

Department of Aboriginal and Torres Strait Islander Partnerships retention and disposal schedule

Authorised 6 April 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of cultural heritage, indigenous land management and native title management records created by the Department of Aboriginal and Torres Strait Islander Partnerships.

Where printed, this reproduction is only accurate at the time of printing.

Queensland State Archives' [website](#) should always be referred to for the current, authorised version.

Using this schedule

The *Department of Aboriginal and Torres Strait Islander Partnerships retention and disposal schedule* authorises the disposal of cultural heritage, indigenous land management and native title records created by the Department of Aboriginal and Torres Strait Islander Partnerships. It applies to records created in any format, unless otherwise specified in the class description.

The Department of Aboriginal and Torres Strait Islander Partnerships retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every 5 years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

- QDAN 653 v.1 – Department of Environment and Resource Management

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the Queensland State Archives [website](#) under Destroy.

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the Queensland State Archives [website](#).

Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency. Further information about pre-1950 records is available from the Queensland State Archives website under [Sentencing](#).

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002 (s.13)*.

How we can help?

More information on implementing schedules is available on the Queensland State Archives [website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 email rkqueries@archives.qld.gov.au.

Approved by State Archivist: Mike Summerell

Date: 6 April 2017

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CULTURAL HERITAGE MANAGEMENT

The function of recognising, protecting and conserving Aboriginal and Torres Strait Islander cultural heritage in accordance with the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Includes the implementation of measures designed to avoid or minimise harm to cultural heritage including duty of care provisions and the approval of cultural heritage management plans, cultural heritage bodies and cultural heritage studies. Also includes the maintenance of the required registers under the Acts and the monitoring of activities to ensure compliance with the cultural heritage duty of care obligation and the investigation of incidents of non-compliance.

See *NATIVE TITLE* for the resolution of native title claims.

See *INDIGENOUS LAND MANAGEMENT* for transfers, grants or claims of land under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991.

See the General retention and disposal schedule for records relating to:

- *evaluations and reviews of reviews of cultural heritage programs and projects.*
- *liaison between the department and other organisations regarding cultural heritage issues and consultation processes relating to cultural heritage matters that are not part of the registration or approval processes.*
- *the provision of grant funding to the Cultural Heritage Bodies Grants Program.*

