller Accreditation Scheme are authorised by the department to control traffic at road worksites where a road closure or part road closure is necessary, and other events where a road closure or part road closure is necessary.</p> <p>Accreditation is for a period of three (3) years, and traffic controllers must comply with the statutory conditions for appointment which are outlined in the person's instrument of appointment as described in the Traffic Controller Accreditation Scheme Approved Procedure (TCASAP).</p> <p>It is also a requirement under the Queensland Traffic Management for construction or maintenance work code of practice 2008 for staff engaged in the implementation of traffic management plans to be trained by an approved training provider. Traffic Management Level 2 training Course (30864) Qld — Implement traffic guidance schemes) has been designed to achieve this training requirement.</p> <p>Regulatory requirements: s.27 of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Business requirements: The records are required to provide evidence of the department's decision to approve an application.</p> <p>Community expectation: Traffic controls are qualified.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for certificates of authority allowing registered training organisations to provide marine training and assessment – reference number 8.1.1 – retain for 10 years after expiry or cancellation of certificate of authority.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Engineering and Technology Division - Technical Education and Innovation (15 July 2010).</p>
4.1.27	<p>Traffic management accreditation scheme Records relating to applications under the traffic management accreditation scheme, including approval, refusal, expiry or cancellation of accreditation.</p> <p>Disposal action - Retain for 10 years after refusal, expiry or cancellation of accreditation.</p>	<p>Background/business process: New record class. The Traffic Management Registration Scheme is a significant initiative to improve the safety of road workers on Queensland roads. Traffic management is a high risk activity and deviation from safety standards can lead to death or serious injury to motorists or road workers, including the traffic controllers themselves. There are very significant costs to the community and public health arising out of road accidents and associated injuries. The scheme requires traffic management companies to demonstrate safety, quality and consistency in delivering traffic management services on state-controlled roads. The scheme is an initiative from the 2009 report into the Contract Traffic Control Industry in Queensland by the Queensland Workplace Rights Ombudsman, Don Brown. The report highlighted the need to introduce significant traffic management industry reforms; improve industry standards and improve motorist compliance to traffic signage around roadworks.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The retention supports queries that may arise about an accreditation. Required as evidence of the transaction and the department’s authority to issue an accreditation. The records provide history of accredited operator while under the scheme.</p> <p>Community expectation: Evidence of change following the Ombudsman’s report. Also evidence of the accreditation process.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the administration of vehicle tester licences – reference number 3.1.1 – destroy 10 years after expiry of licence.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).</p>

Ref. No	Description of record and retention period	Justification for retention period
4.1.28	<p>Transport course accreditation</p> <p>Records relating to the accreditation of courses delivered by a registered training organisation.</p> <p>Disposal action - Retain for 3 years after accreditation has been superseded, expired or cancelled.</p>	<p>Background/business process: New record class. The Department has two registered training organisations (RTO's) - Mt Cotton Driver Training Centre and training developed and delivered by Technical Education and Innovation Unit. Accredited courses address skill requirements for industry, enterprises and the community where these are not covered in nationally endorsed training packages. They also have the capacity to address changes in skill needs and the needs of emerging and converging industries and industry sectors, in a responsive manner. Only courses leading to an Australian Qualifications Framework qualification or statement of attainment can be accredited.</p> <p>Regulatory requirements: Accreditation means the formal recognition of a course by a course accrediting body in accordance with the Australian Quality Training Framework (AQTF) 2007 Standards for State and Territory Course Accrediting Bodies and the AQTF 2007 Standards for Accredited Courses.</p> <p>Business requirements: The department requires the record of accreditation for a few years after the expiry of the accreditation as they may be needed for the appeals process. The Department of Education conducts accreditation and would retain records, including the application and supporting documentation for a longer period.</p> <p>Community expectation: Courses developed and delivered by the department meet the necessary industry standards.</p> <p>Consistency with other schedules: NSW Fire Brigades, F10.7.1 OPERATIONAL TRAINING - Compliance: Retain a minimum of 3 years after accreditation or registration expires or is superseded, then destroys.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety System Management Division - Mt Cotton Training Services (2007). Engineering and Technology Division - Technical Education and Innovation (15 July 2010).</p>
4.1.29	<p>Boat harbour controller</p> <p>Records relating to persons appointed as boat harbour controllers under the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2011</i>.</p>	<p>Background/business process: New record class. Boat harbour controllers are employees of the department and undertake operational duties on and around the harbour, and the first contact if a pollution incident happens within the harbour. They work on the incident until maritime safety arrives as the lead agency.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 15 years after appointment ceases.</p>	<p><i>Transport Infrastructure (Public Marine Facilities) Regulation 2011</i></p> <p>Business requirements: The boat harbour controller’s are appointed as a requirement of their role not through an application process. The business does not require the records for longer than 15 years after appointment ceases. The 15 years covers queries that may be raised about a former boat harbour controller.</p> <p>Community expectation: Evidence of the appointment process.</p> <p>Consistency with other schedules: Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to the appointment of authorised officers – reference number 3.1.1 – retain for 10 years after last action. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for service history records for contractors, volunteers and work placements – reference number 15.4.3 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Major Infrastructure Projects Division (22/11/2010). Transport Services Division (2010).</p>
4.1.30	<p>Commercial operators – access to infrastructure Records relating to the use of state owned marine infrastructure, such as public pontoons or car/trailer parks, by commercial operators that is granted by the department in accordance with the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2000</i>.</p> <p>Disposal action - Retain for 3 years after expiry of approval.</p>	<p>Background/business process: New record class. This class covers the process of authorising an external body to use public marine facilities.</p> <p>Regulatory requirements: <i>Transport Infrastructure (Public Marine Facilities) Regulation 2000</i></p> <p>Business requirements: Often the request to access infrastructure is only short term and could only be for a day, therefore the records have little value to the department once the access approval expires. The records are required for history of approvals and refer back to for questions or queries about an approval. These records are rarely accessed after a 2-3 year period.</p> <p>Community expectation: The use of public marine facilities is controlled by the department.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for aquatic event permits – reference number 6.2.1 – retain for 3 years after the refusal, expiry or cancellation of</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>the permit.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Major Infrastructure Projects Division (22/11/2010). Transport Services Division (2010).</p>
4.1.31	<p><i>Declaration – security-identified surface transport operations</i> Records relating to the declaration of a surface transport operation (such as ferries or the rail network) as a security-identified surface transport operation (SISTO), by the department in accordance with the <i>Transport Security (Counter-Terrorism) Act 2008</i>.</p> <p>Also includes the assessment and audit of a declared SISTO and the provision of funding for the establishment of security systems.</p> <p>Disposal action - Retain for 20 years after declaration ceases.</p>	<p>Background/business process: New record class. The department is the lead agency in assessing the level of risk a surface transport operation has of being a target of a terrorist act (s.10). The department may declare a surface transport operation to be a security-identified surface transport operation (SISTO) if the chief executive has assessed it under section 10 as having an elevated risk of being the target of a terrorist act. The declared SISTO's submit their risk assessments and security plans to the department for funding to implement the security plans. The department provides advice, guidance and recommendations to SISTO's, which are not mandatory and they are not obligated to implement them.</p> <p>Regulatory requirements: s.11 of the <i>Transport Security (Counter-Terrorism) Act 2008</i></p> <p>Business requirements: If a declared SISTO is attacked or security is breached the department will require access to their audit of the SISTO, their contingency and risk management plans etc. This could impact the development of new policy or amend legislation etc. The records demonstrate and provide evidence of the departments actions and recommendations if questioned. Also the department require access back to these records to undertake future audits and assessments of SISTO's. May also be used to build a case for declaring a new SISTO.</p> <p>Community expectation: Protecting the community from possible terrorist acts.</p> <p>Consistency with other schedules: NAA Department of Transport and Regional Services RDS (2004/616220) retain similar records (9688) for compliance and security audit reports for 30 years after last action. NSW Ministry of Transport RDS (DA153) retains similar records relating to security arrangements for public transport vehicles (F6.20.1) for 5 years after system or procedures updated. NSW Maritime Authority RDS (FA236) retains similar records (12.6.2) relating to development of security plans for 10 years after date of last action.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
4.1.32	<p>Rail feasibility investigator's authority</p> <p>Records relating to applications for a rail feasibility investigator's authority, assessed by the department, under the <i>Transport Infrastructure Act 1994</i> including the refusal to grant an authority.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p><i>Consultation:</i> Transport Policy Office and Transport Security Unit (19/5/10).</p> <p>Background/business process: New record class. An authority is issued by the department, it authorises the investigator and associated person to enter and investigate the land's potential and suitability as a rail corridor, which includes conducting surveys, taking soil samples, and clearing vegetation. The authority is not an indication of a commitment or approval to acquiring any land as a rail corridor.</p> <p>Regulatory requirements: s.110 of the <i>Transport Infrastructure Act 1994</i> including the refusal to grant an authority under s.112 of the <i>Transport Infrastructure Act 1994</i> The section states that the chief executive may grant or refuse to grant an authority. If the chief executive refuses to grant the authority, the applicant is to be given the reasons in writing. Before granting the authority, the chief executive must be satisfied that the area to be investigated under the authority is no more extensive than it is reasonably necessary and the person is genuinely considering constructing a railway.</p> <p>Business requirements: The authority is valid for a specific period of time and once expires the records are only required to provide evidence of the departments actions, reason for refusal / approval, and support queries.</p> <p>Community expectation: An assessment on the potential of land as a rail corridor is undertaken by a suitable person.</p> <p>Consistency with other schedules: Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to the appointment of authorised officers – reference number 3.1.1 – retain for 10 years after last action. Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for service history records for contractors, volunteers and work placements – reference number 15.4.3 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail, Ports and Freight Division - Rail Network and Governance (2009, 2010).</p>
4.1.33	<p>Rail safety officers authority</p> <p>Records relating to the appointment of persons as rail</p>	<p>Background/business process: New record class. Rail Safety Officers (RSOs) need not be public servants (all police officers are RSOs) and exercise important powers:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>safety officers under the <i>Transport (Rail Safety) Act 2010</i> with the authority to exercise the following:</p> <ul style="list-style-type: none"> • investigate a railway incident • a general inspectoral or investigative function involving the use of 'routine investigative' powers. <p>Disposal action - Retain 15 years after appointment ceases.</p>	<ul style="list-style-type: none"> ▪ specialist powers available to RSOs when investigating a railway incident. A railway incident is a serious incident on or involving a railway. These powers are triggered when the chief executive, as rail safety regulator, requires the serious incident to be investigated. ▪ a general inspectoral or investigative function involving the use of routine investigative powers contained in the Transport Infrastructure Act. <p>There is no register as such as it would be too difficult to manage as all police officers are rail safety officers.</p> <p>Regulatory requirements: s.137 of the <i>Transport (Rail Safety) Act 2010</i></p> <p>Business requirements: Originally aligned with Maritime Safety (QDAN690) shipping inspectors of 50yrs after appointment ceases however the difference is RSO's are appointed as a requirement of their role not through an application process. The business does not require the records for longer than 15 years after an appointed RSO ceases. The 15 years covers queries that may be raised about a former RSO.</p> <p>Community expectation: A person appointed as a rail safety officer has the necessary expertise or experience.</p> <p>Consistency with other schedules: Public Records Office Victoria <i>Retention and Disposal Authority for Records the Department of Infrastructure</i> (PROS 00/02) for applications to an licensing by the Marine Board for the position of Harbour Master – reference number 7.2.2 – destroy 7 years after the conclusion of the term of the Harbour Masters team of appointment.</p> <p>NSW Transport Safety and Reliability Schedule (FA288) retain delegations of authority to rail safety officers (1.4.1) for 7 years after authorisation is revoked.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail Safety and Security Division - Rail Safety Unit (27/10/09 and 18/1/10).</p>
4.1.34	<p>Security officer – instrument of authority</p> <p>Records relating to the appointment of persons as authorised officers under the <i>Transport Security (Counter-</i></p>	<p>Background/business process: New record class. The department appoints a person to undertake specific requirements under the Act.</p> <p>Regulatory requirements: s.29 of the <i>Transport Security (Counter-Terrorism) Act 2008</i></p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Terrorism) Act 2008</i> to exercise the following:</p> <ul style="list-style-type: none"> to observe an exercise under section 25(5); or check that the risk management plan for the Security-identified Surface Transport Operations (SISTO) is being implemented and complied with. <p>Disposal action - Retain for 15 years after appointment ceases.</p>	<p>Originally aligned with shipping inspectors of 50yrs after appointment ceases however the difference is authorised officers are appointed as a requirement of their role not through an application process. The business does not require the records for longer than 15 years after an appointed officer ceases. The 15 years covers queries that may be raised about a former authorised officer.</p> <p>Aligns with similar classes within this schedule (4.3.7).</p> <p>Community expectation: A person appointed as an authorised officer has the necessary expertise or experience.</p> <p>Consistency with other schedules: State Records of New South Wales <i>Rail Corporation of NSW</i> (DA191) for authorisation for personnel to issue infringement notices – reference number 11.2.1 - retain for 12 years after authorisation ceases. Public Records Office Victoria <i>Retention and Disposal Authority for Records the Department of Infrastructure</i> (PROS 00/02) for applications to an licensing by the Marine Board for the position of Harbour Master – reference number 7.2.2 – destroy 7 years after the conclusion of the term of the Harbour Masters team of appointment.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Security 19/5/10 Transport Policy Office and Transport Security Unit.</p>
4.1.35	<p>State owned mooring authorities – approved/refused</p> <p>Records relating to applications for the use of state owned mooring authorities located within a state boat harbour made in accordance with the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2000</i>.</p> <p>Disposal action - Retain for 10 years after</p>	<p>Background/business process: New record class. The department may grant, or refuse to grant, a person an approval to moor a ship in a relevant State managed boat harbour. For commercial use of state owned marine infrastructure se 4.1.29.</p> <p>Regulatory requirements: s.38 of the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2000</i></p> <p>Business requirements: The 10yr retention covers enquiries or issues associated with the application. The records are required for the life of the mooring as the department requires the complete history of the mooring including the individual approvals. A separate file is created per mooring not lessee, resulting in the trigger being for the life of the mooring and not after approval expires.</p> <p>Community expectation: The use of moorings within state boat harbours is controlled.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	mooring removed or demolished.	<p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for buoy mooring authorisations – reference number 4.3.1 – retain for 10 years after mooring removed or demolished.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Major Infrastructure Projects Division (22/11/2010). Transport Services Division (2010).</p>
4.2.1	<p>Car yard vehicle audits Records relating to audits undertaken by the department on car yards to ensure compliance with the sale of roadworthy vehicles.</p> <p>Disposal action - Retain for 3 years after audit.</p>	<p>Background/business process: This is a new record class relating to annual audits undertaken by the department on car yards for compliance with the sale of roadworthy vehicles. Includes audits of non-compliance. If vehicles are non-compliant a PIN (penalty infringement notice) is issued. Following the issue of a PIN, any further action is undertaken by SPER.</p> <p>Business requirements: Only the previous 1-2 audits are required to refer back to outcomes. Audits are annual.</p> <p>Community expectation: That vehicles in car yards are roadworthy.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Disposal Authority DA48 NSW Fair Trading</i> Reference 1.8.2.4 Copies of applications, correspondence retained in Service Centres for reference. Includes copies and printouts of transactions and vehicle histories – Retain a minimum 1 year after action completed, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division – Compliance – Toowoomba.</p>
4.2.2	<p>Passenger transport service operators audit Records relating to audits undertaken by the department on accredited passenger transport service operators in accordance with s.100 of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p>	<p>Background/business process: These records relate to audits on customer service and safety undertaken by the department on accredited passenger transport service operators in accordance with s.100 of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994 s.100</i></p> <p>Business requirements: Accreditation is renewed every five years. The retention period supports a business case for approval or refusal of ongoing accreditation.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 10 years after audit.</p>	<p>Community expectation: That passenger transport is safe.</p> <p>Consistency with other schedules: <i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 5.1.1 Quality audits – Retain for 10 years after last action. <i>State Records Authority of NSW Functional Retention and Disposal Authority DA153</i> Reference F6.6.0 Compliance audits - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division – Ipswich Passenger Transport Office.</p> <p>Previous schedules <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 745.8.3 Records relating to the review of compliance with operating standards – Retain for 7 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 910.5.1 Records relating to reviews of compliance by water transport operators with standards and regulations - Retain for 7 years after last action, then destroy.</p>
4.2.3	<p>Q-Ride auditors register Register of Q-Ride auditors kept in accordance with s.97 of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: This is a new record class relating to the register of Q-Ride auditors. Current information is uploaded to the department’s website.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005 s.97</i></p> <p>Business requirements: The register is used to provide a list of current and past auditors. These records are used to respond to queries.</p> <p>Community expectation: That auditors are accredited.</p> <p>Consistency with other schedules: <i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 4.7.2 Auditors applications for registration – approved - Retain for 7 years after approval of service provider to provide audit</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>services is rescinded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division - Accreditation Management – Q-ride Unit.</p>
4.2.4	<p><i>Railway audits / compliance investigations</i> Records relating to routine inspections of accredited railway managers and / or railway operators, in accordance with s.130 of the <i>Transport (Rail Safety) Act 2010</i>. Includes information obtained during the inspections.</p> <p>Disposal action - Retain for 25 years after last action.</p>	<p>Background/business process: This is a new record class relating to records of routine inspections of accredited railway managers and/or railway operators, including information obtained during inspections. There are three types of audits or inspections that may be undertaken: Safety Management System (SMS) audit of national and Queensland railways; compliance monitoring (compliance inspections and spot audits) and On-site visits. Rail safety officers are required to monitor, report and act on non-compliance or suspected non-compliant accredited railway providers.</p> <p>Regulatory requirements: <i>Transport (Rail Safety) Act 2010 s.130</i></p> <p>Business requirements: DTMR prosecutions unit requests records relating to legal matters are retained for 25 years as they are commonly referred to. Cases have referred back to the 1980's. The retention period enables the department to respond to any queries, report on progress and to support their actions.</p> <p>Community expectation: That railway transport is safe.</p> <p>Consistency with other schedules: <i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 4.3.3 Audits – other - Retain for 20 years from end of financial year to which audit relates</p> <p>Other comments/factors for consideration: Consultation with Rail Safety and Security Division – Rail Safety Unit.</p>
4.2.5	<p><i>Railway inspections</i> Records relating to preparing an annual program for inspecting the activities of accredited railway managers and railway operators, in accordance with</p>	<p>Background/business process: These records relate to preparing an annual program for inspecting the activities of accredited railway managers and railway operators, in accordance with s.130 of the <i>Transport (Rail Safety) Act 2010</i>.</p> <p>Regulatory requirements: <i>Transport (Rail Safety) Act 2010. s.130</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>s.130 of the <i>Transport (Rail Safety) Act 2010</i>.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Business requirements: Retention period enables the department to respond to any queries, report on progress and support their actions.</p> <p>Community expectation: That railway transport is safe.</p> <p>Consistency with other schedules: <i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 5.1.1 Quality audits – Retain for 10 years after last action. <i>State Records Authority of NSW Functional Retention and Disposal Authority DA153</i> Reference F6.6.0 Compliance audits - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Rail Safety and Security Division – Rail Safety Unit.</p>
4.2.6	<p>Road infrastructure safety audits</p> <p>Records relating to road safety audits and the formal examination of road and traffic hazards to identify accident potential, safety performance designate hazards and accident black spots and remedial work to be undertaken by the department.</p> <p>Disposal action - Retain for 15 years after last action.</p>	<p>Background/business process: This is a new record class relating to road safety audits and formal examination of road and traffic hazards in relation to their accident potential and safety performance and designation of hazards and accident black spots and remedial work undertaken by the department.</p> <p>Business requirements: Retention period enables the department to refer back to respond to enquiries, particularly if there is an incident on a road and the audits are required for litigation cases. Records are regularly referred to.</p> <p>Community expectation: That roads are safe.</p> <p>Consistency with other schedules: <i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 5.1.1 Quality audits – Retain for 10 years after last action. <i>State Records Authority of NSW Functional Retention and Disposal Authority DA153</i> Reference F6.6.0 Compliance audits - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.2.7	<p>Road user – transport service operator audit</p> <p>Records relating to scheduled or random audits and/or inspections of transport service operators regarding driver and maintenance records, complaint registers and compliance with vehicle type restrictions. Includes interstate applications to drive in Queensland and the approval, refusal, cancellation and/or disqualification of certificate or authority.</p> <p>Disposal action - Retain for 7 years after audit, inspection or application.</p>	<p>Background/business process:</p> <p>These records relate to the audit and inspection of industry operators, including scheduled and random audits of operators in relation to driver and maintenance records, complaint registers, and compliance with vehicle type.</p> <p>Regulatory requirements:</p> <p><i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements:</p> <p>The retention supports the business case for refusal if a renewal or new application is received and the applicant has not addressed all components of the audit, particularly if a licence is requested many years later.</p> <p>Community expectation:</p> <p>That road safety is monitored.</p> <p>Consistency with other schedules:</p> <p><i>Queensland Audit Office Retention and Disposal Schedule QDAN648 v.2</i> Reference 5.1.1 Quality audits – Retain for 10 years after last action.</p> <p><i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.6.0 Compliance audits - Retain for minimum of 10 years after last action, then destroy.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Road Safety and System Management Division and Transport Services Division.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 645.7.2 Records relating to the audit of freight transport operators to ensure they are properly accredited and conform with regulations for the transport of freight by road. Includes examination of drivers - Retain for 7 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 645.7.3 Records relating to scheduled random audits of operators in relation to driver and maintenance records, complaint registers, compliance with vehicle type, age and use policies and bulletins, etc - Retain for 7 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 675.8.1 Records relating to scheduled compliance inspections of industry transport operators and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>drivers [e.g. tow-truck] - Retain for 5 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 675.9.1 Records relating to scheduled random audits of operators and drivers in relation to driver and maintenance records, complaint registers, compliance with vehicle type, age and use policies and bulletins etc. - Retain for 7 years after last action, then destroy.</p>
4.3.1	<p>Disabled parking permits Records relating to applications for a disabled parking permit assessed by the department in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>. Also includes the refusals, renewal, cancellation and/or suspension of a permit.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of permit.</p>	<p>Background/business process: These records relate to applications for a disabled parking permit approved by the department and include the renewal, refusal, cancellation and suspension of a permit. The department administers the Disability Parking Permit Scheme and issues permits to people with impaired mobility.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995 s.111</i></p> <p>Business requirements: Retention period allows for appropriate checking of previous applications on renewal and any possible prosecution action.</p> <p>Community expectation: That permits are issued appropriately.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 5.1.1 Disabled access - Retain for 5 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division - Registration and Licensing, Services Division - Customer Service Direct, Customer Service Delivery and Services Division - Client Service Delivery, Northern Region.</p> <p>Previous schedules (where applicable): <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.4.4.4 Records relating to the renewal of disabled parking permits - Retain for 5 years after date of expiration of permit, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.4.5.2 Duplicate copy of notices issued by department in relation to renewal, disqualification, cancellation, suspension of license/permit, or in relation to any offence against regulatory conditions to which</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>the license permit is subject. May include original letter sent but returned to the department unsigned, or Section 29 Appeals [copies of prosecutors files, court results] - Retain for 7 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.5.1 Records relating to processing applications for the issue of disabled parking permits - Retain for 5 years after date of expiration of permit, then destroy.</p>
4.3.2	<p>Disabled parking permits enquiries Correspondence received by the department relating to the disability parking permit scheme.</p> <p>Disposal action - Retain for 2 years after last action.</p>	<p>Background/business process: These records relate to correspondence received by the department relating to enquiries about the disability parking permit scheme.</p> <p>Business requirements: The retention period has been reduced to align with similar classes that cover routine correspondence. The records relate to routine type enquiries about the scheme and only need to be retained to provide evidence of the department's actions and demonstrate transparency.</p> <p>Community expectation: That enquiries are answered.</p> <p>Consistency with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 1.5.2 Enquiries – other – Retain for 2 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division - Registration and Licensing and Services Division - Client Service Delivery, Northern Region.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.5.3 Records of a general nature about disabled parking permits - Retain for 7 years after last action, then destroy.</p>
4.3.3	<p>Disabled parking permits – register Information captured in the disabled parking permits</p>	<p>Background/business process: These records relate to information captured in the disabled parking permits register, including names, contact details, permit number issued, history, and condition code.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>register.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>While the actual applications may not be needed the register provides the history of the applicant and assists the department when wanting information on a client, undertaking an investigation, statistics on use of scheme, internal and external reporting requirements. The last action generally refers back to the department no longer having an active business need for these records, which could be once the applicant is no longer on the scheme, after program superseded, after date of birth of applicant.</p> <p>Community expectation: That the scheme is administered appropriately.</p> <p>Consistency with other schedules: Nil located.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division - Registration and Licensing and Services Division - Customer Service Direct, Customer Service Delivery</p> <p>Previous schedules (where applicable): <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.5.2 Register of disabled parking permits - Retain for 70 years after resolution of transaction or last entry, then destroy.</p>
4.4.1	<p>Driver authorisation qualification</p> <p>Records relating to applications for driver authorisation received by the department under Chapter 4 of the <i>Transport Operations (Passenger Transport) Act 1994</i>. Includes the assessment, approval or refusal of applications, renewals, amendments, cancellation, and/or suspension of a driver authorisation, as well as investigations on the driver. Also includes provisional driver</p>	<p>Background/business process:</p> <p>These records relate to applications for driver authorisation and include the assessment, approval, refusal, renewal, amendment, cancellation, and suspension of a driver authorisation. Includes provisional driver authorisation. Driver authorisation is a qualification a driver of a public passenger-service vehicle must attain and maintain to operate the vehicle. The driver must also be the holder of a current driver licence for the class of vehicle being driven. Driver authorisation is issued to the driver for different categories of public passenger services, including Taxi services, Limousine services, General services (School transport), Scheduled services. Motorcycle tours, Courtesy services and Community services.</p> <p>Regulatory requirements: <i>Transport Operations (Passenger Transport) Act 1994 Chapter 4</i></p> <p>Business requirements:</p> <p>The retention supports queries relating to driver competencies. If a driver applies for a new authorisation after the expiry or cancellation/suspension the department needs to access previous records and this normally happens within a 10 year period.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>authorisation.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Community expectation: That drivers are authorised.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F5.18.1 Successful applications. Includes certificates of accreditation, certificates of exemption - Retain for minimum of 10 years after operator ceases to be accredited or period of exemption has expired, then destroy.</i></p> <p>Other comments/factors for consideration: Consultation with Transport Services Division - Regional passenger transport offices (Cairns, Townsville, Rockhampton, Ipswich, Transport Services Division - Ipswich Passenger Transport Office and Transport Services Division – SEQN Sunshine Coast</p> <p>Previous schedules (where applicable): <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4 Reference 745.7.1 Records relating to the certification re the competency of drivers to provide services. Includes copies of certificates of competency provided to drivers - Retain for 10 years after last action, then destroy.</i> <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4 Reference 745.7.2 Service Licence (DA) files. Includes competency tests reports and medical certificates of the individual driver - Retain for 10 years after last action, then destroy.</i> <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4 Reference 840.4.1 Records relating to the certification of the competency of drivers to provide services. Includes copies of certificates of competency provided to drivers - Retain for 26 years after last action, then destroy.</i></p>
4.4.2	<p>Driver authorisation qualification – lapsed Records relating to applications for driver authorisation received by the department under Chapter 4 of the <i>Transport Operations (Passenger Transport) Act 1994</i> which have</p>	<p>Background/business process: This is a new record class. These records relate to applications for driver authorisation received by the department which have lapsed prior to approval. If the application is not completed within a 3 month timeframe due to requested information not being provided, the record is placed into a lapsed status. During this time the department retains the application and attachments. After 3mths the centre confirms the lapsed status and returns original application attachments (medical certificates etc).</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>lapsed prior to approval.</p> <p>Disposal action - Retain for 3 years after application lapses.</p>	<p><i>Transport Operations (Passenger Transport) Act 1994 Chapter 4</i></p> <p>Business requirements: Originally the lapsed applications were deemed ephemeral since a product was never issued and money was not receipted however after extensive consultation with policy owners and prosecutions the lapsed applications are considered a record and must be retained. The department has 3 years to prosecute (statute of limitations) and there is risk (show cause) if the lapsed applications are destroyed once the application has lapsed.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.4.2</i> Records relating to unsuccessful applications, submissions, etc. - Retain for minimum of 3 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division - Services Delivery Policy and Prosecutions Unit.</p>
4.4.3	<p><i>Restricted driver authorisation qualification</i> Records relating to applications for restricted driver authorisation received by the department, in accordance with s.29A of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to applications for restricted driver authorisation received by the department. Applications are assigned for a restricted period of up to 2 weeks and can be used in Cairns or high tourist areas where there is a high turn over of drivers for example.</p> <p>Regulatory requirements: Transport Operations (Passenger Transport) Act 1994 s. 29A</p> <p>Business requirements: Restricted applications are a separate process from the full application process. The department has three years to prosecute (statute of limitations) therefore the records only need to be retained to satisfy this requirement.</p> <p>Community expectation: That drivers are authorised.</p> <p>Consistency with other schedules: Nil located.</p> <p>Other comments/factors for consideration: Consultation with Transport Services Division - Cairns PT Office and Transport Services Division - PT</p>

