

Queensland Brands and Earmarks Directories (1898 - 1955) Retention and Disposal Schedule

Responsible public authority: Department of Agriculture, Fisheries and Forestry

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Scope of Retention and Disposal Schedule

This schedule covers Queensland Brands Directories and Queensland Sheep Brands and Earmarks Directories dated 1898 - 1955 created by the Office of the Registrar of Brands.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

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

Authority

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

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

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

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

Revocation of previously issued disposal authorities

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

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

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

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1. BRANDS AND EARMARKS

This function covers brands and earmarks used in Queensland and registered in accordance with the Brands Act 1872 and subsequently the Brands Act 1915. Includes brands and earmarks for cattle, sheep, horses and camels.

Reference	Description of records	Status	Disposal action
1.1	QUEENSLAND BRANDS DIRECTORY <i>This activity covers the Queensland Brands Directory created by the Office of the Registrar of Brands. The directory is an annual publication containing details, including ownership of brands and earmarks, for cattle, horses and camels.</i>		
1.1.1	Queensland Brands Directory 1903-1948 Published volumes of the Queensland Brands Directory. Directories can include hand written annotations and updates.	Permanent	Donate to the Australian Stockman's Hall of Fame.
1.2	QUEENSLAND SHEEP BRANDS AND EARMARKS DIRECTORY <i>This activity covers the Queensland Sheep Brands and Earmarks Directory created by the Office of the Registrar of Brands. The directory is an annual publication containing details, including ownership, of brands and earmarks for sheep.</i>		
1.2.1	Queensland Sheep Brands and Earmarks Directory 1898-1955 Published volumes of the Queensland Sheep Brands and Earmarks Directory. Directories can include hand written annotations and updates.	Permanent	Donate to the Australian Stockman's Hall of Fame.