Disposal Authorisation	Description of records	Retention period & trigger
ACQUISITION		
<i>The activities associated with acquiring cultural heritage objects, items or land in accordance with the Aboriginal Cultural Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003.</i>		
1694	<p><i>Cultural heritage for preservation purposes</i> Records relating to the acquisition of cultural heritage for preservation purposes in accordance with section 33 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> including records of acquisitions by purchase or gift.</p>	Permanent. Transfer to QSA after business action completed.
1695	<p><i>Land acquisition</i> Records relating to the purchase or compulsory acquisition of land to manage, preserve or protect cultural heritage in accordance with section 155 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acquisition certificates. 	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
<p>ADVICE</p> <p><i>The activities associated with offering opinions by or to the department as to an action or judgement. Includes the process of advising.</i></p> <p><i>See General Retention and Disposal Schedule for records of routine advice.</i></p>		
1696	<p><i>Existence and location of cultural heritage and human remains</i></p> <p>Records relating to advice received by the department regarding the custodianship, ownership and possession of cultural heritage including:</p> <ul style="list-style-type: none"> • advice provided under section 18 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> regarding the handling, existence and location of Aboriginal or Torres Strait Islander human remains • advice provided under section 31 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> regarding the handling and existence of Aboriginal or Torres Strait Islander cultural heritage. 	Permanent. Transfer to QSA after business action completed.
<p>AGREEMENTS</p> <p><i>The processes associated with the establishment, maintenance, review and negotiation of agreements.</i></p>		
1697	<p><i>Department as sponsor</i></p> <p>Records relating to agreements resulting from a cultural heritage study or cultural heritage management plan (CHMP) where the department is a sponsor in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p>	Permanent. Transfer to QSA after business action completed.
1698	<p><i>Prior agreements</i></p> <p>Records relating to agreements regarding cultural heritage that are still in force prior to the commencement of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p>	Permanent. Transfer to QSA after business action completed.
<p>APPEALS (DECISIONS)</p> <p><i>The activities involved in the process of appeals against decisions by application to a higher authority.</i></p>		
1699	<p><i>Land Court</i></p> <p>Records relating to appeals submitted to the Land Court by the department in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p>	13 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<p>Includes appeals regarding the registration of a cultural heritage study and the approval of a cultural heritage management plan.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mediation requests • recommendations • submissions • tribunal decisions. 	
<p>AUTHORISATION <i>The process of seeking and granting permission to undertake a requested action.</i></p>		
1700	<p><i>Cultural heritage bodies</i></p> <p>Records relating to the registration of a corporation as an Aboriginal or Torres Strait Islander cultural heritage body in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p>Includes records relating to the registration, cancellation and refusal of cultural heritage bodies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approval notices • decisions • submissions • cancelled registrations • unsuccessful applications. <p><i>See reference numbers 1710 and 1711 for the cultural heritage register and database.</i></p>	Permanent. Transfer to QSA after business action completed.
1701	<p><i>Cultural heritage studies - assessment</i></p> <p>Records relating to the assessment of an Aboriginal or Torres Strait Islander cultural heritage study, in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>, where the department is not the sponsor of the study.</p>	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • applications • consultation records • cultural heritage studies • decisions • notices. <p><i>See reference numbers 1710 and 1711 for the cultural heritage register and database and reference number 1702 for cultural heritage studies where the department is the sponsor of the study.</i></p>	
1702	<p><i>Cultural heritage studies – assessment (department sponsor)</i></p> <p>Records relating to the assessment of an Aboriginal or Torres Strait Islander cultural heritage study, in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is the sponsor of the study.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice • applications • consultation records • cultural heritage studies • decisions • notices. <p><i>See reference numbers 1710 and 1711 for the cultural heritage register and database and reference number 1701 for cultural heritage studies where the department is not the sponsor of the study.</i></p>	Permanent. Transfer to QSA after business action completed.
1703	<p><i>Cultural heritage management plans – assessment</i></p> <p>Records relating to the assessment of Aboriginal or Torres Strait Islander cultural heritage management plans (CHMP) in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is not the sponsor of the plan.</p> <p>Records may include, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • applications • cultural heritage management plans • decision notices. <p><i>See reference numbers 1710 and 1711 for the cultural heritage register and database and reference number 1704 for cultural heritage management plans where the department is the sponsor of the plan.</i></p>	
1704	<p><i>Cultural heritage management plans – assessment (department sponsor)</i></p> <p>Records relating to the assessment of Aboriginal or Torres Strait Islander cultural heritage management plans in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is the sponsor of the plan.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • cultural heritage management plans • decision notices. <p><i>See reference numbers 1710 and 1711 for the cultural heritage register and database and reference number 1703 for cultural heritage management plans where the department is not the sponsor of the plan.</i></p>	Permanent. Transfer to QSA after business action completed.
1705	<p><i>Prior authorisation</i></p> <p>Records relating to applications for the approval of measures that avoid or minimise harm to cultural heritage that were previously approved under another Act prior to the commencement of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p>Includes designated landscape areas.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • decisions • notices. 	Permanent. Transfer to QSA after business action completed.
1706	<p><i>Permits to explore</i></p> <p>Records relating to permits to explore issued under section 28 of the repealed <i>Cultural Record</i></p>	7 years after expiry of permit.

Disposal Authorisation	Description of records	Retention period & trigger
	<p><i>(Landscapes Queensland and Queensland Estate) Act 1987.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • decisions • notices. 	
<p>CLAIMS</p> <p><i>The process of administering and managing payments sought as compensation in accordance with the Aboriginal Cultural Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003.</i></p>		
1707	<p>Compensation claims</p> <p>Records relating to compensation claims sought under the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • decisions. 	7 years after business action completed.
<p>COMPLIANCE MONITORING</p> <p><i>The monitoring of the compliance of other organisations and individuals with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes monitoring compliance with legislation.</i></p>		
1708	<p>Cultural heritage compliance monitoring</p> <p>Records relating to the monitoring of compliance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> including information contained in the Compliance Information Register and Management System (CIRaM).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance audit reports • compliance notices. 	7 years after business action completed.
<p>CONSERVATION</p>		