Ref. No	Description of record and retention period	Justification for retention period
4.4.4	<p>Driver authorisation register</p> <p>Records relating to entries in the register of:</p> <ul style="list-style-type: none"> • drivers authorised to provide passenger and school transport services • accredited operators of specialised industrial vehicles recorded in TRAILS (Transport Registration and Integrated Licensing System). <p>Disposal action - Retain for 25 years after refusal, expiry or cancellation of authorisation.</p>	<p>Northern Region Office.</p> <p>Background/business process:</p> <p>These records relate to the register of accredited operators of specialised industrial vehicles.</p> <p>Business requirements:</p> <p>The retention period has increased from 10 years after last action/entry to 25 years after expiry or cancellation of accreditation to align with similar registers in this schedule.</p> <p>The register will be the only record left of an industry accreditation therefore it needs to be retained longer than the accreditation records. Due to the higher risk of operating an industry vehicle it is recommended they are retained for at least an additional 10 years after the expiry and cancellation of an authority. This supports queries, statistics for review of program, and reporting requirements.</p> <p>Community expectation:</p> <p>That drivers are authorised.</p> <p>Consistency with other schedules:</p> <p>Nil located.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Road Safety and System Management Division - Industry Licensing and Road Safety and System Management Division - Registration and Licensing.</p> <p>Previous schedules:</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 675.4.1 Register of accredited operators of specialised industrial vehicles - Retain for 10 years after last action/ entry, then destroy.</p>
4.5.1	<p>Proof of age cards (18+ card) - applications</p> <p>Records relating to applications assessed by the department for the issue of proof of age cards, in accordance with the <i>Liquor Act 1992</i> and the <i>Adult Proof of Age Card Act 2008</i>, including</p>	<p>Background/business process:</p> <p>These records relate to applications assessed by the department for the issue of proof of age cards, including refused applications and communication with Queensland Police. An 18+ Card, is available as evidence that you are legally able to enter licensed premises. An adult proof of age card expires 10 years after the day it is issued. The department is responsible for the management of the records, including destruction.</p> <p>Regulatory requirements:</p> <p><i>Liquor Act 1992 s.6</i> <i>Adult Proof of Age Card Act 2008</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>refused and replacement applications, and communication with Queensland Police.</p> <p>Disposal action - Retain for 6 years after last action.</p>	<p>Business requirements: The records demonstrate and provide evidence of the department’s actions in relation to issuing the card and also to respond to queries or refer back if the card is being questioned.</p> <p>Community expectation: That cards are issued appropriately.</p> <p>Consistency with other schedules: Nil located.</p> <p>Other comments/factors for consideration: Consultation with Queensland Treasury - Liquor Licensing, Transport Services Division and Transport Services Division - Client Service Delivery - Northern Region.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.4.2.5 Records relating to processing applications for the issue of 18+ identity cards - Retain for 6 years after last action, then destroy.</p>
4.6.1	<p><i>Dangerous goods permits</i> Records relating to the approval and exemption of applications assessed by the department for the transport of dangerous goods.</p> <p>Disposal action - Retain for 5 years after refusal, expiry or cancellation of approval, exemption or determination.</p>	<p>Background/business process: These records relate to applications assessed by the department for the transport of dangerous goods by all modes of transport and include approvals, cancellations, expiry of approvals and refusal to grant approvals.</p> <p>Regulatory requirements: <i>Transport Infrastructure (Dangerous Goods by Rail) Regulation 2008 Part 16 and 17 and Part 1, Division 5</i> <i>Transport Operations (Road Use Management – Dangerous Goods) Regulation 2008</i></p> <p>Business requirements: The retention period is based on business requests that the records be retained for 5 years expiry etc to address any issues relating to the permit or assist with development of future regulations, policy etc.</p> <p>Community expectation: That dangerous goods are transported safely.</p> <p>Consistency with other schedules: <i>Rail Corporation of NSW, Rail Infrastructure Corporation and State Rail Authority of NSW DA191</i> Reference 10.2.4 Records documenting the application for and holding of licences and permits relating to the safety management function, e.g. Explosives, dangerous goods and poisons licences - Retain for minimum of 7</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Rail Safety and Security Division - Rail Safety Unit.</p> <p>Previous schedules <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 645.4.4 Records relating to the granting of permits to transport special freight by road [<i>Dangerous goods, livestock, dwellings, oversized loads etc.</i>] - Retain for 7 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 645.4.7 Departmental copy of permit to transport freight by road - Retain for 5 years after permit lapses, then destroy.</p>
4.6.2	<p><i>Dangerous goods – exemptions, approval and determinations register</i> Dangerous goods register of approvals, exemptions and determinations.</p> <p>Disposal action - Retain 50 years after last action.</p>	<p>Background/business process: These records relate to the dangerous goods register of exemptions, approvals, and determinations for the transport of dangerous goods by all modes of transport.</p> <p>Regulatory requirements: <i>Transport Infrastructure (Dangerous Goods by Rail) Regulation 2008 s.26, s.160, and s.171</i> <i>Transport Operations (Road Use Management – Dangerous Goods) Regulation 2008</i></p> <p>Business requirements: The register is required by the department after the destruction of approvals (4.8.1) as questions are often received relating to the safety / lifespan of a dangerous good. For example, tankers are often passed (sold) to smaller companies etc or are operating in another state and certain information on the history of the vehicle may be required. Vehicles often have a long life span and the department may need to refer back to the original approval many years later as a result of an incident or non-compliance.</p> <p>Community expectation: That dangerous goods are transported safely.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 30.12.2 Traffic zone declarations, including transportation of dangerous goods - Retain for 20 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Division – Dangerous Goods Unit.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 645.4.2 Register of permits issued for the transport of extra-ordinary freight by road (radioactive substances, explosives, gas, other dangerous goods) - Retain for 50 years after last action/entry, then destroy.</p>
4.6.3	<p>Excess mass and dimension vehicle permits Records relating to applications for an excess mass and dimension permit for vehicles operating outside of a regulation, assessed by the department in accordance with the <i>Transport Operations (Road Use Management - Mass, Dimensions and Loading) Regulation 2005</i>. Includes approvals, refusals, renewals, amendments, cancellation and/or disqualification of a permit. Also includes investigation records relating to the disqualification / cancellation of a permit.</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of permit.</p>	<p>Background/business process: This is a new record class. These records relate to applications for excess mass and dimension permits for vehicles operating outside of a regulation that is approved by the department. Included are approvals, renewals, amendments, cancellations and disqualifications. Also included are investigation records relating to the disqualification / cancellation.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management - Mass, Dimensions and Loading) Regulation 2005s 46</i></p> <p>Business requirements: Once a permit expires, the department needs to retain the records for 7 years to provide evidence of the conditions set under the permit, enquiries about the operator, issues resulting from legal action or investigations. This retention period satisfies the legal requirements.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.4.1 Records relating to successful applications, submissions etc for approvals, permits, authorisations, etc supporting the Transport Safety function - Retain for minimum of 7 years after last action, then destroy. <i>PROS 09/08 Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> Reference 5.1.1 Records relating to the issuing of Mass and Dimension permits to heavy vehicle operators. Includes records relating to amending and cancelling permits - Destroy 3 years after expiry of the permit.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Division – Heavy Vehicle Operations.</p>
4.6.4	<p>Excess mass and dimension</p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>vehicle permits - register Entries in the register of permits issued to operate excess mass and dimension vehicles</p> <p>Disposal action - Retain for 10 years after expiry of permit.</p>	<p>This is a new record class. These records relate to entries in the register of permits issued to operate excess mass and dimension vehicles.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management - Mass, Dimensions and Loading) Regulation 2005s 46</i></p> <p>Business requirements: Required as evidence of the transaction and the department's authority to issue a permit. Also supports queries, statistics for review of program, and reporting requirements.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.4.1</i> Records relating to successful applications, submissions etc for approvals, permits, authorisations, etc supporting the Transport Safety function - Retain for minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Division – Heavy Vehicle Operations.</p>
4.7.1	<p>Intelligent access map Intelligent access maps provided to intelligent access program service providers (IAP-SP). Includes base map.</p> <p>Disposal action - Retain for 10 years after map superseded.</p>	<p>Background/business process: This is a new record class. These records relate to the Intelligent Access Program (IAP), which is a voluntary program that can provide operators improved access to the Australian road network in return for remote monitoring of their vehicles. The IAP provides for more productive and compliant heavy vehicle operations that promote sustainable road infrastructure, improve road safety and reduce environmental effects.</p> <p>Business requirements: The Intelligent Access Maps identify the roads and streets available under the IAP. The maps are updated quarterly, however it is a business and legal requirement to retain all map updates as previous maps may be required for legal cases.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Reference 2.3.2 Records documenting the monitoring of heavy vehicles on roads to ensure safety - Destroy 7 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation with IAP Project Team and Road Safety and System Management Division.</p>
4.7.2	<p><i>Intelligent access program</i> Records relating to the intelligent access program enrolment process, in accordance with the <i>Transport Operations (Road Use Management – Mass, Dimensions and Loading) Regulation 2005</i>. Also includes:</p> <ul style="list-style-type: none"> • records collected as part of any assessment or investigation into a non-compliance report under the intelligent access program (IAP). • issuing of a written notice and IAP certificate. • enrolment applications that are either not accepted or further information is required before all conditions are met and enrolment is granted. • notices and direction in the use of transport initiatives, such as the intelligent 	<p>Background/business process: This is a new record class. These records relate to Intelligent access program, such as enrolments that are cancelled or surrendered. An applicant can voluntarily cancel or surrender their IAP certificate. An enrolment can be cancelled by the department under certain circumstances.</p> <p>Business requirements: Records are required for reference and to monitor process and reasons behind the enrolment process. The department would not need to refer back to cancellations that are older than 10 years.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 2.3.2 Records documenting the monitoring of heavy vehicles on roads to ensure safety - Destroy 7 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation with IAP Project Team and Road Safety and System Management Division.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>access program.</p> <p>Disposal action - Retain for 10 years after active enrolment in IAP ceases or last action.</p>	
4.7.3	<p>Vehicle Monitoring and Access System (VMAS) Register of information recorded in the Vehicle Monitoring and Access System (VMAS) database.</p> <p>Disposal action - Retain for 50 years last action.</p>	<p>Background/business process: New record class. VMAS is a database that records and manages information about vehicles (for example, heavy vehicles) enrolled under the intelligent access program (IAP). VMAS feeds off some information retained in TRAILS, such as the licensed motor vehicle drivers. It is required that as the two systems feed off each other the retention needs to be the same.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: This register is a record of all non-compliance reports received and allows rapid identification and retrieval of specific data. Single source of truth.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 2.3.2 Records documenting the monitoring of heavy vehicles on roads to ensure safety - Destroy 7 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> IAP Project Team 2008. Road Safety and System Management Division (3/8/2010)</p>
4.7.4	<p>Vehicle Monitoring and Access System - personal information Personal information contained in the Vehicle Monitoring and Access System (VMAS) database required to be</p>	<p>Background/business process: New record class. VMAS feeds into TRAILS which is the source owner of the personal information therefore the information does not need to be retained after the enrolment ceases.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Trending would have been done and no enforcement activity can be planned using 7 year old data. All NCRs (non-compliance reports) used in investigations would be retained and subject to separate class. Actions</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>removed from the register.</p> <p>Disposal action - Retain for 7 years after active enrolment in IAP ceases or last action.</p>	<p>must be taken on a NCR within 2yrs of the event as per existing policy guidelines.</p> <p>Community expectation: That road safety is considered at all times.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 2.3.2 Records documenting the monitoring of heavy vehicles on roads to ensure safety - Destroy 7 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: <i>Consultation: IAP Project Team 2008. Road Safety and System Management Division (3/8/2010)</i></p>
4.8.1	<p>Court deferral program for Indigenous drivers Records relating to the development, implementation, ongoing monitoring and analysis of a bail-based Indigenous driver licensing court deferral program. Includes partnership and liaison with other State government departments and Magistrate’s Courts for the management of referred defendants under the indigenous driver licensing court deferral program. Excludes issuing of a driver licence.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. The department is the lead agency. Through the introduction of a bail based IDL (Indigenous driver licensing) Court Deferral Program (previously Court Diversionary Program), the Queensland Government aims to affect a reduction in the rate of Indigenous over-representation within the criminal justice system. Traffic related offences continue to be an issue in many of the remote Aboriginal and Torres Strait Islander communities, particularly within Far Northern Queensland. By targeting first time unlicensed driving offenders, the IDL Court Diversionary Program attempts to address the escalation and repetition of unlicensed driving related offences which often leads to incarceration. The Indigenous Driver Licensing Court Deferral Program:</p> <ul style="list-style-type: none"> • is intended as a facilitation package coordinating the delivery of road rules training essential to gaining a Queensland Drivers Licence; • is aimed at low literacy learners; and • is targeted at – and limited to – Indigenous Australians residing in remote communities, primarily within Far Northern Queensland who are currently before a court for relevant, non-disqualifying traffic offences. <p>Regulatory requirements: Nil</p> <p>Business requirements: There is a business need to retain the records to facilitate long term planning and to set benchmarks for future programs. The programs are high profile programs. The retention period will support development of future / current programs, reports and enquiries. The records provide evidence of the department’s actions and they can demonstrate a transparent process in managing and running the program.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Characteristic 2 – Primary functions and programs of government Characteristic 4 – Significant impact on individuals</p> <p>Community expectation: Programs are established to reduce the rate of Indigenous over-representation within the criminal justice system.</p> <p>Consistency with other schedules: State Records New South Wales <i>Department of Corrective Services Retention and Disposal Schedule</i> (DA199) for records relating to diversionary program for offenders – reference number 03.5.01 – retain permanently. State Records New South Wales <i>Juvenile Justice Retention and Disposal Schedule</i> (DA170) for records relating to the implementation and delivery of programs – reference numbers 02.16.02 and 03.17.01 – retain for 30 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Indigenous driver licensing program – Cairns (2/2010).</p>
4.8.2	<p><i>Driver licence (learner, provisional and open)</i> Records relating to the original physical applications processed by the department for the issue of a licence to an individual driver to operate a vehicle on Queensland roads, in accordance with Part 4 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i>. Includes the issue, refusal to issue, cancellation, suspension or disqualification of a Learner's Permit or Provisional licence.</p>	<p>Background/business process: This class covers the processing of applications by the department for a Queensland driver licence. Queensland has a graduating licensing system to encourage safer, more proficient drivers and riders.</p> <p>Regulatory requirements: Part 4 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i></p> <p>Business requirements: The records are required to address enquiries and actions that may arise as a result of licence holder. The licence applications are often referred to support an enquiry by applicant or the department following an offence and/or traffic accident. It is important the applications are retained to support the above requests. Licences can be active for up to a period of 5 years therefore the records are required for a minimum of this period. However, the main details about a driver would be captured in the driver licence register TRAILS (4.10.9).</p> <p>Community expectation: Records relating to their licence are available on request.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 7 years after captured in register.</p>	<p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) retain similar records relating to issuing of a permit or licence to a driver for 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner – reference number 1.1.1.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) retain records relating to the management of applications, renewals and replacements for driver licences for 7 years after last action – reference number 1.1.4.</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to original application for issue and renewal of driver's licence and learners licences – reference number 3.3.2 – destroy when microfilming completed.</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for master copies of uncut microfilm of applications described in 3.3.2 – destroy 12 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Transport Services Division (March 2010). Services Division – CSC Northern Region (Cairns CSC, 6/3/09). Road Safety and System Management Division - Registration and Licensing (26/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 610.4.2.1 (7 years after last action), QDAN474v4 610.4.2.2 (7 years after last action), QDAN474v4 610.4.5.2 (7 years after last action), QDAN474v4 610.6.4 (7 years after last action), QDAN474 610.4.6 (3 years after last action), QDAN474v4 610.6.6 (3 years after last action), QDAN474v4 610.4.5.3 (10 years after last action).</p>
4.8.3	<p>Driver licence – access to information</p> <p>Records relating to the development and management of a Memorandum of Understanding and access approval orders between the department and external agencies, such as the Queensland Police Service for</p>	<p>Background/business process:</p> <p>New record class. This class covers the arrangement between the department and external agencies, such as the Queensland Police Service for access to driver and vehicle information.</p> <p>Regulatory requirements:</p> <p><i>Police Powers and Responsibility Act 2000</i></p> <p>s.195J – Giving copy of access approval order to relevant entity - As soon as practicable after an access approval order or post-access approval order is made in relation to a prescribed document, the commissioner must give the relevant entity a copy of the order.</p> <p>s.195K – Using registered digital photo and information - A police officer may only use a registered digital</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>access to driver and vehicle information. Includes access to digital photos (driver licence images) to the Queensland Police Service under the <i>Police Powers and Responsibility Act 2000</i> including access to facial and signature images and information searches.</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of agreement.</p>	<p>photo, or information stored electronically on a smartcard transport authority, that has been accessed under this part for the purpose for which the access was allowed.</p> <p>s.195L – Destruction of registered digital photo - The commissioner must take reasonable steps to destroy copies of the person’s registered digital photo, and the destruction of a copy of a registered digital photo must be carried out within a reasonable period</p> <p>Business requirements: The retention period complies with s.10 of the <i>Limitations of Actions Act 1974</i> for actions against breach of contract (6 years) and negligence.</p> <p>Community expectation: Access to personal information and images is controlled and managed.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the management of police and criminal check records, obtained in connection with licence applications – reference number 1.1.10 – retain for 4 months after date of issue.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division – Policy and Legislation (NQDL) (30/10/2009).</p>
4.8.4	<p><i>Driver licence – appeals and reconsiderations</i></p> <p>Records relating to appeals against a refusal to issue a departmental product, such as a driver licence, including reconsideration requests once a disqualification has been made, and requests from another state for the disqualification of a Queensland licence holder.</p> <p>Disposal action -</p>	<p>Background/business process: This class includes appeals and reconsideration requests once a disqualification has been made, and requests from another state for disqualification of a Queensland licence holder. Includes records relating to a move by another state for disqualification of a Qld licence holder. Includes reconsiderations to re-issue a licence.</p> <p>Regulatory requirements: s.65 of the <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: There is a general ruling where a licence holder (car or motorbike) has 5yrs to challenge a decision. The 10 years address challenges or requested to provide information about the appeal.</p> <p>Community expectation: Records are available to undertake an appeal.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Retain for 10 years after appeal process.</p>	<p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to traffic relate offences and appeals – reference number 1.2.1 – retain for 12 years after action completed. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to appeals from applicants against refusals of licence application approvals – reference number 1.1.9 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Accreditation Management - Q-Ride Unit (21/4/08).</p> <p>Previous schedules QDAN474v4 610.4.5.1 (7 years after last action), QDAN474v4 675.5.8 (7 years after last action), QDAN474v4 675.6.1 (7 years after last action), QDAN474 610.4.5.2 (7 years after last action), and QDAN474v4 675.11.1 (7 years after last action).</p>
<p>4.8.5 – 4.8.7</p>	<p><i>Driver licence – digital photo and digitised signature - granted</i></p> <p>Digital photo and digitised signature taken for the issue or re-issue of a Queensland driver licence (smartcard product), in accordance with s.91G of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Disposal action - Retain for 30 years after captured in register.</p> <p><i>Driver licence – digital photo</i></p>	<p>Background/business process: New record class. A person who applies for the grant, renewal or replacement of a Smartcard product must allow the department to take and keep their digital photo and digitised signature, unless the department already has a copy of the person’s most recent digital photo and digitised signature, and is satisfied that the person’s most recent digital photo is still a true likeness of the person. Purpose-built image capture devices which incorporate a camera and lights are used to capture a digital biometric facial image of the customer. All digital photos taken by the department must comply with the ISO/IEC 19794-5 Standard. If a person does not allow the department to take and keep their digital photo and digitised signature an application may be refused to be considered.</p> <p>Regulatory requirements: s.91G of the <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>(1) This section sets out the retention period for a digital photo and digitised signature taken under this Act. (2) Unless subsection (3) applies, the retention period for a digital photo and digitised signature taken under section 91A(1) is— (a) if an application mentioned in section 91A(1)(a) is granted or a digital photo or digitised signature taken under section 91A(1)(b) is to be used under section 91B(1)(b)—30 years after the relevant day; or (b) if an application mentioned in section 91A(1)(a) is not granted—</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and digitised signature – not granted</p> <p>Digital photo and digitised signature taken for a Queensland driver licence (smartcard product), which is not granted in accordance with s.91G(b) of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Disposal action - Retain for 6 months after last action.</p> <p>Driver licence – digital photo and digitised signature - verification</p> <p>Digital photo and digitised signature taken for a Queensland driver licence (smartcard product), in accordance with s.91G(c) of the <i>Transport Operations (Road Use Management) Act 1995</i>, not covered in 4.8.5 and 4.8.6.</p> <p>Disposal action - Retain for 1 day after last action.</p>	<p>(i) 6 months after the relevant day; or (ii) the period decided by the chief executive; whichever is the shorter period; or (c) if paragraph (a) or (b) does not apply—24 hours after the relevant day.</p> <p>Prescribed smartcard Act: <i>Adult Proof of Age Card Act 2008</i> <i>Transport Operations (Marine Safety) Act 1994</i> <i>Transport Operations (Passenger Transport) Act 1994</i> <i>Transport Operations (Road Use Management) Act 1995</i> <i>Tow Truck Act 1973</i></p> <p>Business requirements: The prescribed Smartcard Acts have been amended to allow a digital photo and digitised signature to be retained up to 30 years after the day on which the digital photograph and digitised signature has been taken. An image which is captured for the first time, and where the application for the smartcard product is not granted or renewed, may be stored for up to 6 months after the day on which the digital image and digitised signature has been taken or a period decided by the chief executive, whichever is the shorter. The department will physically delete the images stored from the system if they have not been subsequently used (within 6 months) for the production of a Smartcard issued to the person. For digital photographs taken solely for the purpose of undertaking 1:1 facial image verification, the retention period will be 24 hours after the digital photograph has been taken. After this time the department will permanently delete the image taken.</p> <p>Community expectation: Digital photos and signatures are securely and confidentially managed and disposed.</p> <p>Consistency with other schedules: <i>State Records New South Wales Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for summary records of driver licensing transactions including photo image – reference number 1.1.1 – retain in agency.</p> <p>Other comments/factors for consideration: <i>Consultation: Road Safety and System Management Division - NQDL project, (2009).</i></p>

Ref. No	Description of record and retention period	Justification for retention period																																																																		
4.8.8	<p>Driver licence – digital photo and digitised signature reports</p> <p>Records relating to annual reports prepared by the department for the Minister on the number of occasions where access was granted to digital photos when:</p> <ul style="list-style-type: none"> exercising a power in relation to a relevant transport Act exercising a power in relation to the Criminal Code, section 328A authorised under the <i>Police Powers and Responsibilities Act 2000</i>. <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. An annual report will be prepared no later than 4 months after the end of each financial year and given to the Minister stating the number of occasions on which access to digital photos was given to police. The report will be laid before the legislative assembly within 14 days after the Minister receives it.</p> <p>Regulatory requirements: The following table sets out these provisions in the relevant Transport Acts:</p> <table border="1" data-bbox="741 512 1921 1267"> <thead> <tr> <th></th> <th>TORUM Act</th> <th>TT Act</th> <th>TOMS Act</th> <th>TOPT Act</th> <th>APAC Act</th> </tr> </thead> <tbody> <tr> <td>Confidentiality</td> <td>s 143</td> <td>s 36C</td> <td>s 205AC</td> <td>s 148C</td> <td>s 46</td> </tr> <tr> <td>Obtaining photograph and signature</td> <td>s 91A</td> <td>s 19A</td> <td>s 63A</td> <td>s 35A</td> <td>s 31</td> </tr> <tr> <td>Using photograph and signature</td> <td>s 91B</td> <td>s 19B</td> <td>s 63B</td> <td>s 35B</td> <td>s 32</td> </tr> <tr> <td>Restricted access to photograph and signature</td> <td>s 91C</td> <td>s 19C</td> <td>s 63C</td> <td>s 35C</td> <td>s 33</td> </tr> <tr> <td>Deleting photograph and signature</td> <td>ss 91D and 91G</td> <td>ss 19D and 19F</td> <td>ss 63D and 63G</td> <td>ss 35D and 35F</td> <td>ss 34 and 37</td> </tr> <tr> <td>Restricted release of licence information</td> <td>s 77</td> <td>s 19H</td> <td>s 63I</td> <td>s 35H</td> <td>s 30</td> </tr> <tr> <td>Emergency contact option</td> <td>s 91E</td> <td>-</td> <td>s 63E</td> <td>-</td> <td>s 35</td> </tr> <tr> <td>Restricting access to information on Smartcard chip</td> <td>s 91F</td> <td>s 19 E</td> <td>s 63F</td> <td>s 35E</td> <td>s 36</td> </tr> <tr> <td>Annual report re access</td> <td>s 91H</td> <td>s 19 G</td> <td>s 63H</td> <td>s 35G</td> <td>s 38</td> </tr> <tr> <td>Power to make regulations for form of licence, PIN and verification</td> <td>s 150A</td> <td>S 43</td> <td>s 62</td> <td>s 29</td> <td>s 49</td> </tr> </tbody> </table> <p>Business requirements: The records are required for the history of access and compliance with these Acts, look at trends, and respond to enquiries.</p>		TORUM Act	TT Act	TOMS Act	TOPT Act	APAC Act	Confidentiality	s 143	s 36C	s 205AC	s 148C	s 46	Obtaining photograph and signature	s 91A	s 19A	s 63A	s 35A	s 31	Using photograph and signature	s 91B	s 19B	s 63B	s 35B	s 32	Restricted access to photograph and signature	s 91C	s 19C	s 63C	s 35C	s 33	Deleting photograph and signature	ss 91D and 91G	ss 19D and 19F	ss 63D and 63G	ss 35D and 35F	ss 34 and 37	Restricted release of licence information	s 77	s 19H	s 63I	s 35H	s 30	Emergency contact option	s 91E	-	s 63E	-	s 35	Restricting access to information on Smartcard chip	s 91F	s 19 E	s 63F	s 35E	s 36	Annual report re access	s 91H	s 19 G	s 63H	s 35G	s 38	Power to make regulations for form of licence, PIN and verification	s 150A	S 43	s 62	s 29	s 49
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Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Access to digital photos and digitised signatures is monitored and managed.</p> <p>Consistency with other schedules: Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to access to information under the Right to Information Act 2009 – reference number 8.1.3 – retain for 7 years after last action.</p>
4.8.9	<p>Driver licence – exemption approvals Records relating to special exemptions or exceptions relating to the issue of a driver licence, for example waiving the standard 12 month period for taking a driving test.</p> <p>Disposal action - Retain for 3 years after exemption has expired</p>	<p>Background/business process: Exemptions are available for learner drivers who cannot complete, and record in a logbook, 100 hours of supervised on-road driving experience due to special circumstances. If an exemption is granted, the time required to hold a learner licence is extended to a minimum period of two years.</p> <p>Regulatory requirements: s.34 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 2010</i></p> <p>Business requirements: Changed trigger from “after last action” to “after exemption has expired”. The trigger of last action is not specific and retention is often applied differently, such as after issued which may result in the destruction of records relating to an active exemption.</p> <p>Community expectation: Considerations are given for learner drivers.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the granting of exemptions for learner and licensed drivers – reference number 1.1.8 – retain for 5 years after exemption has expired. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to approved licence exemptions – reference number 1.1.6 - retain for 12 months after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Cairns CSC (5/3/09) and Transport Services Division - CSC Southern and central region (26/3/10).</p> <p>Previous schedules</p>

