

Fisheries Retention and Disposal Schedule

Responsible public authority: Department of Agriculture and Fisheries

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Scope of retention and disposal schedule

This schedule applies to fisheries protection and management records, including protecting natural marine and freshwater wildlife resources and habitats, managing recreational and commercial fishing practices, and overseeing aquaculture industries, including fish and mollusc farming.

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References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Department of Agriculture and Fisheries is the responsible agency for the Fisheries Retention and Disposal Schedule at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Record Formats

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

Authority

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

Queensland State Archives

Department of Science, Information Technology and Innovation

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. The Department of Agriculture and Fisheries should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 613 Aquaculture
- QDAN 584 Fisheries
- QDAN 537 Fisheries

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

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention

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

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

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

Records created before 1950

Records described in QDAN724 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Department of Agriculture and Fisheries' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au for further details.

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1. COMMON ACTIVITIES

These activities are common across all fisheries related functions and can be used to sentence or dispose of records that are classified under any fisheries related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under fisheries related functions (later in the schedule).

Reference	Description of records	Status	Disposal action
1.1	<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public, business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i></p> <p><i>See Development Approvals for records relating to applications received prior to July 2013.</i></p>		
1.1.1	<p>Fisheries advice</p> <p>Records relating to the provision of fisheries related advice where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • aquaculture programs • marine and freshwater aquatic habitats and life • aquatic habitat protection efforts • fisheries management programs and development requirements • fishing, commercial and recreational, including zones and quotas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • copies of policies, standards and procedures. <p><i>See Fisheries Protection - Enforcement for records relating to issuing directives, orders,</i></p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p><i>finer, penalties, exemptions and other enforcement actions under relevant legislation. See <u>Monitoring and Surveillance</u> for records relating to planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
1.2	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records (GRDS)</u> for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		
1.2.1	<p>Agreements – proceeded with</p> <p>Records relating to fisheries related agreements between the department and other entities that proceed including, but not limited to:</p> <ul style="list-style-type: none"> • collaboration arrangements • commercial confidentiality • intellectual property • service provision • field trials • research programs. <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding • negotiation papers. <p><i>See <u>Agreements - not proceeded with</u> for records relating to agreements that do not go</i></p>	Temporary	Retain for 7 years after agreement terminated or expired.

Reference	Description of records	Status	Disposal action
	<p><i>ahead.</i></p> <p>See <i>Partnerships</i> for records relating to partnership agreements.</p> <p>See <i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i> for records relating to sealed contracts.</p>		
1.2.2	<p>Agreements – not proceeded with</p> <p>Records relating to fisheries related agreements between the department and other entities that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. <p>See <i>Agreements - proceeded with</i> for records relating to agreements that went ahead.</p> <p>See <i>Partnerships</i> for records relating to partnership agreements.</p>	Temporary	Retain for 2 years after decision not to proceed.
1.3	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the agency. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p>See the <i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i> for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008 and delegations appointing departmental officers as representatives of the Chief Executive Officer in meetings of the Board and similar bodies.</p>		
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake fisheries related activities including, but not limited to:</p> <ul style="list-style-type: none"> • inspections • investigations • monitoring and enforcement of breaches of legislation. 	Temporary	Retain for 7 years after appointment ceased.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments including temporary appointments • qualifications and experience statements • records of termination, variations or resignation • investigations and background checks • conditions allocation. <p>See <i>General Retention and Disposal Schedule for Administrative Records (GRDS)</i> for employment history.</p>		
1.4	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with 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. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the department.</i></p>		
1.4.1	<p>Compensation claims</p> <p>Records relating to claims for compensation for costs, damage or loss incurred under fisheries related legislation including, but not limited to:</p> <ul style="list-style-type: none"> • loss or reduction in entitlements to fisheries resources from changes to regulations or management plans • state-initiated compensation payments for fisheries resources, plants or property destroyed from action taken under quarantine or emergency quarantine declarations • loss or damage incurred from exercise of inspectorate power. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals, advice payments • Gazette notices. 	Temporary	Retain for 7 years after claim determined.
1.5	<p>DEVELOPMENT</p>		