Disposal Authorisation	Description of records	Retention period & trigger
<i>The activities involved in the preservation, protection, maintenance, restoration and enhancement of Aboriginal and Torres Strait Islander cultural heritage including buildings, land, objects and artefacts.</i>		
1709	<p>Cultural heritage conservation</p> <p>Records relating to the conservation of Aboriginal and Torres Strait Islander cultural heritage including the erection of structures to preserve Aboriginal or Torres Strait Islander cultural heritage in accordance with section 33 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans • applications. 	Permanent. Transfer to QSA after business action completed.
<p>CONTROL</p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>		
1710	<p>Entries in the Aboriginal and Torres Strait Islander cultural heritage register</p> <p>Entries comprising information about Aboriginal and Torres Strait Islander cultural heritage entered into the Aboriginal and Torres Strait Islander Cultural Heritage Register in accordance with section 46 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information contained in cultural heritage studies • information about whether a particular area has been the subject of a cultural heritage management plan • information about Aboriginal and Torres Strait Islander cultural heritage bodies • other information necessary to help the consideration of Aboriginal and Torres Strait Islander cultural heritage. 	Permanent. Transfer to QSA after business action completed.
1711	<p>Entries in the Aboriginal and Torres Strait Islander cultural heritage database</p> <p>Anthropological, biogeographical, historical and archaeological information relating to Aboriginal and Torres Strait Islander cultural heritage and entered into the Aboriginal and Torres Strait Islander cultural heritage database in accordance with section 38 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<p><i>Islander Cultural Heritage Act 2003.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information held or obtained on Aboriginal and Torres Strait Islander cultural heritage. 	
<p>ENQUIRIES</p> <p><i>The activities associated with the handling of requests for information about the department and its services by the general public or another department.</i></p>		
1712	<p>Access requests</p> <p>Records relating to requests to access the cultural heritage database and register.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • search forms • data request forms. 	7 years after business action completed.
<p>INVESTIGATIONS</p> <p><i>The activities associated with authorised assessment of accidents, incidents or allegations relating to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p>		
1713	<p>Investigations into alleged cultural heritage breaches and offences</p> <p>Records relating to investigations into alleged cultural heritage breaches and offences under the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> including information contained in the Compliance Information Register and Management System (CIRaM).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • allegations • audio recordings (digital or tape) • records of the disposal of seized items • investigation reports • maps, sketches or other diagrams • notices of damage • official notebooks 	7 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • operational orders • registers • seized property receipts • suspects and records of interview (ROI) • stop work orders • visual recordings (photographs, video and satellite imagery) • warrant applications. 	
<p>NOTIFICATION <i>The notification of reportable events and the registration of such by the department.</i></p>		
1714	<p>Required notifications Records relating to required notifications under the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advertisement of calls for submissions • gazettal of cultural heritage management plan guidelines • gazettal of cultural heritage study guidelines • gazettal of duty of care guidelines. 	7 years after business action completed.
<p>PROCEDURES <i>Standard methods of operating laid down by the department according to formulated policy.</i></p>		
1715	<p>Guidelines Master set of cultural heritage guidelines issued by the Minister in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> including guidelines on:</p> <ul style="list-style-type: none"> • cultural heritage duty of care • cultural heritage management plans • cultural heritage studies 	Permanent. Retain in agency.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> the repatriation of human remains. 	
	<p>RESEARCH</p> <p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines, etc., and the business activities of the department in general. Includes following up enquiries relating to departmental programs, projects, working papers, literature searches, etc.</i></p> <p><i>See Scientific and Technical Investigation activities for records relating to scientific research.</i></p> <p><i>See the General retention and disposal schedule for records relating to background research.</i></p>	
1716	<p>Original research</p> <p>Final reports/papers of original research conducted into cultural heritage issues.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> cultural heritage research investigations. 	Permanent. Transfer to QSA after business action completed.

INDIGENOUS LAND MANAGEMENT

The function of managing land interests under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991. Includes the transfer of land that has been declared transferable from one trustee to a group of Aboriginal people or a group of Torres Strait Islander people as trustees to hold the land for the benefit of Aboriginal people or Torres Strait Islander people. Also includes the grant or lease of land that has been declared claimable.

See the General retention and disposal schedule for records relating to liaison between the department and other organisations regarding Indigenous land management issues.