Ref. No	Description of record and retention period	Justification for retention period
4.8.10	<p>Driver licence – exemption refusals</p> <p>Records relating to the department’s refusal of requests for special exemptions or exceptions relating to the issue of a driver licence, such as refusals to waive the standard 12 month period for the taking of a driving test or the refusal of a learner driver licence under the Indigenous Driver Licensing Program due to a previous cancelled, suspended or disqualified driver licence record.</p> <p>Disposal action - Retain for 12 months after refusal.</p>	<p>QDAN474v4 610.4.2.4 (5 years after last action).</p> <p>Background/business process: New record class. Exemptions are available for learner drivers who cannot complete, and record in a logbook, 100 hours of supervised on-road driving experience due to special circumstances. If an exemption is granted, the time required to hold a learner licence is extended to a minimum period of two years.</p> <p>Regulatory requirements: s.34 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 2010</i></p> <p>Business requirements: The 12 months supports the department’s decision to refuse an exemption to respond to queries.</p> <p>Community expectation: Considerations are given for learner drivers and justification for refusals is retained.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to approved licence exemptions – reference number 1.1.7 - retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - CSC Southern and central region (26/3/10).</p>
4.8.11	<p>Driver licence register</p> <p>Register of licensed drivers captured in the Transport Registration and Integrated Licensing System (TRAILS). Includes the register of digital facial images and associated digitised signatures.</p> <p>Disposal action -</p>	<p>Background/business process: TRAILS is the Qld driver’s licence business system, and retains the traffic history of every licensed driver in Queensland. Includes the online renewal of driver licences.</p> <p>Regulatory requirements: s150 of the <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>A regulation may prescribe rules about the management of drivers, including, for example – requiring the keeping of a register of licences.</p> <p>Business requirements: The information must be retained during the life of a driver. It would be rare for someone to be eligible to drive</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Retain for 100 years after date of birth of individual client.</p>	<p>over the age of 100years. The retention reflects these requirements.</p> <p>Community expectation: Details are retained and available on the history of a licensed driver.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for summary record of all licensed drivers – reference number 1.1.1 – destroy 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to summary records relating to driver licensing – reference number 1.1.1 – retain in agency.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division (March 2010). Road Safety and System Management Division - Registration and Licensing (26/3/10).</p> <p>Previous schedules (where applicable) QDAN474 610.4.1 (100 years after date of birth of individual client).</p>
4.8.12	<p><i>Driver licence – renewal or change in licence</i> Records relating to changes to a driver’s licence processed at a customer service centre. Includes renewals and change of name and/or address.</p> <p>Disposal action - Retain for 3 months after captured in register.</p>	<p>Background/business process: Queensland licence holders can renew their licence on line and no physical record is generated. The records are captured and created within TRAILS. However, paper is generated if an applicant renews a licence in person at a customer service centre (CSC). There is an inconsistency as physical records are retained for evidence of a CSC operator updating the register (TRAILS). The on line service is only available to people who hold a valid open drive licence. If the licence is expired, suspended, cancelled or if they want the marine licence indicator shown on the licence, the person would need to attend a CSC.</p> <p>The hard copy licence application form contains questions regarding the person's traffic history such as cancellations/suspensions as well as questions regarding medical fitness. These questions also asked when renewing on-line.</p> <p>If the questions are answered incorrectly, this could be interpreted as fraud in a court case. Central Region had a person attend the office and request a copy of a document which he had previously lodged on the specific request of a magistrate during a court case. The magistrate had held over sentencing until he could see exactly what "boxes" the person had ticked on his application form. DTMR’s forms therefore have a wider</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>value than just for TMR staff to enter details on TRAILS/TICA.</p> <p>There are two process for renewals:</p> <ol style="list-style-type: none"> 1. On-line renewals for valid open licences 2. Counter renewals for everything else. <p>We need to consider the "other" instances for renewing if they are to be treated differently to the straight forward open licence renewals on the net. Central Region can think of several instances where they might need to recall an original document to establish what had been indicated on a previous application (mainly for investigation type purposes - show causes and the like). They have also recalled previous applications in cases where people have fraudulently tried to obtain replacement licences to compare signatures to previous applications.</p> <p>Regulatory requirements:</p> <p><i>Transport Operations (Road Use Management – Driver Licensing) Regulation 2010</i></p> <p>s.24 refers to the duration of a licence and the chief executive may grant or renew another Queensland driver licence of a period of up to 10 years.</p> <p>Part 7 refers to the renewal of particular licences by electronic communication</p> <p>Business requirements:</p> <p>Changed the retention from 3 years to until 3 months after captured in register for following reasons:</p> <p>As the same information on the form is captured in TRAILS regardless of action officer (licence holder or CSC) the physical application form is not required. The renewal process is captured and managed electronically in TRAILS. Since the department is entering the details in the register and not the licence holder there is a small amount of risk for the department such as data entry mistakes and the 3 months should cover this.</p> <p>Community expectation:</p> <p>Records are held on renewal of a driver licence.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records relating to renewals of a permit or licence – reference number 1.1.2 – retain for 7 years after renewal of licence or permit.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to renewals and replacements for driver</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>licensing – reference number 1.1.4 – retain 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Central Region (8/4/2010). Consultation extended to all Transport Services regional areas and the strategic licensing area with Road Safety and System Management (RSSM) – March 2010.</p> <p>Previous schedules QDAN474v4 610.4.4.1 (3 years after last action).</p>
4.8.13	<p><i>Driving instructor’s licence - application</i> Records relating to applications for a driving instructor’s licence including the approval, refusal, renewal, cancellation or disqualification of a licence.</p> <p>Disposal action - Retain for 3 years after refusal, expiry or cancellation of licence is captured in register.</p>	<p>Background/business process: This class covers the issuing of a licence to a driver instructor.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are referred back to by the department to support queries about the performance of an instructor. If an instructor applies for a new licence after the expiry of a licence the department may need to access previous records.</p> <p>Community expectation: Driving instructors are appropriately licensed.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the driving instructor licences – reference number 4.2.4 - retain for 6 years after licence has expired, instructor has attained the age of 75, instructor has died or the instructor has indicated intention not to renew licence, whichever is later. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to applications and renewals for instructor drivers licences – reference number 3.3.4 – destroy when licence expires.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Industry Licensing (July 2009).</p> <p>Previous schedules (where applicable) QDAN474v4 675.5.3 (3 years after last action) and QDAN474v4 675.5.10 (3 years after last action),</p>

Ref. No	Description of record and retention period	Justification for retention period
4.8.14	<p>Electrical contractor licences</p> <p>Records relating to licence applications made by the department under the <i>Electrical Safety Act 2002</i> to conduct a business involving the performance of electrical work.</p> <p>Disposal action -</p> <p>Retain for 7 years after expiry, surrender or cancellation of licence.</p>	<p>QDAN474v4 675.5.12b (1 year after last action).</p> <p>Background/business process:</p> <p>New record class. This is a certificate that verifies the department is licensed to perform electrical contracting work in Qld. The licence is valid for 1 year.</p> <p>Regulatory requirements:</p> <p>s.56 of the <i>Electrical Safety Act 2002</i></p> <p>Business requirements:</p> <p>Provides evidence that the department is or was certified to undertake electrical work. The records need to be retained to support queries or complaints about the department's work etc.</p> <p>Community expectation:</p> <p>Appropriately licensed people are undertaking electrical work.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>Sunwater Retention and Disposal Schedule</i> (QDAN650v1) for records relating to electrical work licences – reference number 7.3.2 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> RoadTek business areas – April 2010</p>
4.8.15	<p>Industry licences</p> <p>Records relating to applications received by the department for:</p> <ul style="list-style-type: none"> • the licensing of an industry vehicle such as tow trucks, dangerous goods vehicles (industry vehicle licence) • a driver or assistance certification to drive a licensed industry vehicle (industry authorities) • a tow truck driver or assistance certificate for a 	<p>Background/business process:</p> <p>An industry authority relates to a person being accredited to drive an industry vehicle (driver licensing) whereas an industry vehicle licence relates to vehicle licensing. The tow truck driver and assistance certificates relates to a person being accredited to drive an industry vehicle whereas an industry driver licence relates to a vehicle.</p> <p>Regulatory requirements:</p> <p>Part 2 of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i></p> <p>Part 3 of the <i>Tow Truck Act 1973</i></p> <p><i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements:</p> <p>The records are required to support queries about the licence, evidence of the transaction and the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>licence to drive a tow truck. Authorities may include: dangerous goods driver licence, pilot vehicle driver authority, escort vehicle driver authority, and tow truck driver or assistance certificate. Vehicle licence may include: dangerous goods licence and tow truck operators. Also includes applications received from interstate to drive in Queensland and the audit and inspection of industry operators.</p> <p>Disposal action - Retain for 7 years after expiry of application or surrender of accreditation.</p>	<p>department’s authority to issue a licence. If a new licence is requested after its expiry the department will need to access previous records and this normally happens within a 7 year period.</p> <p>There is no business need to retain all records relating to the accreditation for the life of the accreditation. The department only requires the last 2 applications to undertake their business. They have never referred beyond this. Accreditation is renewed every 1-3 years depending on the type of accreditation. Once an accreditation is renewed the previous application is deemed inactive and the 7 year retention is triggered. Within the 1-3 year renewal period an applicant may surrender their accreditation and no longer participate under the program, which triggers the 7 year retention. Legally the department would only be able to prosecute over the last couple of applications (statute of limitations).</p> <p>Community expectation: Records are available on a person’s accreditation, also people and vehicles are appropriately licensed.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the issuing of heavy towing licences – reference number 6.1.1 – destroy 10 years after cancellation of licence of towing licence. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the management of operators who hold heavy towing licences – reference number 6.1.2 – destroy 40 years after date licence last transferred. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to variations, conditions or endorsements to a driver licence, an endorsement allows a holder to driver heavy vehicles and tow trucks – reference number 1.1.7 – destroy 85 years after granting licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the tow truck drivers and operator licences and certificates – reference number 1.1.8 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Industry Licensing Policy (21/6/2011). Road Safety and System Management Division - Industry Licensing (July 2009).</p> <p>Previous schedules QDAN474v4 675.6.2 (Retain for 7 years after last action), QDAN474v4 675.4.2 (Retain for 3 years after lapse</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>of accreditation), QDAN474v4 675.4.7 (Retain for 10 years after accreditation lapses), QDAN474v4 675.4.4 (Retain for 10 years after last action), QDAN474v4 645.4.3 (Retain for 2 years after last action) QDAN474v4 645.4.7 (Retain for 5 years after permit lapses), QDAN474v4 645.4.5 (Retain for 3 years after last action). QDAN474v4 675.5.2 (7 years after last action), QDAN474v4 675.5.5 (3 years after last action), QDAN474v4 675.5.6 (3 years after last action), QDAN474v4 675.5.7 (7 years after last action), QDAN474v4 675.5.9 (3 years after last action), QDAN474v4 675.5.10 (3 years after last action), QDAN474v4 675.5.12 (7 years after last action), QDAN474v4 675.5.12b (1 year after last action), QDAN474v4 675.5.13 (3 years after last action), QDAN474v4 647.4.3, QDAN474v4 675.5.4 (3 years after last action), QDAN474v4 675.5.11 (3 years after last action), QDAN474v4 675.5.12b (1 year after last action).</p>
4.8.16	<p>Industry vehicle licence - register Register of industry licences for individual drivers/assistants recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Disposal action - Retain for 50 years after initial issue of licence.</p>	<p>Background/business process: This class covers the control information on the industry licences issued by the department.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The retention aligns with the issuing of vehicle registrations under 4.18.14. The register shows the history of activities relating to an industry vehicle licence therefore it needs to be retained longer than the licence records. Due to the higher risk of an industry vehicle being on our roads it is recommended they are retained for 50 years after the initial licence issued. Required as evidence of the transaction and the department's authority to issue a vehicle licence, also support queries, statistics for review of program, and reporting requirements.</p> <p>Community expectation: History of licence details is available.</p> <p>Consistency with other schedules: <i>Public Records Office of Victoria Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records relating to the registration of a vehicle – reference number 2.1.1 – destroy 5 years after registration expires provided it has been 50 years since initial registration of the vehicle. <i>State Records New South Wales Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to summary records relating to driver licensing – reference number 1.1.1 – retain in agency.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Consultation:</i> Road Safety and System Management Division - Industry Licensing (July 2009).</p> <p>Previous schedules QDAN474v4 675.5.1 (Retain for 50 years after last action / entry), QDAN474v4 645.4.1 (Retain for 10 years after last action/ entry).</p>
4.8.17	<p>Lapsed applications Records relating to applications lodged at a customer service centre that have lapsed prior to approval, and a product has not been issued. Products include applications for an industry authority.</p> <p>Disposal action - Retain for 3 years after application has lapsed.</p>	<p>Background/business process: New record class. Applications and attachments (for example, medical certificates, and taxi care courses) are lodged at a customer service centre (CSC) that have lapsed and captured in TRAILS. If the application is not completed within a 3mth timeframe as a result of all information not being provided. TRAILS automatically puts the record into a lapsed status. During this time the CSC office retains the application and attachments. After 3mths the centre confirms the lapsed status and returns original application attachments (medical certificates etc) to the applicant / client. Originally the lapsed applications were not considered a record as a product was never issued and money was not receipted however after extensive consultation with policy owners and prosecutions the lapsed applications were deemed a record and must be retained.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department has 2 years to prosecute (statute of limitations) and there is risk (show cause) if the lapsed applications are destroyed once the application has lapsed. Also when the new driver licences are implemented money will be receipted on submission of an application with only partial refunds given if the application is cancelled before a product is issued. The business area has requested a further 1 year to ensure all prosecution requirements have lapsed. This is to minimise risk to the department.</p> <p>Community expectation: Records relating to applications submitted at a CSC are available on request and original records, such as medical certificates are not destroyed.</p> <p>Consistency with other schedules: Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Services Delivery Policy, Prosecutions Unit (2009)</p>
4.8.18	<p>Licence surrender books Used or expired driver licence</p>	<p>Background/business process: This class only relates to the surrender books. The transaction of issuing or actioning a licence surrender is</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>surrender books.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>covered under 4.10.3 (driver licensing) however these are the books that are retained in the customer service centre's and once used only carbon copies are left.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The books are stock (accountable records) for the department therefore required to be retained by the department for audit purposes.</p> <p>Community expectation: Accountable stock is retained for audit purposes.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for accountable records – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Cairns CSC (5/3/09) and Transport Services Division - CSC Southern and central region (26/3/10).</p> <p>Previous schedules (where applicable) QDAN474v4 610.4.6 (3 years after last action).</p>
4.8.19	<p>Log timber docket - compliant</p> <p>Log timber docket received by the department which meet compliance requirements under the log timber concession scheme.</p> <p>Disposal action - Retain until reference ceases.</p>	<p>Background/business process: New record class. The log timber docket is issued to an operator from individual sawmills to indicate time-in/out and registration numbers. The original docket is retained by the company (operator), yellow retained by Forestry Plantations and blue forward to the department. The department uses the docket as a means of determining compliance under the log timber concession scheme. If the vehicles are overloaded (show non-compliance) they are passed to the department Compliance Services Branch (Transport Inspectors). Information from the docket is currently not recorded. The department receives a high volume of these records.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department has a business need to only retain the non-compliant docket. If a vehicle is involved in an incident or non-compliance at their next weigh-in the operator will be investigated and requested to produce their docket. This class only relates to compliant docket and since the department only actions non-compliant</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>dockets (4.15.7) they only need to retain these compliant records for a short period after receipt of docket.</p> <p>Community expectation: Evidence overloaded vehicles are investigated.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the issuing of mass and dimension permits to heavy vehicle operators – reference number 5.1.1 – destroy 3 years after expiry of permit.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Vehicles and Road Use Branch, Vehicle Engineering and Access Section (19/3/09).</p>
4.8.20	<p>Mass import and export licence Records relating to applications approved by the department to operate vehicles exceeding mass limits to transport goods under the mass import management scheme (MIMS) and mass export management scheme (MEMS).</p> <p>Disposal action - Retain for 7 years after expiry or cancellation of approval.</p>	<p>Background/business process: New record class. This class covers the management of mass limits, particularly on heavy vehicles transporting goods to and from the ports to railways.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The retention supports queries that may arise about a permit, evidence of the transaction and the department’s authority to issue a permit. Once a permit expires the department requires the records for 7 years to provide evidence of the conditions set under the permit, enquiries about the operator, issues resulting from legal action or investigations. The retention also satisfies the limitations of actions act.</p> <p>Community expectation: Mass limits on vehicles is controlled and managed by the State.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the issuing of mass and dimension permits to heavy vehicle operators – reference number 5.1.1 – destroy 3 years after expiry of permit. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the handling of applications and renewals of road access permits for over mass and oversized vehicles – reference number 2.5.1 – retain for 5 years after expiry of permit.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Division (RSSM) – Heavy Vehicle Operations (15/7/10).</p>
4.8.21	<p>Mass import and export licence - refusal Records relating to applications to operate vehicles exceeding mass limits to transport goods under the mass import management scheme (MIMS) and mass export management scheme (MEMS) that are refused by the department.</p> <p>Disposal action - Retain for 2 years after refusal.</p>	<p>Background/business process: New record class. This class covers the management of mass limits, particularly on heavy vehicles transporting goods to and from the ports to railways.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: There is little need to refer to these applications beyond the 2yrs after refusal.</p> <p>Community expectation: Mass limits on vehicles is controlled and managed by the State.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the issuing of mass and dimension permits to heavy vehicle operators – reference number 5.1.1 – destroy 3 years after expiry of permit. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the handling of applications and renewals of road access permits for over mass and oversized vehicles – reference number 2.5.1 – retain for 5 years after expiry of permit.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Division (RSSM) – Heavy Vehicle Operations (15/7/10).</p>
4.8.22	<p>Medical condition assessment system Information captured in the medical assessment database about a driver's ability to operate a vehicle safely.</p> <p>Disposal action - Retain for 100 years after date</p>	<p>Background/business process: New record class. The medical condition response unit is set-up in Rockhampton and they receive and process medical condition notifications about current drivers. Notifications could be from a doctor, holder (self declare), police (accident report), and third person (family and friends). Medical show cause – medical certificates where applicants have to go for a driving test to confirm hold licence.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records indicate the department's decision to make conditions on a licence holder, which may be to cancel a licence. It also identifies the department's decision to take no action and if there are issues with the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>of birth.</p>	<p>driver in the future these records along with the department’s no action justification will be needed. The retention of 100 years after date of birth retention period aligns with the driver licence register. These records need to be retained for the life of the person, particularly while they hold a licence or can drive a vehicle.</p> <p>Community expectation: People driving with a medical condition are continually assessed for their ability to drive and hold a driving licence.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the medical assessment of drivers – reference number 1.1.6 – retain for 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to medical assessments of licence holders – reference number 1.2.4 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - MCR Processing Unit (25/11/09).</p>
4.8.23	<p>Medical condition reporting – no further action Records relating to medical conditions reported to the department that require no further action. Includes assessments and notifications on private and commercial drivers.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: New record class. New laws came into effect on 1 March 2006 (commonly known as 'Jet's Law') introducing a mandatory requirement for driver licence holders to report any long-term or permanent medical condition that may affect their ability to drive safely. No action means the holder retains their licence. Drivers can no longer wait until it is time to renew their licence to report a long-term or permanent medical condition that adversely affects your ability to drive safely. As soon as the condition develops, or as soon as there is an adverse change to an existing condition the department needs to be informed. The department recommends that you talk to your health professional about your medical condition and any potential impact this may have on your ability to drive safely. Health professionals are qualified to check if you are medically fit to drive. They may provide a medical certificate or official letter stating your fitness to drive. Drivers who fail to report their medical condition may receive a maximum A\$6000 penalty or be disqualified from driving for a defined period. Although the extent to which medical conditions contribute to road crashes is difficult to assess, there is international recognition of, and community expectation that, medical standards for driving be established and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>applied. The medical standards for driving, recognised by all driver licensing authorities in Australia, are contained in the <i>Assessing Fitness to Drive 2003</i> publication. The department no longer assesses applicants that have been requested by their doctors to go for a driving assessment – applicants need to book in with an occupational therapist.</p> <p>A batch file is retained per year on applications where no further action was required. Separate file on appeals and reconsiderations of a decision (4.8.4). A separate file where an applicant had to show cause (4.8.24).</p> <p>Regulatory requirements: This activity falls under the following legislation: <i>Transport Operations (Passenger Transport) Act 1994</i> <i>Transport Operations (Road Use Management – Dangerous Goods) Regulation 1998</i> <i>Transport Operations (Road Use Management) Act 1995</i> <i>Transport Operations (Road Use Management – Driver Licensing) regulation 1999</i> <i>Transport Operations (Road Use Management – Accreditation and other Provisions) Regulation 2005</i> <i>Tow Truck Regulation 1999</i></p> <p>Business requirements: Business requests the MCA records are retained longer than the licence records (7 years after captured in register) due to the nature of the records. These records indicate the decision to take no action and if there are issues with the driver in the future these records along with the department’s no action justification will be needed.</p> <p>Community expectation: People driving with a medical condition are continually assessed for their ability to drive and hold a driving licence.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records relating to the medical assessment of drivers – reference number 1.1.6 – retain for 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to medical assessments of licence holders – reference number 1.2.4 – retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - MCR Processing Unit (25/11/09).</p>
4.8.24	<p>Medical condition reporting – show cause Records relating to medical conditions reported to the department that may adversely affect a driver’s ability to operate a motor vehicle safely including assessments and notifications on private and commercial drivers.</p> <p>Disposal action - Retain for 15 years after expiry of medical certificate.</p>	<p>Background/business process: New record class. New laws came into effect on 1 March 2006 (commonly known as 'Jet's Law') introducing a mandatory requirement for driver licence holders to report any long-term or permanent medical condition that may affect their ability to drive safely. Drivers can no longer wait until it is time to renew their licence to report a long-term or permanent medical condition that adversely affects your ability to drive safely. As soon as the condition develops, or as soon as there is an adverse change to an existing condition the department needs to be informed. The department recommends that you talk to your health professional about your medical condition and any potential impact this may have on your ability to drive safely. Health professionals are qualified to check if you are medically fit to drive. They may provide a medical certificate or official letter stating your fitness to drive. Drivers who fail to report their medical condition may receive a maximum A\$6000 penalty or be disqualified from driving for a defined period. Although the extent to which medical conditions contribute to road crashes is difficult to assess, there is international recognition of, and community expectation that, medical standards for driving be established and applied. The medical standards for driving, recognised by all driver licensing authorities in Australia, are contained in the <i>Assessing Fitness to Drive 2003</i> publication. The department no longer assesses applicants that have been requested by their doctors to go for a driving assessment – applicants need to book in with an occupational therapist. A batch file is retained per year on applications where no further action was required (4.8.23). Separate file on appeals and reconsiderations of a decision (4.8.4). A separate file where an applicant had to show cause. Expiry of a medical certificate – A doctor will decide how long a certificate will last by taking into account the nature of the medical condition and how often they need to monitor your progress. The doctor might decide to give a certificate that lasts for anywhere between one month and five years. A driver licence may be given that lasts for five years, even though the medical certificate lasts for a shorter period. In this circumstance, it is the licence holder’s responsibility to ensure that they obtain a new certificate confirming their medical fitness to drive when this earlier certificate expires.</p> <p>Regulatory requirements: This activity falls under the following legislation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Transport Operations (Passenger Transport) Act 1994</i> <i>Transport Operations (Road Use Management – Dangerous Goods) Regulation 1998</i> <i>Transport Operations (Road Use Management) Act 1995</i> <i>Transport Operations (Road Use Management – Driver Licensing) regulation 1999</i> <i>Transport Operations (Road Use Management – Accreditation and other Provisions) Regulation 2005</i> <i>Tow Truck Regulation 1999</i></p> <p>Business requirements: Business requests these records are retained longer than the licence records (7 years after captured in register) due to the nature of the records. These records indicate the decision to take no action and if there are issues with the driver in the future these records along with the department’s no action justification will be needed. Due to the nature of these activities and their sensitivity the retention needs to reflect the risk and value of these records. These records are often referred back to support the department’s actions and provides justification of their decisions. The department needs to maintain transparency. If the applicant is involved in an accident their records will be required to see whether a medical condition was reported against them. The records may be used to gather evidence in support or against the applicant. This may be many years later when records are reviewed to determine if an existing or old condition was a contributing factor to the incident. The 15 year retention allows for three full licence renewals.</p> <p>Community expectation: People driving with a medical condition are continually assessed for their ability to drive and hold a driving licence.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records relating to the medical assessment of drivers – reference number 1.1.6 – retain for 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to medical assessments of licence holders – reference number 1.2.4 – retain for 7 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - MCR Processing Unit (25/11/09).</p>
4.8.25	<p>Road user - driving tests - examiner reports Reports and supporting documentation created by a departmental driver examiner, relating to driving tests.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>Background/business process: Combined driving test reports and examiners daily worksheets (detail bookings for driving examinations undertaken by the department.) as they are managed together by the customer service centres. This includes the actual hard copy of the driver test sheet showing errors etc and is required from time to time when a dispute arises over a failed test. Driver examiner gives original to customer for their records and uses their book copy to input results into SBS system. Customer service centre operators do not use this form as part of processing a driver licence.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required to satisfy enquiries and support queries if an applicant's driver licensing application is questioned.</p> <p>Community expectation: Driver examiner related records are controlled and retained for audit purposes.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to competency testing for licence applicants – reference number 1.2.3 – retain for 12 months after last action. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to drivers licence test papers – reference number 3.3.13 – destroy 6 months after assessment.</p> <p>Other comments/factors for consideration: See reference number 4.10.2 for driving test applications that form part of a licence application. <i>Consultation:</i> Transport Services Division - Service Delivery Policy (07/11/07). Transport Services Division - Client Service Delivery - Northern Region (6/2/08 and 30/3/10). Transport Services Division - Southern Region (29/3/10).</p> <p>Previous schedules QDAN474v4 610.4.2.3 (Retain for 3 years after last action).</p>