Reference	Description of records	Status	Disposal action
	<p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p> <p><i>See Planning for records relating to fisheries related development initiatives, programs, strategies, priorities and activities for improved community outcomes.</i></p> <p><i>See Stakeholder Engagement for records relating to conducting consultative and engagement processes with external stakeholders.</i></p>		
1.5.1	<p>Significant *</p> <p>Records relating to implementing significant business development initiatives designed to support the fisheries industry and assist its growth including, but not limited to:</p> <ul style="list-style-type: none"> • fisheries industry and assist the commercial fishing and seafood sector's growth • aquaculture industry development initiatives • environmental and genetic initiatives • developments protecting aquatic habitats to maintain natural life and growth. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact studies • feasibility studies • site investigation reports • stakeholder consultation. <p><small>* Refer to Appendix: Definition of Significant Versus Other</small></p>	Permanent	Retain permanently.
1.5.2	<p>Other ~</p> <p>Records relating to implementing other business development initiatives designed to support the fisheries industry and assist its growth, not covered by 1.5.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact studies • feasibility studies • site investigation reports • stakeholder consultation. <p><small>~ Refer to Appendix: Definition of Significant Versus Other</small></p>	Temporary	Retain for 7 years after action completed.
1.5.3	<p>Development approvals prior to July 2013</p> <p>Records relating to assessing and approving fisheries related developments, including</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>removing, destroying or damaging environments. Includes developments for or affecting:</p> <ul style="list-style-type: none"> • intensive and non-intensive aquaculture developments and operations • biosecurity, health, aquatic habitats, marine plants and declared fish habitat areas • marine plants • wild river areas • declared fish habitat areas • fish movements (waterway barrier works) • commercial fisheries • land-based or marine aquaculture • emergency development (e.g. flood restoration work) carried out under <i>Sustainable Planning Act 2009</i>. <p>Includes refusing and approving applications, and making and amending conditions and environmental offsets.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development applications • plans and drawings • construction, engineering and site investigation reports • environmental impact statements. <p>See <i>Advice</i> for records relating to development applications that were received after July 2013.</p>		
1.6	<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p>See <i>Monitoring and Surveillance</i> for records relating to planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p> <p>See <i>Fisheries Protection - Audit</i> for records relating to conducting audits of fisheries protection related management facilities and professions.</p> <p>See <i>Fisheries Protection - Investigations</i> for records relating to incident-responsive assessments of offences or breaches of legislation</p>		

Reference	Description of records	Status	Disposal action
	<i>requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i>		
1.6.1	<p>Significant *</p> <p>Records relating to conducting significant fisheries related inspections for compliance with the <i>Fisheries Act 1994</i> including, but not limited to:</p> <ul style="list-style-type: none"> • aquaculture premises, land, licences and other areas • aquaculture operations e.g. ponds, transport, feed, conditions, water quality • aquatic habitats • land, water and marine areas adjacent to and relating to aquatic habitats • fisheries testing and treating facilities • fisheries licence areas, boats and equipment • fisheries operations e.g. catches, quotas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 25 years after action completed.
1.6.2	<p>Other ~</p> <p>Records relating to conducting other fisheries related inspections not covered by reference number 1.6.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices/requests • inspection assessments and reports • inspection notes. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.7	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>Monitoring and Surveillance</i> for records relating to planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</p>		
1.7.1	<p>Granted licences and permits</p> <p>Records relating to the approving and issuing of licences and permits including, but not limited to:</p> <ul style="list-style-type: none"> • aquaculture, e.g. particular harvest methods, brood stock collection, culture stock collection, particular fish species • aquatic habitat, e.g. mangroves, wetlands, dead marine plants, fish habitats, reserves • fisheries e.g. commercial harvest fishery, flat rock fishery, Spanish mackerel (SM) commercial fishery • nominations under fishery licences e.g. take or sell bech-de-mer • fishers e.g. commercial fisher, gulf fin fish commercial fisher • other commercial fishing e.g. charter fishing • vessels e.g. commercial fishing boat – N3, N9, N11, carrier boat, tender boat, charter boat • catching or harvesting mechanisms e.g. surface trolling • catch and quotas e.g. fish/seafood species and quantities • unit certificates e.g. SM units • recreational fishing • indigenous fishing • stocked impoundments • fisheries protection, e.g. fish breeding grounds, fish movements, fish stock, catch disposal/throwback. <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals. 	Temporary	Retain 7 years after licence or permit expires or ceases.