Disposal Authorisation	Description of records	Retention period & trigger
ADVICE		
<p><i>The activities associated with offering opinions by or to the department as to an action or judgement. Includes the process of advising.</i></p> <p><i>See General Retention and Disposal Schedule for records of routine advice.</i></p>		
1717	<p>Land Tribunals</p> <p>Records relating to advice received from the Land Tribunals on the grounds for claimable land under the <i>Aboriginal Land Act 1991</i> and <i>Torres Strait Islander Land Act 1991</i>.</p>	Permanent. Transfer to QSA after business action completed.
1718	<p>Significant advice</p> <p>Records relating to significant advice issued and received by the department on Indigenous land management matters.</p>	Permanent. Transfer to QSA after business action completed.
AGREEMENTS		
<p><i>The processes associated with the establishment, maintenance, review and negotiation of agreements.</i></p>		
1719	<p>Indigenous land management agreements</p> <p>Records relating to agreements on Indigenous land management.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> agreements made with the Crown and grantees of the land on access routes under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>. 	Permanent. Transfer to QSA after business action completed.
APPEALS (DECISIONS)		
<p><i>The activities involved in the process of appeals against decisions by application to a higher authority.</i></p>		

Disposal Authorisation	Description of records	Retention period & trigger
1720	<p><i>Appeals – deeds of grant for transferable land and claimable</i></p> <p>Records relating to appeal processes available under the <i>Aboriginal Land Act 1991</i> and <i>Torres Strait Islander Land Act 1991</i> for deeds of grant for transferable land and claimable land.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications for review of decision • confirmations of Land Court decisions • decision notifications • submissions to the Land Court. 	Permanent. Transfer to QSA after business action completed.
<p>AUTHORISATION</p> <p><i>The process of seeking and granting permission to undertake a requested action in accordance with the Aboriginal Land Act 1991 or the Torres Strait Islander Land Act 1991.</i></p>		
1721	<p><i>Transferable land</i></p> <p>Records relating to the transfer of land under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • amendments • cancellations • instrument of interest • notifications. 	Permanent. Transfer to QSA after business action completed.
1722	<p><i>Permitted dealings</i></p> <p>Records relating to permitted dealings with transferred and granted land in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • notifications. 	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
1723	<p>Claimable land</p> <p>Records relating to the approval of claims for claimable land and associated dealings under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments to deeds of grant for claimable land and leases of claimable land • applications for claimable land • approved applications sent to the Land Tribunal • cancellations • instruments of interest to deeds of grant and leases • notification of Land Tribunal decision to the Minister on the claim for claimable land • notification regarding the application of decision on the claim for claimable land. 	Permanent. Transfer to QSA after business action completed.
1724	<p>Trustees</p> <p>Records relating to the appointment, removal and suspension of trustees in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recommendations from the Minister. <p><i>See reference number 1735 for the land trust register.</i></p>	Permanent. Transfer to QSA after business action completed.
1725	<p>Land claim associations and land trusts – successful</p> <p>Records relating to the incorporation of Indigenous land claim associations and land trusts in accordance with the <i>Aboriginal Land Regulation 1991</i> and the <i>Torres Strait Islander Land Regulation 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications for incorporation as a land claim association • certificates of incorporation. <p><i>See reference number 1735 for the land trust register.</i></p>	Permanent. Transfer to QSA after business action completed.

1726	Land claim associations and land trusts – unsuccessful Records relating to unsuccessful applications for incorporation where no other interest is registered.	7 years after business action completed.
1727	Audit approvals Records relating to the approval of auditors to audit the accounts of a land trust.	7 years after approval ceases.
COMPLIANCE MONITORING <i>The monitoring of the compliance of other organisations and individuals with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes monitoring compliance with legislation</i>		
1728	Compliance monitoring Records relating to the monitoring of compliance with the <i>Aboriginal Land Act 1991</i> or the <i>Torres Strait Islander Land Act 1991</i> . Records may include, but are not limited to: <ul style="list-style-type: none"> • compliance audit reports • compliance notices. 	13 years after business action completed.
CONSULTATION <i>The formal process of internal and/or external stakeholder consultation and participation in which opinions and feedback on specific issues are sought, and implications and possible solutions canvassed. This could take the form of community forums, calls for submissions, focus groups, workshops, etc.</i>		
1729	Consultation Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> . Records may include, but are not limited to: <ul style="list-style-type: none"> • consultation for additional areas in a deed of grant for transferable land, deed of grant for claimable land, or lease of claimable land • consultation for devolution of granted land. 	Permanent. Transfer to QSA after business action completed.
1730	Consultation – appointment of trustees Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 28 (3) of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine the appointment of trustees.	Permanent. Transfer to QSA after business action completed.