Ref. No	Description of record and retention period	Justification for retention period
4.8.26	<p>Security firm licences</p> <p>Records relating to applications made by the department under the <i>Security Providers Act 1993</i> for licences to supply the services of security advisors and security equipment installers.</p> <p>Disposal action -</p> <p>Retain for 7 years after expiry, surrender or cancellation of licence.</p>	<p>Background/business process:</p> <p>New record class. The licence is valid for 3 years and verifies permission for the department (RoadTek) to supply the services of security advisors and security equipment installers.</p> <p>Regulatory requirements:</p> <p>s.13 (4) of the <i>Security Providers Act 1993</i></p> <p>Business requirements:</p> <p>The records need to be retained to support queries or complaints about RoadTek's work etc.</p> <p>Community expectation:</p> <p>Qualified people supply the services of security advisors and security equipment installers.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to applications made under a local law or legislation for a permit, licence or registration – reference number 19.6.4 – retain for 3 years after the refusal, expiry or cancellation of the permit, licence or registration.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> RoadTek business areas – April 2010.</p>
4.8.27	<p>Young driver log books</p> <p>Records relating to the young driver learner log books submitted to the department for processing.</p> <p>Disposal action -</p> <p>Retain for 3 years after completion of log book.</p>	<p>Background/business process:</p> <p>New record class. The Queensland learner (young driver) logbook is a record of the supervised on road driving experience that a learner licence holder gains. It is a record that the mandatory 100 hours driving experience, including at least 10 hours night driving experience has been completed within a 3 year period.</p> <p>Regulatory requirements:</p> <p>s.30 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i></p> <p>Business requirements:</p> <p>The books are deemed completed on submission to the department. The log books do not need to have the same retention as licences as they are different processes. On return of the logbooks there would be minimal business and legal requirement for the books beyond 3yrs. The retention was endorsed by the Minister of Transport and Service Delivery Policy in June 2007.</p> <p>Statistics show that accidents are most likely to happen within the first three years of a young person obtaining a provisional licence therefore if there was an inquiry or query about the issuing of a learner licence</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>these records may be referred back to within a 3 year period. Generally the learner licence holder progresses onto their provisional's and then open licence. When this happens the records are covered under the driver licence class.</p> <p>Community expectation: Young drivers met the mandatory requirements before they are assessed and approved a provisional driver licence. Also, initiatives around young drivers are implemented and managed by the State.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to competency testing of licence applicants including log books – reference number 1.2.1 - retain for 7 years after last action. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records of driver experience including learner log books – reference number 1.1.3 – destroy 18 months after administrative use ceases.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Minister of Transport and Transport Service Division – Service Delivery Policy (June 2007).</p>
4.8.28	<p>Young driver log books - failed Records relating to young driver logbooks that do not satisfy the requirements to receive a learner permit or are found to be false or misleading.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. The Queensland Learner Logbook is a record of the supervised on road driving experience that a learner licence holder gains. It is a record that the mandatory 100 hours driving experience, including at least 10 hours night driving experience has been completed.</p> <p>The failed logbooks and all subsequent entries are sent and retained by the department's prosecutions unit. A separate file is created for each client. Learners and supervisors have to sign a binding declaration in the log book affirming all entries are true and correct. 100% of log books are checked. Supervisors who verify a logbook entry know to be false or misleading is liable for a penalty of up to \$6000. In serious cases, a learner driver may also be charged with the fraudulent falsification of records with the maximum penalty of 10years in prison.</p> <p>Regulatory requirements: s.32 of the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i></p> <p>Business requirements: These records need to be retained to support the department's actions and assist with future actions.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Young drivers met the mandatory requirements before they are assessed and approved a provisional driver licence. Also, initiatives around young drivers are implemented and managed by the State.</p> <p>Consistency with other schedules:</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to competency testing of licence applicants including log books – reference number 1.2.1 - retain for 7 years after last action.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records of driver experience including learner log books – reference number 1.1.3 – destroy 18 months after administrative use ceases.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> DTMR Prosecutions Unit (4/4/2008).</p>
4.9.1	<p>Complaint and summons – infringement court hearings</p> <p>Records relating to legal action initiated by the department against other parties under the <i>State Penalties Enforcement Act 1999</i>. Includes investigations by the department to establish grounds for possible prosecution, as well as investigations by a transport inspector as the result of a defect not being cleared and enforcement action initiated.</p> <p>Disposal action -</p> <p>Retain for 25 years after claim is finalised.</p>	<p>Background/business process:</p> <p>This class relates to an infringement notice issued by the department and the alleged offender has elected for a court hearing. The <i>State Penalties Enforcement Act 1999</i> in sections 22(1) (b), 27 and 51 allow for this process. For an infringement notice (PIN) to progress to a complaint and summons to have a person/company appear in court the PIN has to "die" (that is be waived). There cannot be in coexistence a PIN and a complaint and summons for the same matter, this is duplicitous and will lead to the person potentially having two fines for the same offence. The PIN allows a person three options -</p> <ol style="list-style-type: none"> 1. pay the penalty 2. pay by instalments 3. elect for a court hearing <p>If options 1 and 2 are taken up the infringement notice is processed by the Offence Processing Unit and after 7 years the PIN is destroyed as it has been processed (4.11.7). With option 3 the Prosecutions Unit becomes involved. With option 3 they progress to court for the justice system to take its path. Occasionally people have been found to have not been the alleged offender, it may be that a person has assumed their identity; the person was able to prove they were not there at the location etc. A person has the right to apply to the court to have their apparent wrongful conviction overturned.</p> <p>Court files are generated from infringement notices (police, QBFP, Rail and Transport Inspectors) or from offence reports compiled by Transport Inspectors from roadside interceptions. The offence is adjudicated and if sufficient evidence exist a complaint and summons is issued for their court appearance. If the court election</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>is from a PIN - it is waived and the complaint and summons is issued. With respect to an offence report as there is no PIN it is straight to complaint and summons. Approximately 5-10% progress to a hearing where the prosecution has to have witnesses at the court and the magistrate makes a ruling as to the alleged offender's guilt or in innocence.</p> <p>Regulatory requirements: 22(1) (b), 27 and 51 of the <i>State Penalties Enforcement Act 1999</i> <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The departments Prosecutions Unit has requested an increase from 7 years to 25years as they regularly refer back to infringement notices from the early 1980's. The records support the department's actions, procedures and enable respond to queries. Also used for internal research purposes. The complaint and summonses may be revisited several years later.</p> <p>The department recently (2010) had a matter from 1994 listed for re-opening in the Cairns Magistrates Court, the prosecution containers had been destroyed (under QDAN474v4 705.2.2 – disposal action of 7 years after last action). The Prosecution unit is unable to prove why the person was charged by way of complaint and summons and basically the person will be successful as the department could not prove the prosecution.</p> <p>Community expectation: Records are held on the history of complaints and summons. The department undertakes action against people who offend while using the transport network.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records containing background information on breach or infringement cases, which are presented for use in court – reference number 2.3.1 – retain for 7 years after matter is settled.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Corporate Governance Division - Prosecutions Office (2007 and 20/5/10).</p> <p>Previous schedules QDAN474v4 705.2.1 (permanent) and QDAN474v4 705.2.2 (7 years after last action).</p>
4.9.2	<i>Driving offences – demerit</i>	Background/business process:

Ref. No	Description of record and retention period	Justification for retention period
	<p>points Records relating to the allocation of demerit points against a licensed driver, including the transfer of demerit points for overseas interests.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>The department allocates demerit points to a person's driver licence following a traffic related offence.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i> <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i></p> <p>Business requirements: The department has 2 years to prosecute (statute of limitations) and there is risk (show cause) if the demerit points notice is destroyed before demerit points have expired (3 years). Request records are retained for same period of time as driver licence. These records can feed into the cancellation of a driver licence (4.10.2); therefore these records need to be retained for the same period as a driver licence application.</p> <p>Community expectation: Demerit points are allocated and tracked.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to notification of traffic related offences and associated penalties to be applied to driver licences – reference number 1.2.1 – destroy 12 years after action completed. State Records Authority of New South Wales <i>Driver licensing and road user regulation</i> (FA278) for records relating to the management of breach reports and infringements issued by inspectors and police – reference number 2.1.2 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Customer Service Direct - Customer Service Delivery (1/4/10). Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p> <p>Previous schedules QDAN474v4 610.6.2 (2 years after last action) and QDAN474v4 610.6.5 (5 years after last action).</p>
4.9.3	<p>Evidentiary certificates (court certificates) Evidentiary certificates produced by the department under s.60 (2) of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p>	<p>Background/business process: New record class. Evidentiary certificates are authorised by the Manager of Customer Service Centres as delegated by the chief executive of the department to give to Police to present to court. They can be on registration or driver licensing and usually contain information taken from TRAILS history screens. If the same certificate or information is requested a new certificate needs to be produced as a copy cannot be presented and used at court.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Includes requests for certificates relating to both driver licenses and vehicle registration.</p> <p>Disposal action - Retain for 2 years after certificate produced.</p>	<p>Regulatory requirements: s.60 (2) of the <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The department has 2 years to prosecute (statute of limitations). The certificate is retained to support queries often received by other divisions of the department or police etc.</p> <p>Community expectation: Certified information is used during a court proceeding.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records containing background information on breach or infringement cases, which are presented for use in court – reference number 2.3.1 – retain for 7 years after matter is settled.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Dalby CSC (2009). Corporate Governance Division - Prosecutions Unit (5/8/2009). Transport Services Division - Client Service Delivery - Northern Region (30/3/10).</p>
4.9.4	<p>Evidence of identity investigations</p> <p>Records relating to establishing customer identity and validating evidence of identity documentation supplied during the issuing of departmental products and which has failed external verification.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of licence.</p>	<p>Background/business process: New record class. Evidence of Identity (EOI) documentation validations is a business requirement for establishing customer identities for the issuing of department products. Transport Customer Service Centres and issuing authorities will forward copies of EOI documents such as birth certificates, change of name documents and interstate licenses that have failed external verification through the CertVal or NEVDIS system onto the Identity Management Unit (IMU) for further investigation. Copies of this type of EOI documents which require validation are retained in the IMU along with the confirmation responses from the appropriate issuing authorities. Notification of successfully verified documents are retained for justification of exception reports within the IMU whilst documents that have been identified as counterfeit are forwarded onto QPS fraud unit for further investigations and potential prosecution.</p> <p>Stakeholders are department services division and all BMD jurisdictions and interstate licensing authorities.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995 and its regulations (Transport Operations (Road Use Management – Driver Licensing) Regulation 1999 and Transport Operations (Road Use Management – Vehicle Registration) Regulation 1999)</i> Departmental evidence of identity standards.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Business requirements: The retention of these records needs to be consistent with the registration and licensing records. The longest retention relates to industry licenses therefore the retention is 10 years after the expiry or cancellation of the licence.</p> <p>Community expectation: Departmental products are issued to people once appropriate identify checks have been undertaken.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the issuing of a permit or licence to a driver includes evidence of identification – reference number 1.1.1 – destroy 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (RSSM) – Registration & Licensing (13/7/10).</p>
4.9.5	<p>Infrastructure damage claims Records relating to claims made by the department against an external party following an incident that results in damage to state infrastructure assets. Claims are made by the department and actioned outside of court. Damaged infrastructure may include:</p> <ul style="list-style-type: none"> • guardrails • road furniture barrier • road lighting • traffic signals • integrity of bridge. 	<p>Background/business process: New record class. This class covers incidents that result in damage to infrastructure within the transport network. For example, if a guardrail is damage as a result of a car accident the person at fault will be requested to compensate the department for repair work to that infrastructure.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The business has referred back to records within this period and has requested all court related or claims are retained for a minimum of 25 years after the end of case. The risk of destroying these records within a 25 year period is too great and could result in an unsuccessful case as the department cannot prove or provide evidence of earlier dealings or claims if the case is re-opened.</p> <p>Community expectation: Records relating to damage claims are retained and available for all parties.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to claims of professional negligence that are settled and do not proceed to litigation – reference number 27.1.7 – retain for 30 years after last action.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 25 years after claim is finalised.</p>	<p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to claims made under an Act – reference number 2.4.1 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Assets and Operations Division – Central Region - Bundaberg (2010).</p>
4.9.6	<p>Legal action claims – defence case Records relating to claims made against the department and the department’s defence against those claims.</p> <p>Disposal action - Retain for 25 years after claim is finalised.</p>	<p>Background/business process: New record class. This class covers action taken against the department and may not be court related. A large percentage of claims are settled outside of court. If they did attend to court these records do not make up the records held by the courts. These files may contain legal advice received by the department and other records used in preparation for the defence that will never form part of a court file. A single file is created per claimant.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The 25 years will enable the department to refer back to previous cases, provide advice, support their actions, and use for development and/or review of new policy and procedures. The business has referred back to records within this period and has requested all court related or claims are retained for a minimum of 25 years after the end of case. The risk of destroying these records within a 25 year period is too great and could result in an unsuccessful case as the department cannot prove or provide evidence of earlier dealings or claims is the case is re-opened.</p> <p>Community expectation: Claims against the department are investigated and actioned.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to settled compensation claims not resulting in litigation – reference number 27.1.10 – retain for 7 years after claim settled</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Corporate Governance Division - Legal and Legislation Branch (26/10/07 and 11/3/09).</p>
4.9.7	<p>Penalty infringement notices Records relating to the issuing</p>	<p>Background/business process: This class covers records relating to the issuing of a penalty infringement notice (PIN) to an alleged offender</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>of a penalty infringement notice to an alleged offender following the detection and/or investigation of an alleged offence by an authorised departmental officer that does not proceed to a court hearing. Offences may include, but are not limited to e-toll evasions, speeding fines, waiving offence, fare evasions within the TransLink network.</p> <p>Disposal action - Retain for 7 years after investigative processes are finalised.</p>	<p>following the detection and investigation of an alleged offence by an authorised departmental officer. Offences may include, but are not limited to: E-toll evasions, speeding fines, waiving offence.</p> <p>Waive offences may be managed through the department’s Tolling Offence Unit – waive letters for tolling offences, whereby correspondence (mail and email) is received requesting an adjudication or completion of appropriate statutory declarations on the penalty infringement notice (issued by the unit).</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are required to support the department’s actions, procedures and enable them to respond to queries. Also used for internal research purposes.</p> <p>Community expectation: Notices are issued to alleged offenders.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records containing background information on breach or infringement cases, which are presented for use in court – reference number 2.3.1 – retain for 7 years after matter is settled. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for records relating to notification of traffic related offences and associated penalties to be applied to driver licences – reference number 1.2.1 – destroy 12 years after action completed.</p> <p>Other comments/factors for consideration: Corporate Governance Division - Prosecutions Unit (2007 and 20/5/10). Transport Services Division - Customer Service Direct, Customer Service Delivery (1/4/10). Transport Services Division - Client Service Delivery, Northern Region (30/3/10). Transport Services Division – Central Operations and Support – Tolling Offence Unit (5/3/2010).</p> <p>Previous schedules QDAN474v4 610.6.1 (3 years after last action), QDAN474v4 610.6.8 (5 years after last action), QDAN474v4 610.4.5.2 (7 years after last action), QDAN474v4 645.5.5 (7 years after last action) and QDAN474v4 675.7.3 (7 years after last action), QDAN474v4 610.6.3 (7 years after last action).</p>
4.9.8	Public liability - accidents / incidents adults	<p>Background/business process: New record class. This class covers records relating to notifications of accidents or injury to persons other</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to notifications of accidents or injury to an adult, who is not a departmental employee, which occur while visiting or using public areas within a departmental building or structure, and which result in a compensation claim that does not proceed to litigation.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>than departmental employees while visiting or using the department public areas within a building or structure that may result in compensation claims but which do not proceed to litigation. Departmental maintained or controlled public area, often within a building or structure may include customer service centres, marinas, and jetties.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department business areas retain containers on incidents of injuries (slips and falls) caused on transport owned facilities such as jetties. The records are required to provide a reference and refer back decisions, provide advice, support their actions, and use for development and/or review of new policy and procedures.</p> <p>Community expectation: The department is notified and actions all accidents and injuries.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to personal injury notifications for adults – reference number 27.1.5 – retain for 10 years after last action. Queensland State Archives <i>University Sector Retention and Disposal Schedule</i> (QDA601v2) for records of notifications of accidents or injury to adults – reference number 601.2/C339 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Regional Transport Branch (8/12/08).</p>
4.9.9	<p>Public liability – accidents / incidents minors</p> <p>Records relating to notifications of accidents or injury to minors, who is not a departmental employee, while visiting or using public areas within a departmental building or structure and which results in a compensation claim that does</p>	<p>Background/business process: New record class. This class covers records relating to notifications of accidents or injury to minors other than departmental employees while visiting or using the department public areas within a building or structure that may result in compensation claims but which do not proceed to litigation. Departmental maintained or controlled public area, often within a building or structure may include customer service centres, marinas, and jetties.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The department business areas retain containers on incidents of injuries (slips and falls) caused on transport owned facilities such as jetties. The records are required to provide a reference and refer back decisions,</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>not proceed to litigation.</p> <p>Disposal action - Retain for 30 years for last action.</p>	<p>provide advice, support their actions, and use for development and/or review of new policy and procedures.</p> <p>Community expectation: The department is notified and actions all accidents and injuries.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to personal injury notifications for minors – reference number 27.1.6 – retain for 10 years after last minor attains age of 18. Queensland State Archives <i>University Sector Retention and Disposal Schedule</i> (QDA601v2) for records of notifications of accidents or injury to minors – reference number 601.2/C340 – retain for 30 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Regional Transport Branch (8/12/08).</p>
4.10.1	<p><i>Coordinated arrangements – transport partners</i></p> <p>Records relating to coordinated disaster management arrangements between the department and its transport partners (e.g. Queensland Rail). Also includes internal arrangements such as the first strike response to oil pollution agreement between Maritime Safety Queensland and the rest of the department.</p> <p>Disposal action - Retain 25 years after the expiry or cancellation of agreement.</p>	<p>Background/business process: New record class. The agreement is required to provide evidence of the department’s arrangements during a disaster and relationship with stakeholders to ensure they were prepared for a disaster and identified the impacts to the community of Queensland.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The retention period enables the department to refer back to the agreement to assist with future plans and agreements.</p> <p>Community expectation: Arrangements are made in preparation for a disaster.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for first strike response agreements – reference number 5.1.1 – retain for 25 years after expiry or cancellation of agreement. State Records Authority of New South Wales <i>Ministry of Transport</i> (DA153) for final versions of agreements supporting the Transport Safety function such as the rail safety intergovernmental agreement between the organisation and other state and commonwealth counterparts – reference number F6.2.1 – retain</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>permanently.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Emergency Management Division (16/6/10).</p>
4.10.2	<p>Daily updates Daily updates prepared by the department that do not escalate to an emergency or incident situation.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>Background/business process: New record class. These records are low risk records and relate to updates during the wet and dry seasons. The frequency of the updates depends on the upcoming or potential risk, such as a cyclone. These updates only refer to incidents that have not progressed into an emergency situation.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: They only need to be retained to satisfy the department's business need to refer back to previous updates if a similar situation arises, or to respond to queries about a situation. This would happen within 1-2 years after the update therefore recommend 3 year retention to satisfy these business requirements.</p> <p>Community expectation: The community is notified of current situations on the transport network.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records of notices regarding danger periods, fire hazards and fire bans – reference number 9.6.1 – retain for 5 years after last action. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for final approved marine awareness notices – reference number 6.11.1 – retain for 10 years after last action. Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to warnings of natural disasters received by the public authority which may require an emergency response – reference number 6.11.3 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Emergency Management Division (16/6/10).</p>
4.10.3	<p>Emergency management framework consultation Records relating to consultation between the department,</p>	<p>Background/business process: New record class. This class covers the consultation between the department, community groups and other stakeholders on the department's emergency management framework.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>community groups and other stakeholders on the department's emergency management framework.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Business requirements: The 10yrs meets business need and covers enquiries or issues associated with the department's emergency management framework. Consultation undertaken on the development of the plans and framework is not covered under this class. The records are required to support the department's actions and provide history and evidence of their interaction with community groups and key stakeholders. Information gathered from consultation may be used during the review and the emergency framework.</p> <p>Community expectation: Evidence consultation was undertaken with community groups.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Ministry of Transport</i> (DA153) for final copies of emergency plans, counter-disaster plans etc – reference number F6.8.1 – retain for 6 years after plan and/or procedure superseded. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting the participation in joint emergency management exercises – reference number 6.1.3 – destroy 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Emergency Management Division (16/6/10).</p>
4.10.4	<p>Environmental alerts Records relating to the development and internal dissemination of environmental alerts identifying an incident and the corrective actions taken.</p> <p>Disposal action - Retain for 10 years after alert published.</p>	<p>Background/business process: New record class. These records provide evidence of the department's actions following an incident, their communication and involvement of relevant authorities. The records will assist with future assessments and responses to environmental incidents, and importantly assist with learning's etc. The records may be presented during the 3 year environmental audit.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The 10yrs will enable the department to refer back to notices and support their actions in a timely manner if challenged.</p> <p>Community expectation: A process is in place following an incident.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>State Records Authority of New South Wales <i>Ministry of Transport</i> (DA153) for site reports relating to incidents where there has been little or no impact on the community or environment – reference number F6.8.4 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> RoadTek Project Support – Environmental Management (15/4/10).</p>
4.10.5	<p><i>Infrastructure intentional damage – major</i> Records relating to the reporting of major incidents, whereby a person/s has intentionally or recklessly damaged road or transport infrastructure assets, and integrity is impacted.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. Includes incidents which:</p> <ul style="list-style-type: none"> • affect structural integrity of a bridge, barrier or other structure and which require significant repair • result in death and/or injury of person/s <p>Regulatory requirements: Nil</p> <p>Business requirements: The incidents to infrastructure may have long-term repercussion therefore it is important the records and all evidence relating to the incident are retained to future legal issues, enquiries, inspections and monitoring. For instance, a crack may appear in a structure in many years time and the department may undertake an investigation of the cause which may link back to the incident.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: The department investigates and takes necessary action regarding potential damage to infrastructure that may impact the safety of road and transport users.</p> <p>Consistency with other schedules: Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to serious incidents and accidents that occur on port land or in port waters – reference number 3.10.2 – retain permanently. State Records Authority of New South Wales <i>Ministry of Transport</i> (DA153) for reports relating to major incidents – reference number F6.8.3 – required as state archives. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting significant environmental emergencies and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>incidents – reference number 6.2.2 – retain as state archives.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Asset & Operations Division (2010).</p>
4.10.6	<p><i>Infrastructure intentional damage – minor</i> Records relating to the reporting of incidents not covered under 4.10.5, whereby person/s has intentionally or recklessly damaged road or transport infrastructure assets; includes graffiti and spray paint.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>Background/business process: New record class. This class relates to damage to infrastructure that doesn't impact its integrity.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are low value and only relate to damage to infrastructure that doesn't impact its integrity. The fix is routine, for example a coat of paint can fix the damage.</p> <p>Community expectation: The department investigates and takes necessary action regarding potential damage to infrastructure that may impact the safety of road and transport users.</p> <p>Consistency with other schedules: Queensland State Archives <i>Ports Sector Retention and Disposal Schedule</i> (QDAN695v1) for records relating to routine incidents and accidents that occur on port land or in port waters – reference number 3.10.3 – retain for 7 years after last action. State Records Authority of New South Wales <i>Ministry of Transport</i> (DA153) for site reports relating to incidents where there has been little or no impact on the community or environment – reference number F6.8.4 – retain for 7 years after last action. Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records logging the attendance to both emergencies and incidents and actions taken in response to these events – reference number 6.2.1 – destroy 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Asset & Operations Division (2010).</p>
4.10.7	<p><i>Post crash assessments</i> Records relating to assessments undertaken by the department after traffic incidents, where road and</p>	<p>Background/business process: New record class. This class covers records relating to assessments undertaken by the department of damaged road infrastructure assets following traffic incidents, such as guard rails, lighting, and traffic systems.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>transport infrastructure assets have been damaged e.g. guard rails, lighting, traffic control devices.</p> <p>Disposal action - Retain for 15 years after assessment.</p>	<p>Business requirements: These records have high community interest as the outcome of an assessment could trigger claims for cost recoveries. The records are also referred back to assist with infrastructure design to make the road infrastructure (including furniture) safer and more durable.</p> <p>Community expectation: The transport network is safe.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting minor or routine maintenance or repairs of roads or road structures – reference number 3.3.2 – destroy 15 years after routine maintenance activity completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).</p>
4.10.8	<p>Rail accident / incident investigations</p> <p>Records relating to rail safety investigations initiated by the department following rail accidents / incidents that occur within the Queensland rail network. Includes independent and joint investigations with railway organisations.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: These investigations are instigated at the direction of the Director-General of the department in his capacity as the Chief Executive. Accidents / incidents which may require an independent investigation conducted by TMR include but are not limited to:</p> <ul style="list-style-type: none"> ▪ An accident or incident that has caused serious personal injury or death (except confirmed suicides); ▪ An accident or incident that has caused significant (extensive) property damage and/or major delays to services; ▪ An accident or incident that is likely to generate intense public interest or concern; ▪ A terrorist attack or an act or event suspected to be a terrorist attack (except a confirmed hoax); ▪ A collision at a railway crossing between rolling stock and either a road vehicle or a person; ▪ A running line derailment; ▪ A fire or explosion on or in rail infrastructure or rolling stock that affects the safe carrying out of the railway operations or has endangered one or more persons; ▪ Significant or repeated near-miss; ▪ Recurring or significant failure of safety management system; ▪ An accident or incident which is similar to significant interstate incident(s).