1731	<p>Consultation – claimable land</p> <p>Records relating to consultation with Aboriginal and Torres Strait Islander people in accordance with section 18 of the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> to determine if land should be claimable land.</p>	Permanent. Transfer to QSA after business action completed.
<p>CONTROL</p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>		
1732	<p>Transferable land database</p> <p>Entries in the transferable land database used as a management information system (MIS) to track the approval of interest and dealings of Indigenous transferable land processes.</p>	Permanent. Transfer to QSA after business action completed.
1733	<p>Claimable land database</p> <p>Entries in the claimable land database used as a management information system (MIS) to track the approval of interest and dealings of Indigenous claimable land processes.</p>	Permanent. Transfer to QSA after business action completed.
1734	<p>Creation of interest database</p> <p>Entries in the creation of interest database.</p>	Permanent. Transfer to QSA after business action completed.
1735	<p>Land trust register</p> <p>Records relating to the land trust register established under section 35F of the <i>Aboriginal Land Regulation 1991</i> and the <i>Torres Strait Islander Land Regulation 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments to land trusts • approvals for claimable and transferable land • compliance statement • copies of land trust information and audit reports. 	Permanent. Transfer to QSA after business action completed.

ENQUIRIES		
<i>The activities associated with the handling of requests for information about the department and its services by the general public or another department.</i>		
1736	Access requests Records relating to search requests of the Indigenous land management registers.	7 years after business action completed.
NOTIFICATION		
<i>The notification of reportable events and the registration of such by the department.</i>		
1737	Gazettals Records relating to gazettals under the <i>Aboriginal Land Act 1991</i> and the <i>Torres Strait Islander Land Act 1991</i> . Records may include, but are not limited to: <ul style="list-style-type: none"> • gazettal of dissolution of land trusts • gazettal of incorporation of land trusts. 	Permanent. Retain in agency.
RESEARCH		
<i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines, etc., and the business activities of the department in general. Includes following up enquiries relating to departmental programs, projects, working papers, literature searches, etc.</i>		
<i>See Scientific and Technical Investigation activities for records relating to scientific research.</i>		
<i>See the General retention and disposal schedule for records relating to background research.</i>		
1738	Tenure history Records relating to research into tenure history and investigations.	Permanent. Transfer to QSA after business action completed.
REVIEWING		
<i>The activities involved in subsequent re-evaluation or re-examination of products, processes, procedures, standards and systems to establish their conformance to specifications or requirements following implementation. Includes recommendations and advice resulting from these activities.</i>		
1739	Programs and projects – major Records relating to major reviews of Indigenous land management programs and projects.	Permanent. Transfer to QSA after business action completed.

	Records may include, but are not limited to: <ul style="list-style-type: none">• reports• discussion papers• submissions.	
1740	Minor reviews Records relating to minor reviews of Indigenous land management issues.	7 years after business action completed.

NATIVE TITLE

The function of implementing the Commonwealth Native Title Act 1993 and administering the Native Title (Queensland) Act 1993 within the State. Includes the provision of policy advice on native title matters and the resolution of native title claims. Also includes the negotiation and facilitation of Indigenous Land Use agreements (ILUAs) and Right to Negotiate (RTN) agreements.

See the General retention and disposal schedule for records relating to:

- *consultation with native title stakeholders (stakeholder engagement)*
- *liaison between the department and other organisations regarding native title issues.*