Ref. No	Description of record and retention period	Justification for retention period
		<p>Regulatory requirements: TMR investigates significant rail accidents/incidents within the rail network in Queensland, under Chapter 7, Part 6 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Business requirements: The department is required to keep records permanently where there has been a death or major incident or legal, business and community reasons. Regular enquiries and review of records are undertaken. The risk to destroy these records, especially in the immediate future is high to the state of Qld.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government Characteristic 4 – Significant impact on individuals Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: All incidents are investigated.</p> <p>Consistency with other schedules: The retention aligns with similar records, such as MSQ marine incidents (6.8.1). NSW Transport Safety and Reliability Schedule (FA288) retain major incident/accident investigations permanently (1.8.1). NSW Rail Corporation of NSW (DA191) retains similar records permanently (6.5.1).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail Safety and Security Division - Rail Safety Unit (27/10/09 and 18/1/10).</p> <p>Previous schedules QDAN474v4 790.5.1 (permanent), QDAN474v4 790.5.4 (permanent or 75 years after last action), QDAN474v4 790.5.2 (7 years after last action).</p>
4.10.9	<p>Rail accident / incident register Rail safety incidents recorded in the Rail Incident System Queensland (RISQ).</p>	<p>Background/business process: New record class. This class covers final version of published and unpublished rail safety reports developed by the department. Data used from RISQ database generates reports such as <i>at a glance</i>, <i>quarterly reports</i>, and <i>rail safety network updates</i>. The reports are generated from information sourced from the Rail Incident System Queensland (RISQ) database. These reports identify the current trends and position Queensland is in relating to rail safety. The reports are important to department stakeholders, and other government agencies</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>to ensure the Queensland rail network is safe.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These reports identify the current trends and position Queensland is in relating to rail safety. The reports are important to TMR, stakeholders, and other government agencies to ensure the Queensland rail network is safe. Therefore TMR requests a permanent retention to support the rail safety function.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 – Primary functions and programs of government</p> <p>Characteristic 4 – Significant impact on individuals</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>These records may have continual research and community value.</p> <p>Consistency with other schedules:</p> <p>NSW Transport Safety and Reliability Schedule (FA288) retain similar records permanently (3.5.1). NSW RDS (DA153) Ministry of Transport retains similar records (F6.16.1) permanently.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Rail Safety and Security Division - Rail Safety Unit (27/10/09 and 18/1/10).</p>
4.10.10	<p>Response and recovery - major</p> <p>Records relating to the department's response to a major situation such as a disaster or emergency that may or may not directly impact transport infrastructure. Includes support provided by the department to the lead agency.</p>	<p>Background/business process:</p> <p>The department is the lead agency when it has direct impact to transport and transport engineering elements (impact to transport infrastructure and network). They provide support and assistance to transport partner stakeholders, such as Maritime Safety Qld (MSQ) and local authorities. An example: MSQ is the lead in oil spills, groundings and so on and the department's role is strategic and coordinates the relationship between land and water. An example of coordination is liaising and keeping people informed, such as the premier, local mayor, people flooded homes.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The records provide evidence of the department's response both strategically and tactically to a disaster. They regularly refer back to the records to develop learning's, which will be included in future plans so the department and transport partners are best equipped to respond and prepared for a disaster. Even though</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain permanently.</p>	<p>the department may not be the lead agency they play a critical role and their records may differ to the lead agency. Also, there may be many years between disasters (15-20yrs) and if short term retention was applied the department will not see the progression and develop learning's.</p> <p>The emergency management division may have finished their role in the response however the regions may still be managing the operational recovery, such as re-building the roads after they were washed away in floods. This may take 6months and longer therefore updates about the road rehabilitation/maintenance may be required and form part of the strategic file. Note: this class refers to both the strategic and tactical response.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: The department forms part of the response team.</p> <p>Consistency with other schedules: The retention aligns with classes under the MSQ RDS function marine disaster management. VicRoads RDS (PROS10/05) retains records on emergencies and incidents for 10 years after last action (6.2.1 and 6.2.3). VicRoads RDS (PROS10/05) retains records on significant emergencies and incidents permanently (6.2.2). NSW Ministry of Transport RDS (DA153) retains reports of major incidents permanently (F6.8.3 and F6.10.1).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Emergency Management Division (16/6/10).</p> <p>Previous schedules QDAN 474v4 920.3.1 (permanent or 10 years after last action) and QDAN 474v4 920.3.2 (2 years after last action).</p>
4.10.11	<p>Response and recovery - minor Records relating to the department's response to a situation that is not deemed</p>	<p>Background/business process: The department is the lead agency when it has direct impact to transport and transport engineering elements (impact to transport infrastructure and network). They provide support and assistance to transport partner stakeholders, such as Maritime Safety Qld (MSQ) and local authorities.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>major under 4.10.10 such as an incident that may or may not directly impact the transport infrastructure network. Includes support provided by the department to the lead agency.</p> <p>Disposal action - Retain for 30 years after last action.</p>	<p>Business requirements: Increase from 10 to 30 years. The records provide evidence of the department’s response both strategically and tactically to an incident. They regularly refer back to the records to develop learning’s, which will be included in future plans so the department and transport partners are best equipped to respond and be prepared for an incident. Even though DTMR may not be the lead agency they play a critical role and their records may differ to the lead agency. Also, there may be many years between incidents (15-20yrs) and if short term retention was applied the department will not see the progression and develop learning’s.</p> <p>Community expectation: The department forms part of the response team.</p> <p>Consistency with other schedules: The retention aligns with classes under the MSQ RDS function marine disaster management, marine safety incidents, and traffic and road incidents. VicRoads RDS (PROS10/05) retains records on emergencies and incidents for 10 years after last action (6.2.1 and 6.2.3). VicRoads RDS (PROS10/05) retains records on significant emergencies and incidents permanently (6.2.2).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Emergency Management Division (16/6/10).</p> <p>Previous schedules (where applicable) QDAN 474v4 920.3.1 (permanent or 10 years after last action).</p>
4.10.12	<p>Road or transport alerts / notices Records relating to the development and dissemination of alerts identifying an accident or incident and the corrective actions taken. Includes safety alerts received or initiated by the department and disseminated to all accredited</p>	<p>Background/business process: New record class. This class covers records relating to the department receiving or initiating safety alerts and disseminating to all accredited transport operators / managers in Queensland (includes State and Territory rail safety regulators). For example, safety alerts are usually initiated by rail safety regulators, a rail transport operator or rail industry body (e.g. Australasian Railway Association) that has become aware of a risk to safety. The department is required to distribute this information to all accredited transport operators in Queensland in the form of a safety alert or safety information notice. These are also uploaded to the department website.</p> <p>Regulatory requirements: Nil</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>transport operators / managers.</p> <p>Disposal action - Retain for 10 years after alert published.</p>	<p>Business requirements: The 10yrs will enable the department to refer back to notices and support their actions in responding or notifying the community in timely manner if challenged.</p> <p>Community expectation: Safety alerts are disseminated and published.</p> <p>Consistency with other schedules: Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records of notices regarding danger periods, fire hazards and fire bans – reference number 9.6.1 – retain for 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Rail Safety and Security Division - Rail Safety Unit (27/10/09 and 18/1/10).</p>
4.10.13	<p>Road incident register Register of all road traffic crashes as recorded in the Queensland Road Crash Information System.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. The department has been the official source for road traffic crash statistics since 1991. Additional data supplied by the Queensland Government Chemical Laboratory is used for the analysis of alcohol involvement in road crashes, in particular those involving a fatality. Validation and enhancement of the raw data which originates from the Queensland Police Service Traffic Incident Report System (TIRS) is completed by the Road Crash Database Group in the Queensland Treasury Office of Economic and Statistical Research.</p> <p>TMR is strongly committed to reducing road trauma in Qld. One of the ways this is done is by using the traffic crash statistics to produce a range of strategies and interventions aimed at reducing road fatalities and hospitalisations. Crash data is routinely examined and analysed as part of the ongoing policy development process. It also guides the development of the Queensland Road Safety Action Plans and Queensland Road Safety Strategy and forms the basis of the associated priorities and interventions. The Action Plan, Strategies and publications can be found at www.roadsafety.qld.gov.au, making it accessible to road safety stakeholders and the wider community.</p> <p>Road crash data is sourced from crashes reported by Queensland Police. Data may include type of violation and licence plate numbers.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: This register is the source document for containing road crash data. The department has data dating back to</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>1945 (physical registers class located in legacy section). The register provides a historical record of the types of crashes on Queensland state controlled roads.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 – Primary functions and programs of government</p> <p>Characteristic 4 – Significant impact on individuals</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>A history of crashes is recorded.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting significant environmental emergencies and incidents – reference number 6.2.2 – retain as state archives.</p> <p>State Records Authority of New South Wales <i>Provision of Bus Services</i> (FA289) for environmental incident registers – reference number 3.3.3 – required as state archives.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division – Road Safety Policy – Data Analysis (26 and 29/7/2010).</p>
4.10.14	<p>Road incidents response – category one</p> <p>Records relating to the department’s investigation and/or attendance at a major road incident (category one) where a vehicle causes catastrophe, death, major threat to life or the environment and requires the evacuation of an area. Includes major incidents involving a heavy goods or public transport vehicle.</p>	<p>Background/business process:</p> <p>Incident Categories (Category 1):</p> <ul style="list-style-type: none"> ▪ Any public passenger carrying vehicle incident reported ▪ Any transport incident that may generate: <ul style="list-style-type: none"> • Significant community concerns • Significant media interest • Close the road network (highway, motorway, state roads) for three or more hours • Prevent economic activity dependent on the road network • Embarrass the government (as determined by the regional Director, Regional PCM or Regional Compliance duty office (RCDO)) • This includes any incident involving heavy vehicles or dangerous goods carrying vehicles

Ref. No	Description of record and retention period	Justification for retention period
	<p>Includes the operational support from the department to attend and/or investigate an incident, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>. Also includes submissions to inquiries.</p> <p>Disposal action - Retain for 25 years after all investigative processes are finalised.</p>	<ul style="list-style-type: none"> Causing catastrophe, death and major threat to life or the environment, requiring evacuation. <p>Regulatory requirements: <i>Transport Operations (Road User Management) Act 1995</i></p> <p>Business requirements: Decrease in retention from permanent to temporary. The department is required to report on category 1 incidents and is not the responsible agency of the fatality records (Qld Police is lead) therefore these records are not required permanently. They are needed to assist with the department's legislative requirements in reporting and managing incidents involving heavy goods vehicles, dangerous goods vehicles, and public transport vehicles. Even though the department is a support agency their core business involves the safe transport and use of vehicles on Qld roads. Therefore, they have a direct interest in being involved and aware of incidents that may have been caused by a mechanical fault or other issue that the department has an interest in. Due to the seriousness of the incident the department requires these records for a long-term temporary period however not permanently. The 25 years is required to support the department's response, provide evidence of their actions, and support legal cases or questions in relation to the incident. Also used for research purposes and assist in the development and review of procedures.</p> <p>Community expectation: The department is involved in the investigation of a road incident.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records logging the attendance to both emergencies and incidents and actions taken in response to these events – reference number 6.2.1 – destroy 10 years after last action. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for inspection reports requested by police on vehicles involved in fatal accidents and associated correspondence - reference number 4.5.7 – destroy 15 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules (where applicable) QDAN474v4 675.7.1 (Retain permanently), QDAN474v4 675.7.4 (Retain permanently or 75 years after last action), QDAN474v4 645.5.2 (Retain permanently), QDAN474v4 645.5.3 (Retain permanently), QDAN474v4</p>

Ref. No	Description of record and retention period	Justification for retention period
4.10.15	<p>Road incidents response – category two</p> <p>Records relating to the reporting and/or attendance by the department to an incident (category two) where there is serious injury or a dangerous goods spill. Includes incidents involving a heavy goods or public transport vehicle, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>.</p> <p>Disposal action -</p> <p>Retain for 12 years after all investigative processes are finalised.</p>	<p>645.5.6 (Retain permanently or 75 years after last action).</p> <p>Background/business process:</p> <p>Incident Categories (Category 2):</p> <ul style="list-style-type: none"> An incident not classed as category 1, involving heavy goods vehicles or dangerous goods carrying vehicle causing serious injury or a dangerous goods spill. <p>Regulatory requirements:</p> <p><i>Transport Operations (Road User Management) Act 1995</i></p> <p>Business requirements:</p> <p>The 12 years is required to support the department’s response, provide evidence of their actions, and support legal cases or questions in relation to the incident. Also used for research purposes and assist in the development or review procedures.</p> <p>Community expectation:</p> <p>The department is involved in the investigation of a road incident.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records logging the attendance to both emergencies and incidents and actions taken in response to these events – reference number 6.2.1 – destroy 10 years after last action.</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for inspection reports requested by police on vehicles involved in non-fatal accidents and associated correspondence - reference number 4.5.6 – destroy 10 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 675.7.2 (Retain for 10 years after last action), QDAN474v4 675.7.4 (Retain permanently or 75 years after last action), QDAN474v4 645.5.4 (Retain for 15 years after last action), QDAN474v4 645.5.6 (Retain permanently or 75 years after last action).</p>
4.10.16	<p>Road incidents response – category three</p> <p>Records relating to minor road</p>	<p>Background/business process:</p> <p>Incident Categories (Category 3):</p> <ul style="list-style-type: none"> An incident involving a heavy goods vehicle or dangerous goods carrying vehicle where minor or no

Ref. No	Description of record and retention period	Justification for retention period
	<p>incidents that are confined to a local response and do not require formal response or reporting by the department, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>.</p> <p>Disposal action - Retain for 7 years after all investigative processes are finalised.</p>	<p>injuries or no spills of dangerous goods have been reported.</p> <p>Regulatory requirements: <i>Transport Operations (Road User Management) Act 1995</i></p> <p>Business requirements: The 7 years is required to support the department’s response, provide evidence of their actions, and support legal cases or questions in relation to the incident. Also used for research purposes and assist in the development or review of procedures.</p> <p>Community expectation: The department is involved in the investigation of a road incident.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records logging the attendance to both emergencies and incidents and actions taken in response to these events – reference number 6.2.1 – destroy 10 years after last action. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for inspection reports requested by police on vehicles involved in non-fatal accidents and associated correspondence - reference number 4.5.6 – destroy 10 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules QDAN474v4 675.7.2 (Retain for 10 years after last action), QDAN474v4 675.7.4 (Retain permanently or 75 years after last action), QDAN474v4 645.5.4 (Retain for 15 years after last action), QDAN474v4 645.5.6 (Retain permanently or 75 years after last action).</p>
4.10.17	<p>Road and transport cultural heritage – major incidents</p> <p>Records relating to the management of major cultural heritage incidents that occur on road and transport corridors. Cultural heritage incidents include disturbance and</p>	<p>Background/business process: New record class. This class relates to:</p> <ul style="list-style-type: none"> • cultural heritage incident management, where the incident relates specifically to road and transport corridors. Cultural heritage incidents include disturbance and damage to archaeological sites, Indigenous and non-Indigenous heritage sites, objects and structures. • major cultural heritage incidents that are controversial, significantly change departmental policies and practices, and result in a level of damage or disturbance where rehabilitation, repair and conservation

Ref. No	Description of record and retention period	Justification for retention period
	<p>damage to archaeological sites, Indigenous and non-Indigenous heritage sites, objects and structures identified as having cultural heritage value.</p> <p>Major cultural heritage incidents are those that are controversial, significantly change departmental policies and practices, result in a level of damage or disturbance where rehabilitation, repair or conservation is not possible or that occur on significant road and transport assets.</p> <p>Disposal action - Retain permanently.</p>	<p>are not possible.</p> <ul style="list-style-type: none"> cultural heritage incidents that impact on road and transport assets deemed to be significant. <p>Regulatory requirements: Nil</p> <p>Business requirements: Incidents may involve objects, sites or structure on a permanent heritage register and a full history of any incidents relating to the heritage asset needs to be retained permanently to align with other records classes relating to significant heritage assets.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 6 – Environmental management and change</p> <p>Community expectation: Cultural heritage areas/items are protected and all incidents are investigated.</p> <p>Consistency with other schedules: Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to investigations into alleged cultural heritage breaches – reference number 1.12.1 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Assets and Operations Division – Wide Bay Burnet Region (1/10/2009).</p>
4.10.18	<p><i>Road and transport cultural heritage – minor incidents</i></p> <p>Records relating to the management of cultural heritage incidents that occur on road and transport corridors and that are not covered by reference number 4.12.17.</p> <p>Cultural heritage incidents include disturbance and damage to archaeological sites,</p>	<p>Background/business process: New record class. This class covers records that do not relate to either 'major' cultural heritage incidents or road and transport infrastructure that is regarded as 'major'.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The retention period enables sufficient monitoring, management and any legal action to be dealt with. These records have been required in a 15 year period.</p> <p>Community expectation: Cultural heritage areas/items are protected and all incidents are investigated.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Indigenous and non-Indigenous heritage sites, objects and structures identified as having cultural heritage value.</p> <p>Disposal action - Retain for 15 years after last action.</p>	<p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to investigations into alleged cultural heritage breaches – reference number 1.12.1 – retain for 7 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Assets and Operations Division – Wide Bay Burnet Region (1/10/2009).</p>
4.10.19	<p>Security breach response - terrorism</p> <p>Records relating to the reporting of and support provided by the department in the event of an act of terrorism that impacts Queensland's surface transport system.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. The department does not investigate or get involved at an operational level into the investigation of an incident. They support other agencies (Qld Police and Emergency Services) who take the lead. The department is only a support agency.</p> <p>Regulatory requirements: <i>Transport Security (Counter-Terrorism) Act 2008</i></p> <p>Business requirements: Even though the department is a support agency these records relating to terrorist related incidents hold a higher interest to the department as they are the lead agency for transport in Queensland, and responsible for ensuring a safe and secure environment. The records demonstrate and provide evidence of the department's response and actions in relation to an incident.</p> <p>The department administers the <i>Transport Security (Counter-Terrorism) Act 2008</i> therefore has a major interest in preventing and responding to terrorism strategically. For these reasons a permanent retention is requested. These records have a high value to the department and may be required historically (provide statistics, report on past incidents), assist with development or amendment of legislation and programs, reporting.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – primary functions and programs of government Characteristic 4 – significant impact on individuals</p> <p>Community expectation: History available on the decisions of government in response to a terrorist act and the changes made by government to prevent future attacks.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Consistency with other schedules: NSW Rail Corporation of NSW (<u>DA191</u>) retains similar records relating to major type incidents (11.4.1) permanently, however it relates to actual investigations which TMR doesn't undertake. NSW Rail Corporation of NSW (<u>DA191</u>) retains similar records relating to incidents (11.4.2) for 7 years after last action or until person involved turns 25, whichever is longer.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Security 19/5/10 – Transport Policy Office and Transport Security Unit.</p>
4.11.1	<p>Q-Ride incident system Information captured in the Q-Ride incident database, including crash data held on all motorbike incidents.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to data retained in the Q-Ride incident database. Includes crash data held on all motorbike incidents.</p> <p>Business requirements: The database provides a tool for the department to monitor and analyse motorcycle incidents. The data is very valuable and feeds into many programs and reports. Motorcycle incidents and safety are a high concern of the state and the community of Queensland. Data needs to be retained until investigations are completed. A road crash database retains road crash data permanently.</p> <p>Community expectation: That road safety is monitored and improved.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.10.2</i> Records relating to minor or routine investigations into incidents, accidents, notifiable occurrences, etc. Includes supporting documentation - Required for minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division (formerly LTS) - Accreditation Management - Q-Ride Unit.</p>
4.11.2	<p>Road crash reports Annual road traffic crash reports, including the collection of statistics on traffic safety</p>	<p>Background/business process: These records relate to the annual road traffic crash reports. The reports presents an overview of reported road traffic crashes in Queensland.</p> <p>Business requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>issues and crashes. Also includes reviews of speed limits on state controlled roads and traffic incidents.</p> <p>Disposal action - Retain permanently.</p>	<p>The traffic crash statistics are used to produce a range of strategies and interventions aimed at reducing road fatalities and hospitalisations. Crash data is routinely examined and analyzed as part of the ongoing policy development process. It also guides the development of the Queensland Road Safety Action Plans and Queensland Road Safety Strategy and forms the basis of the associated priorities and interventions.</p> <p>The retention period has increased from 7 years to permanent. These reports provide an historical account of the road crashes within Queensland. This type of information will be used not only by the department but is of general interest to the community, stakeholders and researchers in the years to come. The value of these records is too high to have a temporary retention applied.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary Functions & Programs of Government Characteristic 5 – Substantial Contribution to Community Memory.</p> <p>Community expectation: That road accidents are reduced over time.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 2.1.1 Records documenting plans to improve road safety and to enable safe and responsible road use in Victoria - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Road Safety Policy – Data Analysis.</p> <p>Previous schedules <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 825.4.5 Records relating to the publication of reports on road crashes - Retain for 7 years after last action, then destroy.</p>
4.11.3	<p>Road safety messages</p> <p>Records relating to the design and installation of road safety messages on advertising signs including the positioning and location of road safety messages.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to the design of road safety messages on advertising signs. Includes approvals relating to the positioning and location of road safety messages.</p> <p>Business requirements:</p> <p>Required to respond to enquiries and assist with future works.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 7 years after last action.</p>	<p>That awareness programs are developed and implemented.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 Reference F6.12.1</i> Records relating to liaison activities with private sector organisations and professional associations to support the Transport Safety function. Includes consultation, exchanges of information, etc. - Retain for minimum of 3 years after last action, then destroy. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 2.2.2</i> Records documenting the development of road safety informational and promotional material supporting road safety policy and programs - Destroy 10 years after developed material has been approved and published.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division (2010). Assets and Operations Division.</p>
4.11.4	<p>Programs and strategies Records relating to the development, administration and monitoring of programs and strategies. Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> • driver training and licence • rail safety programs • safe school travel programs • Queensland road safety action plan • Queensland road safety strategy • walk to school programs • alcohol ignition interlock program 	<p>Background/business process: This is a new record class. These records relate to the development and management of road safety programs and projects. Includes the establishment and management of the safety hotline program. The department develops programs and initiatives for meeting compliance in relation to driver licensing, under the below Act. Includes programs and strategies that relate to the issuing of the new Queensland driver licence, covers high level program that supports the department’s responsibilities under the Act.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: These records have a high value to the department and is required for statistics, report on past investment strategies, assist with development or amendment of legislation, programs and reporting.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 - Primary functions and programs of government. Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation: History of programs and strategies on driver licensing are developed by the State.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • safety hotline programs • school zones • radar detection devices and speed cameras • research into safety deficiencies on Queensland roads, speed management initiatives • safety infrastructure programs • community traffic safety programs • inspection of vehicles • random and/or mobile inspection units • use and promotion of more efficient vehicles • accreditation scheme management • safe movement of vehicles. <p>Includes programs coordinated and managed by the department on behalf of the lead agency, as well as liaison and partnership with other State government departments or the Magistrates' Court.</p> <p>Disposal action - Retain permanently.</p>	<p>State Records New South Wales <i>Planning and Development</i> (FA245) for records relating to the development of programs and projects relating to land management – reference number 3.14.1 – required as state archives.</p> <p>State Records New South Wales <i>Roads Ministry of Transport</i> (DA153) for records relating to the transport funding activities in relation to community programs – reference number F3.11.1 - retain as state archives.</p> <p>State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for approved final versions of plans relating to the transport regulation function, includes planning for major initiatives, projects, programs etc – reference number F5.19.1 – retain permanently.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting road safety programs, initiatives and campaigns relating to areas such as safer vehicles – reference number 2.2.1 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with People and Capability Division - Workplace Health & Safety, Road Safety and System Management Division and Transport Services Division (2010), Engineering and Technology Division – Environment and Heritage – Heritage Centre (22/4/2010).</p>

Ref. No	Description of record and retention period	Justification for retention period
4.11.5	<p>Roadwork's safety hotline Records relating to information received through the roadwork safety hotline.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to information received through the roadwork safety hotline.</p> <p>Business requirements: The records provide evidence of the department's actions in managing the information received through the hotline. The information is used to gather statistics and undertake research in trends, looking at the issues and major areas for concern. The information can be used to develop and review safety programs. The retention period enables the department to refer back to queries received and their response to support their actions, or assist with a case.</p> <p>Community expectation: That workers on roadwork sites are safe.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.2.6 Records documenting the provision of traffic management advice to municipalities and other stakeholders - Destroy 5 years after last action.</p> <p>Other comments/factors for consideration: Consultation with People and Capability Division - Workplace Health & Safety.</p>
4.11.6	<p>Road safety research – register Register of road safety research projects conducted in Queensland.</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>Background/business process: These records relate to research into the general causes behind road crashes on Queensland roads. The department undertakes research and also engages universities and organisational research bodies (ARB, Ausroads, Austraffic) to undertake research for them. This is done through an open tender process. Reports are provided to the department listing the research findings. In most cases it is not open to the public but could be cabinet related and influence policies.</p> <p>Business requirements: This type of data is regularly used and referred back to over time to see trends and assist with the understanding of the type of causes or incidents on our roads.</p> <p>Community expectation: That road safety is researched and improved.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Reference 7.1.2 Records that facilitate the development of research reports. Includes statistics and reference materials that have been analysed and reproduced in reports - Destroy 25 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Road Safety Policy.</p> <p>Previous schedules: <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 835.3.4 Register of road safety research projects conducted in Queensland - Retain for 50 years after last entry, then destroy.</p>
4.11.7	<p>Road user behaviour – research</p> <p>Records relating to research into the behaviour of road users and methods of protecting and/or educating users. Includes monitoring public perception and attitudes towards road safety issues.</p> <p>Disposal action - Retain for 20 years after last action.</p>	<p>Background/business process: These records relate to research into the behaviour of road users and methods of protecting and/or educating users. Includes the monitoring of public perception and attitudes towards road safety issues. Regular surveys help evaluate the effectiveness of public education campaigns, as well as identify areas requiring further attention.</p> <p>Business requirements: This type of data is regularly used and referred back to overtime to see trends and assist with the development of new campaigns and initiatives in relation to combating road safety issues.</p> <p>Community expectation: That road safety is researched and improved.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 7.1.2 Records that facilitate the development of research reports. Includes statistics and reference materials that have been analysed and reproduced in reports - Destroy 25 years after administrative use has concluded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Road Safety Policy.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 835.3.1 Records relating to research into the behaviour of road users and methods of protecting</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>and/or educating users - Retain for 20 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 835.3.2 Records relating to research conducted into the effects of specific factors [alcohol, drugs, speeding, driver fatigue etc.] on driver performance - Retain for 50 years after last action, then destroy.</p>
4.11.8	<p>Safety incident reports Records relating to the reporting of incidents which have implications for road user safety, such as school crossing incidents. Includes reports on investigations undertaken by the department into the cause of the incident.</p> <p>Disposal action - Retain for 30 years after last action.</p>	<p>Background/business process: These records relate to the reporting of incidents which have implications for road user safety, such as school crossing incidents. Includes investigations undertaken by the department into understanding why incidents occur. This class relates more to the strategic investigation and reporting of road incidents and not to specific investigations. Reports from specific investigations that are covered under other functions may form part of this class. This activity and records relate to understanding why crashes happen and what needs to happen to prevent future crashes.</p> <p>Business requirements: The retention period has decreased from 50 to 30 years to align with similar activities. The 30 years is required to support the department's response, provide evidence of actions, and support legal cases or questions in relation to the incident. Also used for research purposes and to assist in the development and review of procedures.</p> <p>Community expectation: That road safety is improved.</p> <p>Consistency with other schedules: Nil located.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Road Safety Policy and Road Safety and System Management Division – Road Safety Policy – Data Analysis.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 835.4.1 Records relating to investigations of incidents which have implications for road user safety - Retain for 50 years after last action, then destroy.</p>
4.11.9	<p>Safety reports – published Final version of published and</p>	<p>Background/business process: This is a new record class. These records relate to final versions of published and unpublished rail safety</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>unpublished rail safety reports developed by the department, such as quarterly reports and 'At a Glance' reports.</p> <p>Disposal action - Retain permanently.</p>	<p>reports developed by the department, such as quarterly reports and "At a Glance" reports. These reports identify the current trends and position Queensland is in relating to rail safety. The reports are important to department stakeholders, and other government agencies to ensure the Queensland rail network is safe.</p> <p>Business requirements: The department has identified a permanent retention to support the rail safety function.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary Functions & Programs of Government. Characteristic 5 – Substantial Contribution to Community Memory.</p> <p>Community expectation: That rail travel is safe.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 F6.16.1</i> Final versions of formal internal reports and reports submitted to external agencies relating to the Transport Safety function - Required as State archives. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions Reference 7.1.1</i> Research reports relating to specific areas of research that inform policy, standards and practice. Includes records relating to the publication or final presentation of results of research programs or projects - Retain as State Archives.</p> <p>Other comments/factors for consideration: Consultation with Rail Safety and Security Division - Rail Safety Unit.</p>
4.11.10	<p>Traffic management plans Final version of approved traffic management and safety plans.</p> <p>Disposal action - Retain for 15 years after superseded.</p>	<p>Background/business process: This is a new record class. These records relate to final approved traffic management plans.</p> <p>Business requirements: Plans are required for reference for the development of future plans.</p> <p>Community expectation: That traffic is managed well.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4 Reference 30.8.2</i> Traffic</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>management plans – final version - Retain for 10 years after superseded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
4.11.11	<p>Traffic management plans – development Records relating to the development of state-wide traffic management and safety plans.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the development of traffic management plans and the analysis of transport needs.</p> <p>Business requirements: Required for a period of time after approval of final version for reference for the development of future plans.</p> <p>Community expectation: That traffic is managed well.</p> <p>Consistency with other schedules: <i>Local Government Sector Retention and Disposal Schedule: QDAN 480v.4</i> Reference 30.8.1 Traffic management plans – development - Retain for 15 years after last action. <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 4.1.2 Records that facilitate the development of traffic management and network operating Plans - Destroy 10 years after plans are approved.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and Systems Management Division and Assets and Operations Division.</p>
4.11.12	<p>Traffic safety standards - comments Comments provided by the department on externally produced standards relating to traffic safety.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: These records relate to comments provided by the department on externally produced standards relating to traffic safety.</p> <p>Business requirements: The reports assist or prompt a project or initiative. Mainly used to provide evidence of the department's response and little need required after the 5 years. Also used to address enquiries.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153</i> Reference F6.12.1 Records relating to liaison activities with private sector organisations and professional associations to support the Transport Safety function. Includes consultation, exchanges of information, etc. -</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Retain for minimum of 3 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Road Safety Policy.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 875.5.1 Records relating to comments by the department on externally produced standards for traffic safety - Retain for 5 years after last action, then destroy.</p>
4.11.13	<p>School crossing supervisor system Information regarding the management of the school crossing supervisor scheme including details of school crossing supervisors employed under the scheme.</p> <p>Disposal action - Retain for 30 years after last action.</p>	<p>Background/business process: New record class. This class relates to the register of school crossing supervisors employed under the school crossing supervisor scheme. The information held is not just on the supervisors but risk assessments undertaken on school crossings to determine if a crossing is needed. It is a prime source database and currently goes back to 1984. The department frequently generate reports and access information within the database to undertake daily core business activities. It is more than a personnel register. It also holds procedures and processes.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The database provides evidence of the department’s actions in regards to managing and running the school crossing supervisor scheme. Information provides a complete history of the school crossing management scheme, which includes school crossings and crossing supervisors.</p> <p>Community expectation: Information on the employment of school crossing supervisors is available, and the department is retaining a history on each school crossing.</p> <p>Comparison with other schedules: <i>Archives Office of Tasmania for Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to the administration of student transport including review of bus routes and services – reference number 3.2.2 – destroy 7 years after action completed. <i>Archives Office of Tasmania for Records of the Regulation and Management of Transport Infrastructure and Services (DS43)</i> for records relating to the implementation of road safety programs for public education and school based education – reference number 3.4.6 – destroy 10 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
4.11.14	<p>Planned security exercises Records relating to planned security emergency exercises organised by the department.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p><i>Consultation:</i> Transport Services Division – Cairns Road Safety Unit (2/2/2010).</p> <p>Background/business process: New record class. This class covers security emergency exercises planned by the department in readiness for emergencies that may impact the transport network.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The 5yrs meets business need and covers enquiries or issues associated with the department’s association/management towards security exercise programs.</p> <p>Community expectation: Evidence systems are in place in the event of an emergency regarding the transport network.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for planned emergency response exercises – reference number 6.6.2 – retain for 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Security 19/5/10, 05/11/07 – Transport Policy Office and Transport Security Unit.</p>
4.11.15	<p>Port security assessments and plans Records relating to the assessment of security and port security plans within the Queensland port network.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process: New record class. Port security plans are submitted by port authorities to the department.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records demonstrate and provide evidence of the department’s actions and recommendations if questioned. Also TMR require access back to these records to provide advice.</p> <p>Community expectation: Queensland ports are protected.</p> <p>Consistency with other schedules: Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for risk assessment audits of ship owners, port service providers etc regarding their plans such as safety management plans – reference number 6.16.3 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Consultation:</i> Ports, Planning and GOC Liaison Branch 29/9/2008 and 2/2/10. Transport Security 19/5/10, Transport Policy Office and Transport Security Unit.
4.11.16	<p>Security framework Records relating to the development implementation, review and evaluation of the transport security framework, including strategies, programs, initiatives and legislation such as the <i>Transport Security (Counter-Terrorism) Act 2008</i>. Includes critical infrastructure protection and counter-terrorism security programs, as well as the implementation of national programs and guidelines.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. This class covers the development of a regulatory framework for the preparation, implementation and review of risk management plans: (i) addressing and mitigating the risks of terrorist acts for those surface transport operations; and (ii) providing for the recovery and continuity of those surface transport operations in the event of a terrorist act.</p> <p>Regulatory requirements: s.3 of the <i>Transport Security (Counter-Terrorism) Act 2008</i></p> <p>Business requirements: These programs are high profile programs that are developed and implemented for the high risk surface transport operations; therefore the retention needs to reflect this. The retention period will support development of future / current programs, report and enquiries.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government.</p> <p>Community expectation: Framework is developed and available on the security of surface transport operations.</p> <p>Consistency with other schedules: State Records of New South Wales <i>Rail Corporation of NSW</i> (DA191) retains similar records (11.11.1) for 10 years after policy is superseded. State Records of New South Wales <i>Maritime Authority</i> (FA236) retains similar records (12.2.1) relating to safety and security policies permanently. State Records of New South Wales <i>Rail Corporation of NSW</i> (DA191) retains similar records for 5 years after last action (11.3.1). State Records of New South Wales <i>Rail Corporation of NSW</i> (DA191) retains similar records (11.12.1, 11.10.4) for 7 years after superseded. National Archives of Australia <i>Department of Transport and Regional Services RDS</i> (2004/616220) retain similar records (9690) for security programs for 15 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
4.11.17	<p>Alcohol ignition interlocks program</p> <p>Records relating to the operational management of the alcohol ignition interlock program in accordance with the <i>Transport Operations (Road use Management) Act 1995</i>. Includes records relating to agreements between the department and alcohol ignition interlock providers to manage the program.</p> <p>Disposal action -</p> <p>Retain for 7 years after the expiry or cancellation of agreement.</p>	<p><i>Consultation:</i> Transport Security – Transport Policy Office and Transport Security Unit.</p> <p>Background/business process:</p> <p>New record class. An alcohol ignition interlock stops a vehicle from being started if the driver has been drinking alcohol. Interlocks protect road users by separating drinking and driving.</p> <p><i>Alcohol ignition interlock</i> means a device that, when fitted to a motor vehicle, prevents the vehicle from being started unless the device is provided with a specimen of a person’s breath containing either no alcohol or less than a particular concentration of alcohol.</p> <p>Regulatory requirements:</p> <p>Part 3B of the <i>Transport Operations (Road use Management) Act 1995</i></p> <p>s.91R of the <i>Transport Operations (Road use Management) Act 1995</i> refers to the decision by the department on the application and exemption certificate.</p> <p>Business requirements:</p> <p>The records are required for the same length of time as the driver licence records (7years). The programs run for 2 years so the records need to be retained for an additional 5 years. The records are to be retained to satisfy s.10 of the <i>Limitations of Actions Act 1974</i>.</p> <p>Community expectation:</p> <p>Initiative to protect road users by separating drinking and driving.</p> <p>Consistency with other schedules:</p> <p>Nil located</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Transport Services Division – Service Delivery Policy Group (13/12/2010).</p>
4.11.18	<p>Alcohol ignition interlocks – register</p> <p>Information captured in the alcohol ignition interlock register (AIPwa) that is used by the department and alcohol ignition interlock providers to manage the program and the users of</p>	<p>Background/business process:</p> <p>New record class. An alcohol ignition interlock stops a vehicle from being started if the driver has been drinking alcohol. Interlocks protect road users by separating drinking and driving.</p> <p>Regulatory requirements:</p> <p><i>Transport Operations (Road use Management) Act 1995</i></p> <p>Business requirements:</p> <p>The retention will enable the department to respond to queries and undertake reporting in relation to the</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>the program.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>alcohol ignition interlocks program. The department requests these records are retained longer than the records captured under 4.11.17.</p> <p>Community expectation: Initiative to protect road users by separating drinking and driving.</p> <p>Consistency with other schedules: Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Service Delivery Policy Group (13/12/2010).</p>
4.11.19	<p>Driver reviver sites</p> <p>Records relating to the planning and assessment of proposed driver reviver sites, the maintenance and inspection of established sites and agreements with local suppliers.</p> <p>Disposal action - Retain for 7 years after removal of site.</p>	<p>Background/business process: New record class. This class covers records relating to the planning and assessment of proposed driver reviver sites. Includes maintenance and inspection of established sites and agreement with local suppliers. The department plan and assess proposed sites for suitability (e.g. trucks and disabled can access) and whether or not the site is necessary. Regular maintenance and improvements are undertaken by the department to the sites, and inspections are conducted 4 times a year. The department may enter into an agreement with local suppliers who supply coffee, tea etc for the sites.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The records provide evidence of the department’s actions to demonstrate a transparent process in managing and running driver reviver sites. They assist in the development of future arrangements and used to support enquiries about the sites. The records are required during the life of the site to assist in its management, also to undertake reviews to determine whether the site is in the correct location or justifications for additional sites, or for its removal.</p> <p>The records are required after the removal of the site to protect the department if the site was queried, used to open the site up again, just to show the history of the management and situation of the site. These sites and program is about combating driver fatigue therefore they are of high interest to both the department and community.</p> <p>Community expectation: Driver fatigue initiatives are implemented.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Cairns (Felicity Bowman, 19/08/2009).</p>
4.11.20	<p>Safety devices – driver fatigue</p> <p>Records relating to the evaluation and assessment for the need to establish road and traffic safety devices, including roadside signs, audible rumble strips and overtaking lanes.</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>Background/business process: New record class. The department will determine where fatigue related road signs and audible rumble strips should be placed. Placement is usually determined by a strip of road being a blackspot or known dangerous area. These are just planning records and the maintenance and installation records are covered under function 1.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are regularly referred back, particularly when an evaluation is undertaken but the installation of a device was not needed at this stage. These records may be used again for future evaluations and provide justification for the department’s decisions. The retention period is required as it could be many years later when these records are needed to respond to queries and support their actions, but also this activity has high community interest.</p> <p>Community expectation: Evidence areas known as block spots are assessed outside of standard maintenance programs.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records documenting periodic or cyclic inspections of roads to determine condition and any maintenance or repair requirements – reference number 3.2.2 – destroy 25 years after the road or road infrastructure is removed or replaced. Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to master copies of reports prepared or commissioned by the Agency that includes black spot studies – reference number 3.6.1 – retain permanently.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Cairns (19/08/2009).</p>
4.12.1	<p>Assessment tools</p> <p>Records relating to</p>	<p>Background/business process: This is a new record class. These records relate to the master copy of the assessment tools.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>assessments including the marking guide, criteria, training record book, workplace evidence and/or observation checklist for each student.</p> <p>If it is possible to keep student's completed assessment items or other evidence such as a picture of the assessment piece - these items should also be kept to support the assessment decision.</p> <p>Disposal action - Retain for 7 year from date assessment was last issued.</p>	<p>Business requirements:</p> <p>For the length of the appeals period (12 months) sufficient evidence of how assessments were made must be kept should an appeal against the decision be lodged. Sufficient evidence of assessments may include the marking guide, criteria, training record book, and workplace evidence and/or observation checklist for each student. If it is possible to keep student's completed assessment items, copies of these or other evidence such as a picture of the assessment piece - these items should also be kept to support the assessment decision.</p> <p>After the appeals period, the completed marking guide, criteria, training record book, workplace evidence and/or observation checklist is considered to be an assessment tool/instrument and retained as a record for audit processes.</p> <p>Community expectation:</p> <p>That training is provided.</p> <p>Consistency with other schedules:</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 5.1.3 Records documenting the attendance of participants at training courses - Destroy 7 years after course delivered.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Engineering and Technology Division - Technical Education and Innovation.</p>
4.12.2	<p>Bridge inspector trainee development program</p> <p>Records relating to the development and management of the bridge inspector trainee development program, also known as the red-green audit process.</p> <p>Disposal action - Retain for 30 years after last action.</p>	<p>Background/business process:</p> <p>This is a new record class. These records relate to the development and management of the bridge inspector trainee development program, known as the red-green audit process.</p> <p>Business requirements:</p> <p>The department is responsible for accrediting level 1 and 2 bridge inspectors under the bridge inspection manual, which is a very strict and regimented process. Therefore, records need to be retained to provide evidence of their training program and to ensure their staff involved in bridge inspections are trained to a high standard.</p> <p>Community expectation:</p> <p>That bridge inspectors are appropriately trained.</p> <p>Consistency with other schedules:</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Reference 5.1.1 Records of training curricula and course materials - Destroy 25 years after training material superseded.</p> <p>Other comments/factors for consideration: Consultation with RoadTek 2010.</p>
4.12.3	<p>Community education – major programs Records relating to community education programs that are associated with significant national, state or developmental events. Includes a range of education programs designed to meet the needs of adult learners, subject specialists, tertiary, school students, pre-school students and community interest groups and hobbyists, technical professionals.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: This is a new record class. These records relate to the provision of programs to meet the educational needs of the community. Public programs are a key activity of the Heritage Centre and involve much of the interaction with the public. The records of programs have high community interest value and are often reused for other purposes and subsequent programs. They are usually associated with exhibitions.</p> <p>Business requirements: Program materials are used for research, publications and exhibitions. Records provide a unique and significant insight into cultural values, historical values and museum exhibition techniques.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 5 – Substantial Contribution to Community Memory.</p> <p>Community expectation: That education is provided.</p> <p>Consistency with other schedules: <i>Queensland State Archives Retention and Disposal Schedule: QDAN 415 v.4</i> Reference 4.3.1 Exhibitions – Major – Retain permanently. <i>Queensland Museum Retention and Disposal Schedule QDAN697 v.1</i> Reference 4.1.1 Significant events and exhibitions – Retain permanently.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Environment and Heritage – Heritage Centre.</p>
4.12.4	<p>Community education – minor programs Records relating to community education programs that are not associated with significant national, state or developmental</p>	<p>Background/business process: This is a new record class. These records relate to the provision of programs to meet the educational needs of the community and are not associated with significant national, state or developmental events. These programs generally support infrastructure programs and projects and may be conducted in response to various environmental issues or observed trends (e.g. road kill counts and the environmental impacts of rotting road kill). The records provide evidence of consultation, delivery of programs and value of programs.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>events and/or initiatives such as the national curriculum. Includes a range of education programs designed to meet the needs of adult learners, subject specialists, tertiary, school students, pre-school students and community interest groups and hobbyists, technical professionals. Includes education programs relating to environmental issues such as driving at night near animal crossings and anti-littering programs and heritage public programs.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Business requirements: Records support the exhibition program and other public programs.</p> <p>Community expectation: That education is provided.</p> <p>Consistency with other schedules: <i>Queensland Museum Retention and Disposal Schedule QDAN697 v.1</i> Reference 6 Public and Education Programs – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division – Environment and Heritage – Heritage Centre.</p>
4.12.5.	<p><i>Rail safety officers training</i></p> <p>Records relating to the development, implementation, delivery and review of rail safety training programs for rail safety officers conducted by the department.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the development, implementation, delivery and review of rail safety training programs for Rail Safety Officers conducted by the department. Includes Rail Safety Officer (RSO) and Authorised Persons (AP) training (a pass/fail program delivered to Rail Safety Officers) and Rail Safety Officer (RSO) and Authorised Persons (AP) Training – pass and fail program delivered to Rail Safety staff.</p> <p>Regulatory requirements: <i>Transport Infrastructure Act 1994.</i></p> <p>Business requirements: There is no business or legislative requirement to retain these records longer than the 5 years as per other training related records.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>That safety officers are trained.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 5.1.2 Records documenting the development of training curricula and course materials - Destroy 5 years after training material finalised.</p> <p>Includes drafts and supporting material.</p> <p>Other comments/factors for consideration: Consultation with Rail Safety and Security Division - Rail Safety Unit.</p>
4.12.6	<p>Registered training organisation Records generated in the initial registration of the department as a registered training organisation (RTO) as well as in maintaining its registration in accordance with Australian Quality Training Framework (AQTF) standards, including establishing and maintaining Mount Cotton Training Services and Technical Education and Innovation as RTOs.</p> <p>Disposal action - Retain for 10 years after expiry or cancellation of the registration.</p>	<p>Background/business process: This is a new record class. These records relate to in the initial registration of the department as a registered training organisation (RTO) and maintaining its registration in accordance with Australian Quality Training Framework (AQTF) standards. Includes establishing and maintaining Mount Cotton Training Services and Technical Education and Innovation as RTO's.</p> <p>Business requirements: The proposed retention of 10 years after cancellation/expiry of a registration as a RTO relates to addressing complaints & enquiries. Upon cancellation, access and management of records will become the responsibility of another agency.</p> <p>Community expectation: That the department is registered as a trainer.</p> <p>Consistency with other schedules: <i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 5.15.2 Training provision - Retain for 5 years after last action. <i>General Retention and Disposal Schedule for Administrative Records QDAN 249 v.7</i> Reference 4.10.1 Registration - Retain for 7 years after registration lapses or is superseded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety System Management Division - Mt Cotton Training Services and Engineering and Technology Division - Technical Education and Innovation.</p>
4.12.7	<p>Rider training programs – leaner incident reports</p>	<p>Background/business process: This is a new record class. These records relate to incident reporting forms received from a registered service</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Incident reporting forms received from a registered service provider in relation to a situation that involves a learner where:</p> <ul style="list-style-type: none"> • medical treatment was required • the learner was hospitalised • involved in a reportable incident to the Queensland Police Service. <p>Includes surveys completed by learner riders on the Q-Ride program and other statistical data received on the Q-Ride program.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>provider in relation to a situation that involves a learner.</p> <p>Business requirements: The department refers to records of incidents going back 4 years. The forms provide an understanding of the causes of incidents through the monitoring and analysis of the incident data. The actual forms (not just the data) need to be retained for legal and business reasons. Also used as an education and research tool.</p> <p>Community expectation: That incidents are reported to relevant agencies.</p> <p>Consistency with other schedules: <i>State Records Authority of NSW Ministry of Transport Functional Retention and Disposal Authority DA153 F6.19.2</i> Records relating to minor or routine investigations into incidents, accidents, notifiable occurrences, etc. Includes supporting documentation - Required for minimum of 7 years after last action, then destroy.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division (formerly LTS) - Accreditation Management - Q-Ride Unit.</p>
4.12.8	<p>Road user – driver licence programs</p> <p>Records relating to the development, administration, monitoring and analysis of driver training and licence programs, including partnership and liaison with other departments.</p> <p>Disposal action - Retain for 20</p>	<p>Background/business process: These records relate to the development and administration of driver training and licence programs. Includes Q-SAFE policy and procedures, and driver trainer courses. Also includes research of strategies to inform, educate and communicate with the public about how to obtain a licence, the road rules, and driver responsibilities. Training is done by external companies.</p> <p>Business requirements: The 20 year retention period will enable the department to refer back to the type of education campaigns conducted for research and development of future campaigns. Also support business requirements where the department has to support/report on their deliverable for education on safe driving.</p> <p>Community expectation: That information on obtaining a license is provided.</p>