Disposal Authorisation	Description of records	Retention period & trigger
<p>ADVICE <i>The activities associated with offering opinions by or to the department as to an action or judgement. Includes the process of advising.</i> <i>See General Retention and Disposal Schedule for records of routine advice.</i></p>		
1741	<p><i>Native title advice</i> Records relating to advice issued and received on native title by head office and regional offices. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice to external agencies • internal advice. 	Permanent. Transfer to QSA after business action completed.
<p>AGREEMENTS <i>The processes associated with the establishment, maintenance, review and negotiation of agreements.</i></p>		
1742	<p><i>Indigenous land use agreements</i> Records relating to Indigenous land use agreements required by the State to carry out a dealing in accordance with the Commonwealth <i>Native Title Act 1993</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Indigenous land use agreements • area agreements • procedure agreements • body corporate agreements 	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • NNTT register extract • determinations • acceptance letters • mediations • negotiations • non-monetary compensation • notice of agreement by NNTT registrar • notice of inquiry • submissions to any inquiry. <p><i>See reference number 1756 for public notification processes.</i></p>	
1743	<p><i>Right to negotiate agreements</i></p> <p>Records relating to right to negotiate (RTN) agreements in accordance with section 31 of the Commonwealth <i>Native Title Act 1993</i> including any expedited procedure processes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • native title party objections • submissions • determinations. <p><i>See reference number 1756 for public notification processes.</i></p>	Permanent. Transfer to QSA after business action completed.
1744	<p><i>Ministerial determinations</i></p> <p>Records relating to State Minister determinations issued in accordance with section 36A and section 42 of the Commonwealth <i>Native Title Act 1993</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consultation with Federal Minister • notice of determination to other parties • submissions • overruling declarations. 	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
1745	<p><i>Commonwealth agreements</i> Agreements with the Commonwealth Government on financial assistance relating to native title.</p>	13 years after agreement expires.
<p>CLAIM RESOLUTION <i>The activity of coordinating the State's response to native title claims.</i></p>		
1746	<p><i>Native title determinations</i> Records relating to native title determinations submitted to the Federal Court in accordance with section 61 of the Commonwealth <i>Native Title Act 1993</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • claim assessments • claim summaries • copies of notification by the National Native Title Tribunal of the claim • court orders for compensation • court orders of determination • directions • draft determinations • Federal Court determinations • indicative principles meeting records • mappings • mediation strategies • native title claim connection reports • deeds of understanding • negotiation records • notices of inquiry • notification to State government agencies • preparation to proceed to trial records • stakeholder meetings records 	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • tenure history analysis • submissions. <p><i>See reference number 1752 for compensation records.</i></p>	
1747	<p><i>Native Title applications - other</i></p> <p>Records relating to other applications submitted to the Federal Court in accordance with section 69 of the Commonwealth <i>Native Title Act 1993</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application to remove from register. 	Permanent. Transfer to QSA after business action completed.
1748	<p><i>National Native Title Tribunal applications</i></p> <p>Records relating to applications submitted to the National Native Title Tribunal as a government party in accordance with section 75 of the Commonwealth <i>Native Title Act 1993</i>.</p>	Permanent. Transfer to QSA after business action completed.
1749	<p><i>Regional input</i></p> <p>Records relating to native title input on land tenure by regions.</p>	3 years after business action completed.
1750	<p><i>Search requests</i></p> <p>Requests to search native title registers received from the Federal Court.</p> <p><i>See reference number 1755 for search requests of Queensland native title registers.</i></p>	13 years after business action completed.
1751	<p><i>Nominations</i></p> <p>Records relating to the nomination of equivalent bodies by the State.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • determinations by Commonwealth Minister • revocation of determination. 	Permanent. Transfer to QSA after business action completed.

CLAIMS

The process of administering and managing payments sought as compensation for injury, death, or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Disposal Authorisation	Description of records	Retention period & trigger
1752	<p>Compensation claims Records relating to compensation payable by the State under the Commonwealth <i>Native Title Act 1993</i>.</p>	Permanent. Transfer to QSA after business action completed.
<p>COMPLIANCE MONITORING <i>The monitoring of the compliance of other organisations and individuals with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes monitoring compliance with legislation.</i></p>		
1753	<p>Native title compliance Records relating to the monitoring of compliance with native title matters and reports received from the presiding member.</p>	7 years after business action completed.
<p>CONTROL <i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</i></p>		
1754	<p>Native title registers Registers relating to native title including:</p> <ul style="list-style-type: none"> • current and past tenure reports database • annotated leases register • register of dealings • native title claim summary database/register • Queensland Native Title Information Management Environment (QNTIME). 	Permanent. Transfer to QSA after business action completed.
<p>ENQUIRIES <i>The activities associated with the handling of requests for information about the department and its services by the general public or another department.</i></p>		
1755	<p>Access requests Records relating to search requests of the native title registers excluding Federal Court requests. <i>See reference number 1750 for Federal Court requests.</i></p>	7 years after business action completed.

NOTIFICATION

The notification of reportable events and the registration of such by the department.

1756	<p>Native title notifications</p> <p>Records relating to notification processes of native title matters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • right to negotiate. 	Permanent. Transfer to QSA after business action completed.
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PROCEDURES

Standard methods of operating laid down by the department according to formulated policy.

1757	<p>Native title procedures</p> <p>Master set of native title procedures required under native title legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • expedited procedures. 	Permanent. Retain in agency.
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REVIEWING

The activities involved in subsequent re-evaluation or re-examination of products, processes, procedures, standards and systems to establish their conformance to specifications or requirements following implementation. Includes recommendations and advice resulting from these activities.

1758	<p>Reviews of trends</p> <p>Records relating to reviews of native title matters and claim applications to establish trends in the use of provisions of the Commonwealth <i>Native Title Act 1993</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • discussion papers • submissions. 	Permanent. Transfer to QSA after business action completed.
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