Ref. No	Description of record and retention period	Justification for retention period
	year after last action.	<p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 5.1.1 Records of training curricula and course materials - Destroy 25 years after training material superseded.</p> <p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division – Business and Performance under former Land Transport and Safety Division and Road Safety and System Management Division - Registration and Licensing.</p> <p>Previous schedules (where applicable) <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.3.1 Records relating to the development of courses for the training of drivers - Retain for 10 years after last action, then destroy. <i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.3.4 Records relating to the delivery of courses (includes training register of course participants) - Retain for 10 years after last action, then destroy.</p>
4.12.9	<p>Road and transport scholarship programs Records relating to agreements between the department and a recipient of an Aboriginal and Torres Strait Islander employment and training scheme including scholarships, cadetships, traineeships, financial assistance, mentoring and support.</p> <p>Disposal action - Retain for 10 years after cessation of scholarship.</p>	<p>Background/business process: This is a new record class. These records relate to agreements between the department and a recipient of an Aboriginal and Torres Strait Islander employment and training scheme. Includes scholarships, cadetships, traineeships, financial assistance, mentoring and support. Scholarships can run for 2-3 years.</p> <p>Business requirements: These records are used to assist with the development and management of future scholarships. They are used to develop a history and statistics on the numbers and successful completion of the schemes. Records are referred back to support queries and issues.</p> <p>Community expectation: That assistance is provided for Indigenous employees.</p> <p>Consistency with other schedules: <i>University Sector Retention and Disposal Schedule: QDAN 601 v.2</i> Reference 601.2/C179 Recipients – determination - Retain for 5 years after prize awarded.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
4.12.10	<p>Student records Records relating to individual student records retained by the department.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Consultation with Strategic Policy Division.</p> <p>Background/business process: This is a new record class. These records relate to individual student records, including training plans. The records support the management and administration of student training and service delivery. Also may be referred to during audits to provide evidence of compliance with the AQTF standards.</p> <p>Business requirements: Registered Training Organisations are required to retain certain documents for the purposes of auditing, including attendance rolls that show the names of students, the unit/s of competency identifier and/or name, date/s of attendance and signature or initial of trainer/lecturer.</p> <p>Community expectation: That training courses are attended and competency determined.</p> <p>Consistency with other schedules: <i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 5.1.3 Records documenting the attendance of participants at training courses - Destroy 7 years after course delivered.</p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division - Technical Education and Innovation.</p>
4.12.11	<p>Training testing register Information captured relating to driver testing data for analysis to support further programs.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to the collection and analysis of driver testing data including driving examination standards and pass/fail rates.</p> <p>Business requirements: The information is used to collect statistical data and assist with the development of future programs and review of current programs. The data is used to see trends in the type of questions or weak areas of the programs. Generally recent data (not older than 5 years) is analysed therefore the 5 years will enable the department analyse and use the data.</p> <p>Community expectation: That driver testing is improved.</p> <p>Consistency with other schedules: Unable to locate.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Other comments/factors for consideration: Consultation with Road Safety and System Management Division - Registration and Licensing.</p>
4.12.12	<p>Student results Records of student results, qualifications and statements of attainment issued as well as the final summative result for each student.</p> <p>Disposal action - Retain for 30 years after last action.</p>	<p>Background/business process: This is a new record class. These records relate to student results, qualifications and statements of attainment issued as well as the final summative result for each student.</p> <p>Business requirements: AQTF requires records of student results, qualifications and statements of attainment issued as well as the final summative result for each student must be kept for a minimum of 30 years and contain sufficient information to reproduce the qualification or statement of attainment should this be required.</p> <p>Community expectation: That results are retained for the required period.</p> <p>Consistency with other schedules: <i>University Sector Retention and Disposal Schedule: QDAN 601 v.2 Reference 601.2/C251 Results – grading - Retain for 2 years after last action.</i></p> <p>Other comments/factors for consideration: Consultation with Engineering and Technology Division - Technical Education and Innovation.</p>
4.12.13	<p>Transport training programs Records relating to the development, implementation, delivery, review and monitoring of courses for training in transport related disciplines, including construction practices and the practical induction training (PIT) program. Includes monitoring and reporting on the effectiveness of training programs such as environmental and safety training, weed management</p>	<p>Background/business process: These records relate to the development, implementation, delivery and review of courses for training in transport related disciplines, including construction practices. Includes the monitoring and reporting on the effectiveness of training programs. Includes courses developed by the department’s registered training organisations, such as Mount Cotton Training Services (MCTS). Includes heavy vehicle registration scheme education and training package; training bus drivers on managing student behaviour; TravelSmart training courses.</p> <p>Business requirements: The 10 year retention period enables the department to refer back to previous education campaigns for research and development of future campaigns. Also support business requirements to support/report on their deliverable for education on safe driving.</p> <p>Community expectation: That training is available and appropriate.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>training, the heavy vehicle registration scheme education and training package, and courses.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Consistency with other schedules:</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 5.1.2 Records documenting the development of training curricula and course materials. Includes drafts and supporting material - Destroy 5 years after training material finalised.</p> <p><i>PROS 10/05 Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> Reference 6.1.3 Records documenting the participation in joint emergency management exercises, scenario tests and training involving multiple government agencies - Destroy 5 years after last action.</p> <p>Other comments/factors for consideration:</p> <p>Consultation with Road Safety System Management Division - Mount Cotton Training Services, Road Safety System Management Division – Business and Performance, Engineering and Technology Division - Technical Education and Innovation, Rails Safety and Security Division - Rail Safety Unit, Emergency Management Division and Passenger Transport Division – Travelsmart.</p> <p>Previous schedules (where applicable)</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.3.1 Records relating to the development of courses for the training of drivers - Retain for 10 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.3.2 Records relating to the development of special training courses e.g. defensive driving, disabled driver training - Retain for 7 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 610.3.4 Records relating to the delivery of courses (includes training register of course participants) - Retain for 10 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 745.4.1 Records relating to the development of courses for the training of drivers of public transport vehicles - Retain for 5 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 920.4.1 Records relating to planned emergency exercises for the training of department and other personnel - Retain for 5 years after last action, then destroy.</p> <p><i>Queensland Transport and Main Roads Department Retention and Disposal Schedule QDAN474 v.4</i> Reference 920.4.2 Records relating to exercises conducted by other organisations in which the department participates - Retain for 5 years after last action, then destroy.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.13.1	<p>Compliance – investigation and incident register</p> <p>The register of vehicle inspections undertaken by the department on all class of vehicles. Includes complaints received that could trigger an investigation and response to an incident or disaster.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: New record class. If an authorised officer reasonably believes a vehicle may not comply with this Act, the officer may require its owner or registered operator to have it inspected at a stated reasonable time and place.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The 10yrs support the department’s enquiries and the reports on inspections. Provides evidence of the department following through with a vehicle inspection as a result of a complaint. The retention aligns with the inspection records (4.15.6-8) and the last action may refer to the last update in the register that relates to a particular inspection. It may also coincide with the investigation and refer to the finalisation of inspection or investigation processes.</p> <p>Community expectation: Safe and compliant vehicles are used on Queensland’s roads. Also evidence of the department’s involvement in an inspection and records are available on request.</p> <p>Consistency with other schedules: <i>Australian Capital Territory Records Disposal Schedule Traffic and Transport Records (NI2004-180)</i> for records relating to routine inspections of vehicles - reference number 1.62.1 – destroy 15 years after action completed. <i>State Records New South Wales Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> retain records relating to summary records (including registers and databases) of breaches and infringements – reference number 2.1.1 – retain in agency.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Division (20/3/09). Transport Services Division - Compliance Northern and Southern Regions (19/3/10). Transport Services Division - Service Delivery and Policy (26/3/10).</p>
4.13.2	<p>Extension of time (EOT) notices</p> <p>Extension of time notices issued by the department following a request for an extension to produce a vehicle for</p>	<p>Background/business process: New record class. An extension of time notice is issued by the department following a request for an extension to produce a vehicle for inspection. The inspections are generally programmed and relate to industry and passenger transport vehicles. Once the inspection takes place the EOT is made redundant therefore the notices only need to be retained while the vehicle is waiting for inspection.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>inspection. Includes notices processed by the department that are automatically produced through TRAILS.</p> <p>Disposal action - Retain until reference ceases.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements: The EOT's printed are copies automatically produced by TRAILS and are not required for business purposes. They are not provided to the client or referred back to by the department. It is an automatic system functionality that does not satisfy any business need. The trigger of until reference ceases relates to the actual date the inspection happens. An EOT is issued when an approved reason is given where a vehicle cannot be presented for inspection by the required date; therefore the EOT is only active until the vehicle is inspected. When the inspection happens the records are managed under a programmed inspection (4.15.8). A certificate of inspection or defect notice will then be issued by a Transport Inspector.</p> <p>Community expectation: Programmed inspection of vehicles is undertaken.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> retain accountable (unused originals and copies of documents issued) relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division – Customer Service Direct (2009). Transport Services Division - Service Delivery and Policy (26/3/10).</p>
4.13.3	<p>Evidence (exhibit) register Register of evidence collected from vehicle inspections undertaken by the department on all class of vehicles.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: New record class. This is a book of evidence collected from an inspection. The evidence is managed under the inspection classes however this class identifies the evidence, where it is stored, and matching it to an inspection. The register is manual with a carbon copy of the entry attached to the evidence.</p> <p>Regulatory requirements: Division 3 of the <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The register needs to be retained for the 5 years after the last piece of evidence is destroyed to assist with enquiries and track the evidence. The book will be kept until all evidence registered has been destroyed (meaning sold, returned, transferred etc). The complete book is the record and can not be separated therefore it can not be destroyed until all evidence is destroyed.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Records are retained on evidence seized from an inspection of a vehicle.</p> <p>Consistency with other schedules: Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule</i> (QDAN561v) for registers of exhibits – reference number PP/REG/3 - retain for 5 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Townsville and Cairns Compliance Units (November 2009).</p>
4.13.4	<p><i>Infringement books (safety certificates)</i></p> <p>Infringement books used by transport inspectors, containing copies of notices and reports issued. Includes incomplete, cancelled and unused books that are returned to the department from approved inspection stations.</p> <p>Books include:</p> <ul style="list-style-type: none"> • certificates of inspection or safety certificates book, previously roadworthy certificates • extension of time (previously known as certificates of exemption) • defect notice books • penalty infringement books. <p>Disposal action - Retain for 6 years after last action.</p>	<p>Background/business process:</p> <p>Safety certificates books are issued to approved inspection stations and are submitted back to DTMR on completion of book or return of all books by a station on closure etc. 2nd hand vehicles that are for sale must display a safety certificate. For dealers, certificates must have been issued in the three months or 1000 kilometers before sale - whichever comes first. For private sellers, safety certificates must have been issued in the two months or 2000 kilometers before sale, whichever comes first.</p> <p>Includes the books also used by transport inspectors when issuing a certificate. A copy is handed to the vehicle driver/owner, one retained (batched by DTMR compliance unit) which is used during an investigation, and book copy.</p> <p>The books are retained to support an investigation or enquiries about an inspection, an action from an approved inspection station, or when the copy of notice is unclear or unavailable.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i> Under s.34 of the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> a proprietor of a business (Approved Inspection Station) is required to retain copies of an issued inspection certificate and report for 2 years after it was made. This retention period is for an approved inspection station. The department as the owner of the function has a different responsibility and need for these records therefore the retention needs to be longer than 2 years.</p> <p>Business requirements:</p> <p>The retention supports queries about a safety inspection and certificate. The trigger was after issue of last certificate but changed to last action to include half used and unused books.</p> <p>The department Accreditation Unit requested an increase from 2 years to 6 years. 2 years may have passed until the department or Police identify a need to investigate. 2 year retention is too short to gather evidence; as a result a case could be dismissed due to lack of evidence. All compliance books are required by the</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>department for 6 years to satisfy their legal and business requirements.</p> <p>Community expectation: Accountable stock is retained for audit purposes.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for infringement and breach books used by field officers – reference number 2.1.4 – retain for 2 years after issue of last notice. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for accountable records relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Division – Accreditation Unit (20/3/09). Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules QDAN474v4 900.3.4 (Retain for 2 years after the issue of the last certificate) and QDAN474v4 900.3.3 (Retain for 6 years after last action).</p>
4.13.5	<p>Smoky vehicle Records relating to the management of the smoky vehicle scheme, including information received through the smoky vehicle hotline.</p> <p>Disposal action - Retain for 3 years after last action.</p>	<p>Background/business process: New record class. When a smoky vehicle is reported the reported registration number is compared with the reported description to make sure they match. If they do, a letter is sent to the owner explaining that the vehicle has been reported and suggesting ways to fix the problem. If the vehicle is reported three times within four months of the first sighting, the owner is issued with a Present Vehicle Order for the vehicle to be checked for defects by a transport inspector. Usually a simple service is all it takes to fix the problem. More than 80 per cent of people report they fix their vehicles as soon as they receive the first letter. Owners have one month to fix the fault and return a form explaining what has been done. Once a vehicle is presented with a present vehicle order and is inspected by a transport inspector the records are managed under 4.15.6.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are required to support the department's actions and provide evidence of the department following through with a smoky vehicle notification. Records are referred back to assist with enquiries and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>feeds into environmental management strategies in relation to transport. The department has 2 years to prosecute (statute of limitations). The business area has requested a further 1 year to ensure all prosecution requirements have lapsed. This is to minimise risk to the department.</p> <p>Community expectation: Evidence of the department following through with a smoky vehicle notification.</p> <p>Consistency with other schedules: State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the management of breach reports and infringements – reference number 2.1.2 – retain for 7 years after last action. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for accountable records relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Rockhampton Compliance Unit (2009).</p>
4.13.6	<p>Vehicle inspections – on-road Defect notices issued during an on road vehicle inspection where the defect is cleared before enforcement action is initiated, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i>.</p> <p>Disposal action - Retain for 3 years after issue of notice.</p>	<p>Background/business process: The department undertake random inspections on vehicles by a transport inspector whilst undertaking general duties. All defect notices are recorded in TRAILS. Final reminders and infringement notices are automatically printed from TRAILS if a defect is not cleared and triggers an investigation or further inspections.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i></p> <p>Business requirements: These records only need to be retained for a short period to provide evidence of the department’s actions and respond to enquiries about the defect issued. These defect notices have been issued and then actioned by the responsible party within the required time. As far as the department is concerned the activity is then closed. On rare occasions these records are referred back to once the fine has been paid or defect fixed. Originally the retention was 5yrs to meet enquiries and support the department’s actions. Even though an on-road/random inspection could be triggered by a complaint or action taken by a transport inspector this class does not need to be retained for 10 years as records relating to identified issue has been raised with the department under 4.13.7. However on further consultation with the business (Transport Services Division -</p>

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		<p>Service Delivery and Policy, 26/3/10) it was decided that these records only need to be retained to support enquiries and cover the 2yr statute of limitations to prosecute.</p> <p>Notices where there is no further action are not required for the 10 years therefore the retention is recommended for a minimum of 3 years after issue. The department has 2 years to prosecute (statute of limitations). The business area has requested a further 1 year to ensure all prosecution requirements have lapsed. This is to minimise risk to the department.</p> <p>Community expectation: Evidence of inspections undertaken by the department on a vehicle.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for issuing of defect notices – reference number 2.4.1 – retain for 7 years after issue of certificate or notice. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the management of breach reports and infringements – reference number 2.1.2 – retain for 7 years after last action. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for accountable records relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action. Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule</i> (QDAN561v) for driving and traffic offences and traffic infringement notices – reference numbers RS/INV1 and RS/INF4 - retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Service Delivery and Policy (26/3/10). Road Safety and System Management (20/3/09). Transport Services Division – Compliance Units (March, 2010).</p> <p>Previous schedules QDAN474v4 900.3.1 (Retain for 5 years after last action), QDAN474v4 675.8.2 (Retain for 6 months after last action), QDAN474v4 645.6.3, QDAN474v4 645.6.4, QDAN474v4 835.5.1.</p>
4.13.7	<p>Vehicle inspections - complaints Records relating to inspections</p>	<p>Background/business process: This class covers inspections on:</p> <ul style="list-style-type: none"> • The department receives monthly inspection station reports on vehicles that have not passed an

Ref. No	Description of record and retention period	Justification for retention period
	<p>of vehicles performed by the department following a complaint received about a vehicle, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i>, including checks performed by the department as a result of an approved inspection station monthly report and the investigation undertaken by a transport inspector as a result of a defect not being cleared and enforcement action being initiated.</p> <p>Excludes prosecution or investigations that go to court.</p> <p>Disposal action - Retain for 10 years after inspection or investigative processes are finalised.</p>	<p>inspection and is still being driven on Qld roads. The department follows-up with the owner of the vehicle to ensure they have rectified any problems and help reduce the number of unsafe vehicles on Qld roads.</p> <ul style="list-style-type: none"> • The department undertake random inspections on vehicles, which usually triggered by a complaint from the community or by a transport inspector whilst undertaking general duties. • complaints received from the public about a vehicle. This is the trigger for DTMR to initiate an inspection. <p>All defect notices are recorded in TRAILS. Final reminders and infringement notices are automatically printed from TRAILS if a defect is not cleared. This class covers all inspection relates to all vehicles where programmed inspections mainly relate to the mandatory inspection of passenger transport and heavy vehicles. The regional business areas (compliance) batch records relating to inspections undertaken by the transport inspectors within their region. These records are required to be kept onsite as they assist with enquiries and issues relating to future inspections.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i></p> <p>Business requirements: Originally the retention was 5yrs to meet enquiries and support the department’s actions. The defect notice is the key evidence document for prosecution, therefore the increase from 5 to 10years. The defect notice could trigger an investigation and most cases becomes the key supporting evidence resulting from an inspection, and the department cannot rely 100% on the relevant database or master records.</p> <p>Defect notices have been referred back 5-6 years. The 10 years after the inspection or investigation is required to support the department’s response, provide evidence of their actions, and support legal cases or questions in relation to the inspection. Also used for research purposes and assist in the development or review of procedures.</p> <p>If an investigation goes to court the records will fall under 4.11.1 and have a longer retention of 25 years after finalisation of case. These cases may or may not be managed through the prosecutions unit.</p> <p>Community expectation: Evidence of inspections undertaken by the department on a vehicle, and there are initiatives to reduce the number of unsafe vehicles on Qld roads.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/8)</i> for issuing of defect notices – reference number 2.4.1 – retain for 7 years after</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>issue of certificate or notice.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for records relating to the management of breach reports and infringements – reference number 2.1.2 – retain for 7 years after last action.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule (FA278)</i> for accountable records relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule (QDAN561v)</i> for driving and traffic offences and traffic infringement notices – reference numbers RS/INV1 and RS/INF4 - retain for 10 years after last action.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records (NI2004-180)</i> for records relating to on road vehicle inspections and heavy vehicle monitoring - reference number 1.96.3 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Division (20/3/09). Transport Services Division - Compliance Northern and Southern Regions (19/3/10). Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 900.3.5 (Retain for 3 years after last action), QDAN474v4 675.8.2 (Retain for 6 months after last action), QDAN474v4 645.6.3 (Retain for 6 months after last action), QDAN474v4 645.6.4 (Retain for 6 months after last action), QDAN474v4 835.5.1 (Retain for 7 years after last action).</p>
4.13.8	<p>Vehicle inspections - programmed</p> <p>Records relating to programmed inspections of vehicles performed by the department, for compliance with environmental and safety standards, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety)</i></p>	<p>Background/business process:</p> <p>Programmed inspections relate to mandatory inspections of passenger transport vehicles and heavy vehicles and trailers. All passenger transport vehicles must be presented for inspection every 6 months. Heavy vehicles and trailers every 12 months.</p> <p>Surrogate applications are processed for QPS. Surrogate identifiers are allocated to a vehicle when the original identifiers are damaged, removed or do not match as part of a scheduled vehicle inspection. When there is a problem with identifiers vehicles cannot be registered until the situation is rectified.</p> <p>The regional business areas (compliance) batch records relating to inspections undertaken by the transport inspectors within their region. These records are required to be kept onsite as they assist with enquiries and issues relating to future inspections.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Regulation 1999</i> and the <i>Transport Operations (Passenger Transport) Regulation 2005</i>. Includes bus frame inspections, holding yards, and new vehicles for license towing and investigation undertaken by a transport inspector if a defect is not cleared and enforcement action is initiated.</p> <p>Excludes prosecution or investigations that go to court.</p> <p>Disposal action - Retain for 10 years after inspection or investigative processes are finalised.</p>	<p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> <i>Transport Operations (Passenger Transport) Regulation 2005</i></p> <p>Business requirements: Originally the retention was 5yrs to meet enquiries and support the department’s actions. The defect notice is the key evidence document for prosecution, therefore the increase from 5 to 10years. The defect notice could trigger an investigation and most cases becomes the key supporting evidence resulting from an inspection, and the department cannot rely 100% on the relevant database or master records.</p> <p>Defect notices have been referred back 5-6 years. The 10 years after the inspection or investigation is required to support the department’s response, provide evidence of their actions, and support legal cases or questions in relation to the inspection. Also used for research purposes and assist in the development or review of procedures.</p> <p>If an investigation goes to court the records will fall under 4.11.1 and have a longer retention of 25 years after finalisation of case. These cases may or may not be managed through the prosecutions unit.</p> <p>Community expectation: Evidence of inspections undertaken by the department on a vehicle, and there are initiatives to reduce the number of unsafe vehicles on Qld roads, particularly passenger transport vehicles and heavy vehicles.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for issuing of defect notices – reference number 2.4.1 – retain for 7 years after issue of certificate or notice.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to the management of breach reports and infringements – reference number 2.1.2 – retain for 7 years after last action.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for accountable records relating to vehicle inspections – reference number 4.3.1 – retain for 2 years after last action.</p> <p>Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule</i> (QDAN561v) for driving and traffic offences and traffic infringement notices – reference numbers RS/INV1 and RS/INF4 - retain for 10 years after last action.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>records relating to on road vehicle inspections and heavy vehicle monitoring - reference number 1.96.3 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Division (20/3/09). Transport Services Division - Compliance Northern and Southern Regions (19/3/10). Transport Services Division - Service Delivery and Policy (26/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 900.3.2 (Retain for 10 years after last action), QDAN474v4 900.3.5 (Retain for 3 years after last action), QDAN474v4 645.6.5 (Retain for 1 year after re-inspection and clearance of vehicle), QDAN474v4 675.8.3 (Retain for one year after re-inspection and clearance of vehicle), QDAN474v4 645.6.1 (Retain for 5 years after last action), QDAN474v4 645.6.2 (Retain for 5 years after last action), QDAN474v4 745.9.1 (Retain for 7 years after last action), QDAN474v4 745.9.2 (Retain for 7 years after re-inspection and clearance of vehicle).</p>
4.13.9	<p><i>Vehicles inspections – interim maintenance audit (IMA)</i></p> <p>Records relating to interim maintenance audits performed by the department on companies identified as non-compliant under <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i>. Includes the power to enter a place of business, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>, and investigations undertaken as a result of a defect not being cleared and enforcement action being initiated.</p>	<p>Background/business process:</p> <p>New record class. Interim maintenance audits are closed audits undertaken by the department on companies where there is evidence they are not complying under the below Act. It mainly relates to a place of business of a responsible person for a heavy vehicle or a person involved in the transport of dangerous goods. For example: drivers are driving longer than prescribed time (12hrs) – fatigue management issue or of unapproved transport of dangerous goods. This is against the relevant accreditation scheme and a show cause is required. These inspections are normally in secret and often referred to as a “sting operation”. The department is often notified by a whistle blower.</p> <p>Regulatory requirements:</p> <p><i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements:</p> <p>These records are not considered to have more value or risk compared to program inspections therefore the business has requested the same retention as the programmed and complaint inspections. The records will be used to track the responsible people of the place of business if they open another business. Provide evidence of the department’s actions. Used to support queries and assist with the review of departmental activities.</p> <p>If an investigation goes to court the records will fall under 4.11.1 and have a longer retention of 25 years after</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Excludes prosecution or investigations that go to court.</p> <p>Disposal action - Retain for 10 years after inspection or investigative processes are finalised.</p>	<p>finalisation of case. These cases may or may not be managed through the prosecutions unit.</p> <p>Community expectation: Evidence of inspections undertaken by the department on a vehicle, and there are initiatives to reduce the number of unsafe vehicles and practices on Qld roads.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for issuing of defect notices – reference number 2.4.1 – retain for 7 years after issue of certificate or notice. Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule</i> (QDAN561v) for driving and traffic offences and traffic infringement notices – reference numbers RS/INV1 and RS/INF4 - retain for 10 years after last action. Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records relating to on road vehicle inspections and heavy vehicle monitoring - reference number 1.96.3 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Division (20/3/09). Transport Services Division - Compliance Northern and Southern Regions (19/3/10). Transport Services Division - Service Delivery and Policy (26/3/10).</p>
4.14.1	<p>Change of details - vehicle details (modifications) Records relating to vehicle detail changes, such as purpose of use, vehicle alterations or modifications.</p> <p>Disposal action - Retain for 7 years after the register is updated.</p>	<p>Background/business process: A registered operator of a vehicle must notify the department of any changes to the vehicle or operator details within 14 days of a change.</p> <p>Regulatory requirements: s.20 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: These records are required for evidence the department was notified of a change/modification to a vehicle, which could affect the registration, but definitely the particulars of the vehicle. The actual approval by the department for a modification to be undertaken is covered under 4.14.2. These records are required to be retained for the same time as the registration and modification approval, therefore the increase from 2 to 7 years. This class only relates to the change by the department of vehicles details in TRAILS. The records need to be retained to provide proof of notification and the changes in TRAILS by the department.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Current details are retained on all registered vehicles and registered operators.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for change of registered vehicle operator details – reference number 2.1.5 – destroy 12 years after notification. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records relating to vehicle registrations – reference number 1.5.2 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules (where applicable) QDAN474v4 800.6.7.3 (Retain for 2 years after last action)</p>
4.14.2	<p>Light and Heavy vehicle modifications non-accreditation</p> <p>Records relating to requests to perform vehicle modifications to light and heavy vehicles and trailers with a gross up to and over 4.5 tonnes GVM/ATM, approved by the department, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> and the <i>National Code of Practice for Heavy Vehicle Modifications – Vehicle Standards Bulletin 6</i>.</p>	<p>Background/business process: The standard is developed and managed by the federal government but it is the responsibility of each jurisdiction (TMR) to inspect and approve modifications to vehicles registered within their jurisdiction. The department regularly receives many requests to modify light vehicles but very few requests to modify heavy vehicles. The application is assessed and either provides a permit or approval letter (vehicle certificate). Transport inspectors are responsible for inspecting modified vehicles that have been approved under the approval letter. Modifications approval does not link to TRAILS or trigger a new registration, if the modification is a change to a vehicle detail this will be recorded in TRAILS. The department is not required to report on modifications.</p> <p>Regulatory requirements: s.30 of the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> Under s.34 of the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> a proprietor of a business (Approved Inspection Station) is required to retain copies of certificate of modifications for 7 years after it was made. <i>National Code of Practice for Heavy Vehicle Modifications – Vehicle Standards Bulletin 6</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 7 years after approval.</p>	<p>Business requirements: The retention satisfies the departments legal and business requirements, and enables the department to address queries or enquiries about the applicant or process. Also used for reporting and reviewing the process. There is not a risk if the records are destroyed while the modified vehicle is still active, therefore the records do not need to be retained for the potential life of the vehicle or medication, as per VicRoads retention.</p> <p>Community expectation: Modifications to vehicles are approved and inspected.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the assessment of all modified, imported and individually constructed vehicles – reference number 2.1.2 – destroy 50 years after vehicle modification assessment conducted.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division – Vehicle Standards and Regulation (2009 and 15/7/2010), Road Safety and Systems Management Division - Road Safety (16/3/10).</p> <p>Previous schedules QDAN474v4 675.4.5 (Retain for 7 years after last action), QDAN474v4 675.4.6 (Retain for 7 years after last action)</p>
4.14.3	<p>Vehicle modifications – refusals Records relating to requests to perform vehicle modification to light or heavy vehicles that are refused by the department, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i>.</p>	<p>Background/business process: The standard is developed and managed by the federal government but it is the responsibility of each jurisdiction (TMR) to inspect and approve modifications to vehicles registered within their jurisdiction.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i></p> <p>Business requirements: There is little need to refer to these applications beyond the 2yrs after last action other than to refer back for information purposes. If an appeal is actioned they are to be retained for 10yrs under the statutory appeal class.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 2 years after refusal.</p>	<p>Requests to modify a vehicle are assessed.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the assessment of all modified, imported and individually constructed vehicles – reference number 2.1.2 – destroy 50 years after vehicle modification assessment conducted.</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for applications and approvals for modifications to vehicles - reference number 4.5.8 – destroy 5 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation: Road Safety and System Management Division – Vehicle Standards and Regulation</i> (2009 and 15/7/2010)</p>
4.14.4	<p>Vehicle modification inspection register Register of modified vehicles inspected by an approved transport inspector.</p> <p>Disposal action - Retain for 10 years after inspection.</p>	<p>Background/business process: This register is an operational tool used by the Transport Inspectors to keep track of the inspections they undertake. Details about the modification are recorded in TRAILS as the official register.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i></p> <p>Business requirements: These records need to be retained longer than the modification approvals.</p> <p>Community expectation: Evidence an inspection was undertaken on a modified vehicle.</p> <p>Consistency with other schedules: Queensland State Archives <i>Queensland Police Service Retention and Disposal Schedule</i> (QDAN561v) for driving and traffic offences for interfering with the mechanism of a motor vehicle – reference number RS/INV1 - retain for 10 years after last action.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records relating to on road vehicle inspections and heavy vehicle monitoring - reference number 1.96.3 – destroy 7 years after action completed.</p> <p>Other comments/factors for consideration:</p>

Ref. No	Description of record and retention period	Justification for retention period
4.14.5	<p>Vehicle assessments Records relating to the assessment of all modified, imported and individually constructed vehicles in accordance with the department's vehicle standards.</p> <p>Disposal action - Retain for 50 years after assessment.</p>	<p><i>Consultation:</i> Transport Services Division - Townsville Compliance Unit (November 2009).</p> <p>Background/business process: New record class. Assessments are undertaken on vehicles to determine if they can access Queensland roads and comply with vehicle safety standards.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i></p> <p>Business requirements: The history of the assessments and conditions need to be available during the life of a vehicle to be accessed at any point to respond to enquiries that may arise through registrations, checks from Transport Inspectors, or Qld Police. Since vehicles are generally around for a long time these records need to be available and a 50 year period should cover most cases. A vehicle may be involved in an accident and the modifications or larger dimensions that were originally approved by the department may be scrutinised during the investigation. The department will need to access and produce relevant records to prove their actions were in accordance with standards. Some cases a vehicle may be approved in Qld, then moves and become registered through another state and then comes back to Qld many years later. Qld has different regulations, for instance the disability vehicle modifications.</p> <p>Community expectation: The safety of vehicles is assessed and records are retained on the history of modifications to a vehicle.</p> <p>Consistency with other schedules: <i>Public Records Office Victoria Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/08)</i> retains similar records for 50 years after vehicle modification assessment conducted (2.1.2).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division – Vehicle Standards and Regulation (15/7/2010).</p>
4.15.1	<p>Number plate Applications for new registration, replacement or personalised number plates,</p>	<p>Background/business process: This class covers applications for new registration number plates processed by the department. Includes light and heavy vehicles, motorbikes, and small and large trailers, and applications for replacement of number plates.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>including applications for light and heavy vehicles, motorbikes, or small and large trailers.</p> <p>Disposal action - Retain for 10 years after entered into register.</p>	<p>Transport Inspectors retain replacement number plate books and provide a copy to requester. In some cases these books are returned to the department compliance office only half used or not used.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records will enable the department to address enquiries and support their actions. The warranty period for number plates, both personalised and standard is 10 years. The retention period for all plate documentation should reflect the warranty period.</p> <p>Community expectation: The issuing of number plates is controlled.</p> <p>Consistency with other schedules: The Roads and Traffic Authority of NSW (RTA) (FA278) retains similar records for 10 years after action completed (1.4.6).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (2007). Transport Services Division - Zillmere CSC (9/9/09). Road Safety and System Management Division - Contract and Product Management Unit (16/3/10).</p> <p>Previous schedules QDAN474v4 800.3.1 (Retain for 7 years after last action) and QDAN474v4 800.6.6.2 (Retain for 5 years after last action).</p>
4.15.2	<p>Number plate – design Records relating to the design and approval of vehicle number plate series, including commemorative plates.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: New record class. Personalised Plates Queensland designs number plates for release to the Queensland public. There are strict criteria that must be met relating to the specifications of a number plate and Queensland Police Service camera testing must be conducted before any plate can be released. Some number plates that have been designed and released are the Hello Kitty, the Looney Tunes plates, Outback Queensland, Tropical Queensland etc.</p> <p>Standard number plates are manufactured to specific criteria as well but do not require special designs. They are currently manufactured with maroon characters on a white background with one of two slogans printed at the bottom of the plate, Queensland Sunshine State or Queensland Smart State. There are 22 different standard plate types ranging from Motor Vehicle to Motorbike to Conditionally registered vehicle number</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>plates.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide a history of the different design of Queensland number plates which provide an important insight into the history of Queensland.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>History of number plate designs is retained.</p> <p>Consistency with other schedules:</p> <p>The Roads and Traffic Authority of NSW (RTA) (FA278) retains similar records permanently (1.4.1).</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division - Contract and Product Management Unit (16/3/10).</p>
4.15.3	<p>Number plate - inventory</p> <p>Records of inventory and reconciliation of standard issue number plates. Includes statistics from the plate inventory management system and number plate stock take.</p> <p>Disposal action -</p> <p>Retain for 10 years after last action.</p>	<p>Background/business process:</p> <p>A new system was implemented 1 April 2009 – PIMS – Plate Inventory Management System developed and built by the department’s plate manufacturer, LicenSys. The system manages all standard number plate inventory, including the stock held in centres, stock used daily, automatic re-order points and re-order quantities as well as financial histories of costs. The department continues to use statistics from this system for the preparation of budgets and control of plate’s inventory. Plate stocktake within Customer Service Centre’s are done monthly as part of CSA requirements and are also done as part of end of financial year requirements.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The 10yrs will enable the department to address enquiries and support their actions.</p> <p>Community expectation:</p> <p>Evidence systems are in place to manage number plates.</p> <p>Consistency with other schedules:</p> <p>The Roads and Traffic Authority of NSW (RTA) (FA278) retains similar records for 6 years after action</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>completed (1.4.5).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Contract and Product Management Unit (16/3/10).</p> <p>Previous schedules QDAN474v4 800.3.2 (Retain for 5 years after last action).</p>
4.15.4	<p><i>Number plate – returned</i> Records relating to the return of number plates, including returns from QGAP agents, Police Stations, and Magistrates' Court.</p> <p>Disposal action - Retain for 10 years after plate returned.</p>	<p>Background/business process: Interstate plate surrender listings relate to Qld registered vehicles surrendered number plates in another state. The state transport authority sends the department a list of the surrendered plates and TRAILS is modified. The department has a very controlled policy on the return and disposal of number plates. The disposal of the plates is tightly controlled and monitored to ensure all plates are accounted and to prevent stealing of number plates.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management) Act 1995</i></p> <p>Business requirements: The records are required to enable the department to address enquiries and support their actions. Business recommends increasing the retention from 2 to 10 years to conform to other plate application retention periods. On occasion it is necessary to retrieve the records and it would be wise to have the documentation available for as long a period as possible.</p> <p>Community expectation: Evidence systems are in place to manage number plates.</p> <p>Consistency with other schedules: The Roads and Traffic Authority of NSW (RTA) (FA278) retains similar records for 10 years after action completed (1.4.6).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division Northern Region (17/7/09 - lodgement listing DTMR90/2009). Road Safety and System Management Division - Contract and Product Management Unit (16/3/10).</p> <p>Previous schedules QDAN474v4 800.6.4.2 (Retain for 2 years after last action).</p>

Ref. No	Description of record and retention period	Justification for retention period
4.15.5	<p>Number plate register Register of issued standard and personalised plates recorded in the Transport Registration and Integrated Licensing System (TRAILS).</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>Background/business process: The customer details and plate combinations are recorded in TRAILS.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The 50yrs will enable the department to address enquiries and support their actions.</p> <p>Community expectation: History of number plates issued.</p> <p>Consistency with other schedules: Under the VicRoads (PROS 09/8) Records of Vehicle Registration and Driver Licensing schedules retains similar records for custom number plates for 50 years after rights to display plates have expired (2.2.1).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Contract and Product Management Unit (16/3/10)</p> <p>Previous schedules QDAN474v4 800.3.8 (Retain for 50 years after last action/ entry) and 800.3.9 (Retain for 7 years after last action/entry)</p>
4.16.1	<p>Abandoned vehicles Records relating to the management of the abandoned vehicles scheme, including vehicle breakdown services, removal of abandoned vehicles from state controlled roads, and abandoned vehicle yards.</p> <p>Disposal action - Retain for 5 years after last action.</p>	<p>Background/business process: New record class. This class covers records relating to the management of the abandoned vehicles scheme, including vehicle breakdown services, removal of abandoned vehicles from state controlled roads, and abandoned vehicle yards.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records are required for evidence of the department's management of the program. Used to assist with review and development of future programs, respond to briefing and respond to internal and external enquiries. The records would not be required 5 years after the program is superseded.</p> <p>Community expectation: A program to manage abandoned is implemented for environmental and safety reasons.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		Nil located Other comments/factors for consideration: <i>Consultation:</i> Road Safety and Systems Management Division (2010). Assets and Operations Division (2010).
4.16.2	<p>Change of details – vehicle owner Correspondence advising of change of name of registered vehicle owner recorded in TRAILS, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>. This does not include transfer of ownership.</p> <p>Disposal action - Retain for 1 year after register updated.</p>	<p>Background/business process: s.17 of the regulation covers not just address change but also vehicle detail changes. An address change will only need to be held by the processing office for 1 month to cover processing errors as the customer should receive an updated certificate/renewal in this timeframe to verify details.</p> <p>Regulatory requirements: s.17 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: These records only need to be retained to cover the department and provide evidence of the change.</p> <p>Community expectation: Registered vehicle owner details are current.</p> <p>Consistency with other schedules: VicRoads (PROS 09/8) Records of Vehicle Registration and Driver Licensing schedules retain similar records for change of registration details for 12 years after notification (2.1.6). NSW RTA Driver licensing and road user regulation (FA278) retains similar records for 10 years after last action (1.5.2).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules QDAN474v4 800.6.7.2 (Retain for 1 year after last action).</p>
4.16.3	<p>Concessional registration Records relating to applications for concessional (primary producer, senior card, pensioner) and/or seasonal registration, in accordance with the <i>Transport Operations (Road</i></p>	<p>Background/business process: This class covers records relating to applications for concessional (primary producer, senior card, pensioner) and seasonal registration. Includes application forms and any other supporting documentation to prove eligibility for the concession being applied for. Includes pensioner and senior registration concessions.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Use Management—Vehicle Registration) Regulation 2010.</i> Includes application forms and supporting documentation to prove eligibility for the concession.</p> <p>Disposal action - Retain for 5 years after the register is updated.</p>	<p>Business requirements: This retention aligns with other vehicle registration classes. These are retained to show the history of activities relating to the processing of a concessional registration, to cover business and legal need and assist in responding to queries.</p> <p>Community expectation: Records relating to a vehicle registration are retained and can be requested if required.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records relating to the handling of concession claims for registration – reference number 1.5.4 – retain for 3 months after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules (where applicable) QDAN474v4 800.6.5.1 (Retain for 5 years after last action)</p>
4.16.4	<p>Overseas vehicle permits Records relating to applications for permits to drive on Queensland roads in a vehicle currently registered outside Australia.</p> <p>Disposal action - Retain for 2 years after issuing permit.</p>	<p>Background/business process: New record class. Overseas visitors can bring their currently registered vehicles to Queensland to drive. The permit is for temporary registration to drive on Queensland roads and a permit is for a maximum of 12 months. A new application must be lodged if an extension is required. The permit may be taken out until import documentation is confirmed so the vehicle can be permanently registered to drive on Qld roads and if this happens a new registration must be lodged.</p> <p>Majority of permits are requested from New Zealand residents. The permit will not be issued unless CTP insurance has been taken out.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: As the permit is for a maximum of 12 months and in most circumstances the vehicle is required for a specific time period (such as a campervan holiday) or if changed to permanent resident then the vehicle would be registered under 4.18.12. Therefore the records are only required for a short period of time after the permit expires. The 2 years will satisfy the business requirements and address any enquiries that may arise after the</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>permit has expired. Trigger changed from expiry or cancellation to after issuing permit issuing permit as there should be no need to retain any longer once the vehicle has travelled.</p> <p>Community expectation: Arrangements for tourists to travel in their own vehicles while travelling around Queensland.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records relating to vehicle registration – reference number 1.5.2 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Southport CSC, Transport Services Division - Service Delivery Policy (21/7/09). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p>
4.16.5	<p>Replacement labels Records of applications for replacement labels or registration certificates. Includes the return of replacement label books from QGAP agents, police stations and the Magistrate’s Court.</p> <p>Disposal action - Retain for 1 year after the register is updated.</p>	<p>Background/business process: This class covers applications to replace a vehicle registration label, which may have been damaged or lost.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records need to be retained to cover the department and provide evidence of the change. Replacement labels can be obtained over the departmental internet without a physical record created/received therefore the records only need to be retained for a year to provide evidence of change.</p> <p>Community expectation: Records indicating a replacement are retained.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>Driver licensing and road user regulation (FA278)</i> for records relating to vehicle registration – reference number 1.5.2 – retain for 10 years after last action. Public Records Office Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing (PROS 09/08)</i> for records relating to the renewal of a vehicle registration – reference number 2.1.7 – destroy 7 years after notification.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Vehicle Registration Policy (16/3/10). Transport Services Division - CSC Central and Southern (26/3/10).</p> <p>Previous schedules</p>

Ref. No	Description of record and retention period	Justification for retention period
4.16.6	<p>Unregistered vehicle permit - approvals</p> <p>Records relating to the approval for a permit to move or tow an unregistered vehicle. Includes records returned to the department by QGAP agents, police stations and the Magistrate's Court.</p> <p>Disposal action -</p> <p>Retain for 6 years after issue of permit.</p>	<p>QDAN474v4 800.6.6.1 (Retain for 2 years after last action).</p> <p>Background/business process:</p> <p>This class covers records relating to the approval for a permit for an unregistered vehicle. The permit can be granted for up to a period of 7 days to move or tow an unregistered vehicle. Includes records returned to the department by QGAP agents, police stations and Magistrates Court House.</p> <p>Regulatory requirements:</p> <p>s.60 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements:</p> <p>The 6 years retention covers business and legal need and assist in responding to queries.</p> <p>Community expectation:</p> <p>These records show the history of activities relating to the processing of unregistered vehicle permits.</p> <p>Consistency with other schedules:</p> <p>Public Records Office Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/08) for records of issued unregistered vehicle – reference number 2.3.1 – destroy 7 years after issue of unregistered vehicle permit.</p> <p>State Records Authority of New South Wales <i>Driver licensing and road user regulation</i> (FA278) for unregistered vehicle permits - reference number – retain for 10 years after last action.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 800.6.5.2 (Retain for 6 years after last action).</p>
4.16.7	<p>Unregistered vehicle permit - refusals</p> <p>Records relating to the refusal to issue a permit to move or tow an unregistered vehicle.</p>	<p>Background/business process:</p> <p>New record class. This class covers records relating to the approval for a permit for an unregistered vehicle. The permit can be granted for up to a period of 7 days to move or tow an unregistered vehicle. Includes records returned to the department by QGAP agents, police stations and Magistrates Court House.</p> <p>Regulatory requirements:</p> <p>s.60 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action - Retain for 12 months after application assessed.</p>	<p>Business requirements: These records are required to provide evidence of a decision made by the department not to issue a permit. The records are not required past 12 months.</p> <p>Community expectation: These records show the history of activities relating to the processing of unregistered vehicle permits.</p> <p>Consistency with other schedules: Public Records Office Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/08) for records of issued unregistered vehicle – reference number 2.3.1 – destroy 7 years after issue of unregistered vehicle permit. State Records Authority of New South Wales <i>Driver licensing and road user regulation</i> (FA278) for unregistered vehicle permits - reference number – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p>
4.16.8	<p>Vehicle registration Records relating to applications for the registration of a vehicle which have been approved by the department, in accordance with <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>, including registration of a - caravan, motor bike and/or light trailer.</p> <p>Disposal action - Retain for 5 years after register is updated.</p>	<p>Background/business process: The department authorises the registration of all vehicles within Queensland.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: Trigger changed to “after register is updated” as it would be extremely hard to manage destruction from a registration cessation date. Also the necessary records are available in TRAILS and registration is renewed annually.</p> <p>Community expectation: These are retained to show the history of activities relating to the processing of an application and registration details.</p> <p>Consistency with other schedules: Under the VicRoads (PROS 09/8) Records of Vehicle Registration and Driver Licensing schedules retains similar records for registration for 5 years after registration expires provided it has been 50 years since initial registration of the vehicle (2.1.1).</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>VicRoads (PROS 09/8) Records of Vehicle Registration and Driver Licensing schedules retain similar records for registration renewals for 7 years after notification (2.1.7).</p> <p>ACT RDS (NI2004-180) retains similar records for 7 years (1.95.1).</p> <p>NSW RTA Driver licensing and road user regulation (FA278) retains similar records for 10 years after last action (1.5.2).</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules</p> <p>QDAN474v4 800.5.1.2 (Retain for 5 years after last action), QDAN474v4 800.6.2.3 (Retain for 5 years after last action), QDAN474v4 800.6.4.1 (Retain for 5 years after last action), QDAN474v4 800.6.2.1 (Retain for 1 year after last action) and QDAN474v4 800.6.2.2 (Retain for 6 months after last action), and QDAN474v4 800.6.7.5 (Retain for 5 years after last action).</p>
4.16.9	<p>Vehicle registration – appeals</p> <p>Records relating to appeals against the department’s decision to refuse or refuse in part an application for a permit or registration under the vehicle management function.</p> <p>Disposal action -</p> <p>Retain for 10 years after appeal process.</p>	<p>Background/business process:</p> <p>New record class. This class covers records relating to appeals against the department’s decision to refuse or refuse in part an application for a permit or registration under the vehicle management function.</p> <p>Regulatory requirements:</p> <p><i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements:</p> <p>The 10 years address challenges or requests to provide information about the appeal.</p> <p>Community expectation:</p> <p>Evidence of the department’s decision to refuse a decision to register a vehicle.</p> <p>Consistency with other schedules:</p> <p>Public Records Office Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/08) for records relating to the notification of traffic related offences and associated penalties includes appeals – reference number 1.2.1 – destroy 12 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division (2010). Transport Services Division (2010).</p>

Ref. No	Description of record and retention period	Justification for retention period
4.16.10	<p>Vehicle registration - register Register of vehicles registered in Queensland recorded in the Transport Registration and Integrated Licensing System (TRAILS).</p> <p>Disposal action - Retain for 50 years after last action.</p>	<p>Background/business process: The department is required to maintain a register of all registered vehicles. The purpose of the register is to record all registered vehicles (and unregistered vehicles) within Qld. The register can be used to monitor registrations and determine risk. The data contained in the register is used to report on registrations, research, future planning, developing registration related strategies.</p> <p>Regulatory requirements: s.18 of the <i>Transport Operations (Road Use Management – Vehicle Registration) Regulation 2010</i> The chief executive must keep a register of registered vehicles.</p> <p>Business requirements: Moved QDAN474v4 800.6.5.3 under this class as TRAILS holds all expired vehicles, there is no separate register for this. These records are required as evidence of the transaction and the department’s authority to register a vehicle in an operator’s name. Recommend trigger is last action - some vehicle may be registered for 40-50 years (eg. special interest), or longer. The department needs to access the initial vehicle entry during the life of the vehicle’s registration. Having the record retain 50 years after the last action ensures the record will be available if it needs to be accessed.</p> <p>Community expectation: A history of vehicle registration is retained.</p> <p>Consistency with other schedules: VicRoads (PROS 09/8) Records of Vehicle Registration and Driver Licensing schedules retains similar records for custom number plates for 50 years after rights to display plates have expired (2.2.1). NSW RTA Driver licensing and road user regulation (FA278) retains similar records in agency (1.5.1).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules QDAN474v4 800.5.1.1 (Retain for 50 years after last action/ entry) and QDAN474v4 800.6.5.3 (Retain for 6 years after last action/ entry).</p>
4.16.11	<p>Vehicle registration – refusals</p>	<p>Background/business process:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to an application to register a vehicle that is refused by the department, in accordance with <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>.</p> <p>Disposal action - Retain for 3 years after refusal.</p>	<p>A new record class. A written reason for refusal will only be provided if requested by the applicant. In most cases the customer is verbally advised why the registration cannot be accepted (e.g. application does not meet full requirements). This is supported by legislation.</p> <p>Regulatory requirements: s.14 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: The 3 year retention will cover business and legal need and assist in responding to queries. Appeals, where a legal counsel is required come under 4.16.10.</p> <p>Community expectation: Evidence of the department's decision to refuse a decision to register a vehicle.</p> <p>Consistency with other schedules: ACT RDS (NI2004-180) retains similar records for 7 years after action completed (1.95.8). NSW RTA Driver licensing and road user regulation (FA278) retains similar records for 10 years after last action (1.5.2).</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p>
4.16.12	<p>Vehicle registration – renewal (with changes) Completed renewal forms requesting a change to registration detail that is required to be retained by the department (for example change of compulsory third party insurance provider).</p> <p>Disposal action - Retain for 1 year after the register is updated.</p>	<p>Background/business process: Registration renewals can be completed over the department internet and TRAILS is automatically updated and no physical records retained by the department. This class covers renewal activities where they are processed at a department customer service centre resulting in physical records. This class covers registration renewals where there are changes to registration details including CTP insurance. These records only need to be retained to cover DTMR and provide evidence of the change.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: When a registration renewal is made over the internet no paperwork however there is risk to the department if a renewal is conducted in a customer service centre. The department could be questioned if CTP is not changed and client is charged more for CTP. A registration expires after every year and often it is not until a client receives their next registration renewal update they realise the CTP provider hasn't change resulting in</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>a higher rego. The department needs to access the forms to investigate if the change was indicated on the form. The records only need to be retained for a year as the next renewal will override previous renewals.</p> <p>Community expectation: Evidence changes were made to a registration renewal.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the renewal of a vehicle registration – reference number 2.1.7 – destroy 7 years after notification. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) retain records relating to vehicle registrations and renewals – reference number 1.5.2 – retain for 10 years after last action. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) for records of compulsory third party insurance documents – reference number 1.5.3 – retain for 6 months after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10).</p> <p>Previous schedules QDAN474v4 800.6.2.1 (Retain for 1 year after last action) and QDAN474v4 800.6.2.2 (Retain for 6 months after last action)</p>
4.16.13	<p>Vehicle registration – renewal (no changes) Completed registration renewal forms listing no changes to registration details. Includes copy of renewal or overdue fees final notice submitted with renewal payment.</p> <p>Disposal action -</p>	<p>Background/business process: This class covers registration renewals where there no changes to registration details. These records are not required to be kept after TRAILS has been updated. Registration renewals can be completed over the department internet and TRAILS is automatically updated and no physical records retained by the department. This class covers renewal activities where they are processed at a department customer service centre resulting in physical records.</p> <p>Regulatory requirements: <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: Business recommends the records are retained for 1 month in case of processing error, which may be</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Retain for 1 month after entered into register.</p>	<p>identified when the customer receives certificate/label. Also, customer may have indicated a change on a renewal but it was not processed (e.g. Address or CTP insurer). This timeframe allows for the renewal to be recovered if an oversight has occurred.</p> <p>Community expectation: Evidence a renewal to registration was actioned.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records relating to the renewal of a vehicle registration – reference number 2.1.7 – destroy 7 years after notification. State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) retain records relating to vehicle registrations and renewals – reference number 1.5.2 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10). Transport Services Division - CSC Central Region (16/3/10).</p> <p>Previous schedules QDAN474v4 800.6.2.1 (Retain for 1 year after last action) and QDAN474v4 800.6.2.2 (Retain for 6 months after last action).</p>
4.16.14	<p>Vehicle registration - transfers Records relating to applications for transfer of registration, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Registration) Regulation 2010</i>.</p> <p>Disposal action - Retain for 5 years after</p>	<p>Background/business process: This class covers the transfer of a vehicle registration. A person who buys or otherwise acquires a registered vehicle must apply to the department for transfer of the vehicle’s registration within 14 days after acquiring it.</p> <p>Regulatory requirements: s.48 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements: The 5 years retention is to cover business and legal need and assist in responding to queries; it also aligns with other registration records (4.16.9). Trigger changed to “after register captured in register” as the necessary records are available in TRAILS and registration is renewed annually.</p> <p>Community expectation:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>captured in register.</p>	<p>These are retained to show the history of activities relating to the processing of an application and registration details.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records of the transfer of vehicle registration – reference number 2.1.6 – destroy 7 years after notification.</p> <p>State Records New South Wales <i>Roads Traffic Authority of NSW Driver Licensing and Road User Regulation Retention and Disposal Schedule</i> (FA278) retain records relating to vehicle registrations and transfers – reference number 1.5.2 – retain for 10 years after last action.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division (formerly LTS - Policy, Advice and Finance) (30/10/07). Road Safety and System Management Division - Vehicle Registration Policy (16/3/10)</p> <p>Previous schedules</p> <p>QDAN474v4 800.6.3.1 (Retain for 5 years after last action).</p>
4.16.15	<p>Written-off vehicle application</p> <p>Written-off vehicle application forms notifying the department of a written-off vehicle, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i> including one-off applications from individuals or businesses.</p> <p>Disposal action -</p> <p>Retain for 5 years after entered into register.</p>	<p>Background/business process:</p> <p>New record class. This class covers written-off vehicle application forms notifying the department of a written-off vehicle. Includes one-off applications from individuals and businesses. The department is required, upon receiving the notification to give label for written-off vehicle to registered operator or owner of unregistered vehicle.</p> <p>Regulatory requirements:</p> <p>Part 8 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i></p> <p>Business requirements:</p> <p>Records are required to establish the department’s course of action should a dispute arise. Also, aligns with other registration related records.</p> <p>Community expectation:</p> <p>Written-off vehicles are identified and are not authorised to be on the road network.</p> <p>Consistency with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing</i> (PROS 09/8) for records related to written-off vehicles – reference number 2.1.4 – destroy 15</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>years after entry made on the register of written-off vehicles.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records relating to written-off vehicle notification forms - reference number 1.89.1 – retain as Territory archives.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road Safety and System Management Division - Vehicle Registration Policy (16/3/10)</p>
4.17.1	<p>Safe movement of vehicle permits</p> <p>Records relating to the issuing of permits for the safe movement of a vehicle or vehicle type on the road network, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i>.</p> <p>Disposal action -</p> <p>Retain for 50 years after last action.</p>	<p>Background/business process:</p> <p>New record class. These permits are issued by the Vehicle Standards and Regulation unit when a vehicle does not comply with the Australian Deign Rules, Australian standards, and/or the state vehicle regulation. An evaluation of the vehicle is undertaken and evidence collected to support the application and conditions that form the grounds of the decision. These permits are issued where the vehicles do not comply with the standards and/or regulation and would therefore not be eligible for registration. There is no official register or database.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Rubbish trucks have a left hand drive. A permit is issued to all refuse removal vehicles to enable them to receive registration and can safely access the road access. Some conditions could be maximum speed limit of 60km p/hour. • Disability vehicles - some modifications to vehicles may impact the performance of an airbag and a request through the department for the removal or disable of the airbag. Generally this is against the regulation but a permit is issued to enable this to happen, which allows the vehicle to be registered. There is a clause in regulation that “a vehicle can not be modified to make it less safe” and removing an airbag makes the vehicle unsafe therefore the department can issue a permit to allow this to happen. <p>Regulatory requirements:</p> <p>s.14 of the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i></p> <p>Business requirements:</p> <p>The permit is for the life of the vehicle which is unknown; therefore a long term retention period is required. Under the 1999 regulation the permits are issued for up to 5 years but with the release of the new 2010 regulation permits can now be issued for life of the vehicle.</p> <p>The department has no way of knowing when the vehicle will be destroyed or never again access the road network therefore requests long term retention.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Community expectation: Specialised vehicles are safe to be driven on Queensland roads.</p> <p>Consistency with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of VicRoads Road Management Functions</i> (PROS 10/05) for records relating to the assessment of all modified, imported and individually constructed vehicles – reference number 2.1.2 – destroy 50 years after vehicle modification assessment conducted.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road System and Safety Management Division – Road System Operations – Vehicle Standards and Regulation (9/8/2010).</p>
4.17.2	<p>Vehicle standards – evaluations and reports Records relating to submissions and reports from the department for the development of new vehicle technology and improved safety standards, including submissions and other contributions from external agencies for the revision of vehicle construction and improved safety standards. Also includes the department's evaluation of the standards governing vehicle safety and components.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process: The department submits reports to national bodies such as the Australian Motor Vehicle Certification Board, Standards Australia and industry working groups on new vehicle technology and improved safety standards. An evaluation may be triggered by a number of events such as trend in applications, identification of an issue by external party such as the Coroner, Industry groups or internally by department when an issue is recognised, or a new vehicle technology emerges.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: Provides evidence of the department's response. The reports assist with the development of new reports, used to build programs and standards, and used to address enquiries. Under QDAN474 the retention is 7 years after evaluation. Due to the high profile surrounding vehicle standards these standards are required permanently as they support decisions and actions. Also used to support development of new standards. Provides evidence of results from the evaluation. Results assist with the development of new standards, used to build programs, standards.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement: Characteristic 2 – Primary functions and programs of government</p> <p>Community expectation: New safety standards are reviewed and/or reported on by the department.</p> <p>Consistency with other schedules:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for final version of formal internal reports and reports submitted to external agencies – reference number F7.13.1 – retain permanently.</p> <p>State Records New South Wales <i>Ministry of Transport Retention and Disposal Schedule</i> (DA153) for records relating to the development of standards including final copies of standards – reference number F6.21.1 – retain permanently.</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and Services</i> (DS43) for records relating to development of standards, rules and regulation for vehicles including standards developed in conjunction with national authorities – reference number 4.7.1 – retain permanently.</p> <p>Australian Capital Territory <i>Records Disposal Schedule Traffic and Transport Records</i> (NI2004-180) for records documenting the standards for vehicle modifications, personal vehicle imports, re-called vehicles and rally cars - reference number 1.114.1 – retain as Territory archives.</p> <p>Other comments/factors for consideration:</p> <p><i>Consultation:</i> Road System and Safety Management Division – Road System Operations – Vehicle Standards and Regulation (9/8/2010).</p> <p>Previous schedules</p> <p>QDAN474v4 900.1.2 (Retain for 20 years after last action) and QDAN474v4 900.5.1 (Retain for 7 years after last action).</p>
4.17.3	<p>Vehicle recall notices</p> <p>Vehicle and vehicle component recall notices.</p> <p>Disposal action -</p> <p>Retain for 5 years after last action.</p>	<p>Background/business process:</p> <p>The department does not issue the vehicle recall or component notice as it generally refers to a nation-wide recall. However, the department assists with the enforcement and need to know about recalls / faults when undertaking inspections.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The department receives enquiries from public / clients about the notices and this has happened outside of a 2 year period. Therefore requested the retention is increased from 2 to 5 years.</p> <p>Community expectation:</p> <p>The department is aware of vehicle recalls.</p> <p>Consistency with other schedules:</p> <p>Archives Office of Tasmania <i>Records of the Regulation and Management of Transport Infrastructure and</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Services</i> (DS43) for records relating to motor vehicle companies requesting customer search for safety recall inspections on vehicles – reference number 4.5.10 – destroy 2 years after action completed.</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Transport Services Division - Service Delivery and Policy and compliance units (2010).</p> <p>Previous schedules QDAN474v4 900.5.2 (Retain for 2 years after last action).</p>
4.17.4	<p>Vehicle safety devices - evaluation Records relating to the evaluation into the effectiveness of specific vehicle devices, such as airbags.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: The department is not the official body that undertakes an evaluation and passes an approval on the use and implementation of vehicle safety devices within Australia (this is national). However they may participate in the evaluation and provide comment.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: As the department is not the owner of this function the records are only required to satisfy their requirements, which is to refer back to their comments. The records provide evidence of the department's actions and may be used to support enquiries or reports.</p> <p>Community expectation: Vehicle safety devices are evaluated by the department.</p> <p>Consistency with other schedules: Nil located</p> <p>Other comments/factors for consideration: <i>Consultation:</i> Road System and Safety Management Division 2010.</p> <p>Previous schedules QDAN474 v4 835.3.3 (Retain for 10 years after last action)</p>