Reference	Description of records	Status	Disposal action
	<p>See <i>Fisheries Management - Authorisation</i> for fisheries related authorities and rights.</p> <p>See <i>Fisheries Management - Licensing</i> for records relating to vehicle monitoring system installers.</p>		
1.7.2	<p>Unsuccessful and withdrawn applications</p> <p>Records relating to unsuccessful, refused and withdrawn applications for licences and permits.</p> <p>Includes refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments and information notices. 	Temporary	Retain for 2 years after licence or permit refused or withdrawn.
1.8	<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
1.8.1	<p>Original and historical significance</p> <p>Records relating to original fisheries maps of historical significance.</p> <p>Significant sites include, but are not limited to:</p> <ul style="list-style-type: none"> • licence areas • protected areas • classified areas • boundaries, roads, waterways and other features • surrounding properties. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.8.2	<p>Other~</p> <p>Records relating to creating maps, including inspecting, surveying, photographing and assessing sites that are not covered under 1.8.1.</p> <p>Mapping areas include, but not limited to:</p> <ul style="list-style-type: none"> • licence areas • protected areas • classified areas • boundaries, roads, waterways and other features • surrounding properties. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain whilst current and then 7 years after action completed.
1.9	<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p> <p><i>See Licensing for records relating to approving and issuing fishery related leases, licences and permits under relevant legislation and unsuccessful applications.</i></p> <p><i>See Fisheries Protection - Audit for records relating to conducting audits of fisheries protection related management facilities and professions.</i></p>		
1.9.1	<p>Monitoring licence holders and associated areas</p> <p>Records relating to monitoring and administering compliance of industry, businesses and individuals to regulatory requirements for fisheries (and fisheries related licensees with licence conditions) and compliance of the community generally under relevant legislation.</p> <p>Monitoring areas include, but is not limited to:</p> <ul style="list-style-type: none"> • aquatic habitats 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • environmental integrity/quality of fish habitats, breeding grounds • fishing, fish or fishery resources • fish and wildlife movements • aquaculture licence holder activities and operations e.g. managing, moving, exporting and breeding aquatic animals • land, water and marine areas adjacent to and relating to aquatic habitats • fisheries licence areas, boats and equipment • fisheries operations • fisheries testing and treating facilities • other related commercial enterprises. <p>Includes developing, implementing and maintaining monitoring programs and operating and reviewing surveillance programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 		
1.10	<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i></p> <p><i>See Agreements for records relating to making fishery related agreements between the department and other entities.</i></p>		
1.10.1	<p>Significant*</p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to fisheries outcomes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix: Definition of Significant Versus Other		
1.10.2	<p>Other ~</p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference number 1.10.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after partnership expires.
1.11	<p>PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p> <p><i>See Development for records relating to planning and implementing business development initiatives designed to support the fisheries industry and assist its growth.</i></p> <p><i>See Stakeholder Engagement for records relating to conducting consultative and engagement processes with external stakeholders.</i></p>		
1.11.1	<p>Significant *</p> <p>Records relating to planning significant fisheries programs, strategies, priorities and activities for improved community outcomes.</p> <p>Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant plans include, but are not limited to:</p> <ul style="list-style-type: none"> • aquaculture management • aquatic habitats protection and management • fisheries management and protection • fisheries related environmental outcomes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • planning reports • implementation programs and schedules. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>		
1.11.2	<p>Other ~</p> <p>Records relating to planning fisheries programs, strategies, priorities and activities for improved community outcomes that are not covered by reference number 1.11.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.12	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
1.12.1	<p>Investigations and prosecutions registers</p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under fisheries legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	Temporary	Retain for 25 years after action completed.
1.12.2	<p>Licence, authorisations, entitlements and other rights holder registers</p> <p>Records relating to registering fisheries related licensees and sub-licensees under relevant legislation including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Includes registering licences and permits for, but not limited to:</p> <ul style="list-style-type: none"> • aquaculture related interests 	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • particular harvest methods • brood stock and culture stock collection • particular fish species • mangroves, wetlands, reserves • fish habitats, breeding grounds, movements, stock • dead marine plants • fisheries, fishers, nominations under fishery licences • vessels • catching or harvesting mechanisms • catch and quotas • catch disposal/throwback • unit certificates • commercial fishing • recreational fishing • indigenous fishing • stocked impoundments. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 		
1.12.3	<p><i>Development authority registers</i></p> <p>Records relating to registering fisheries related development applications and approvals under relevant legislation including applications, renewals, transfers, changes, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. <p><i>See Advice for records relating to development applications that were received after July 2013.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	See Development Approvals for records relating to applications received prior to July 2013.		
1.13	<p>RESEARCH</p> <p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research, etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p> <p><i>See Testing and Identification for records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, genes, diseases, medicines, toxins, poisons, viruses, and other contaminants.</i></p>		
1.13.1	<p>Significant *</p> <p>Records relating to researching and enquiring into significant fisheries related research areas to discover facts, theories and principles that support improved community and agriculture industry outcomes and business activities.</p> <p>Includes:</p> <ul style="list-style-type: none"> • aquaculture management • aquatic habitats protection and management • fisheries management and protection • fisheries related environments e.g. ecology, ecosystems, habitats, endangered species • commercial fishing industry improvement outcomes. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><small>* Refer to Appendix: Definition of Significant Versus Other.</small></p>	Permanent	Retain permanently.
1.13.2	Other ~	Temporary	Retain for 7 years after action

Reference	Description of records	Status	Disposal action
	<p>Records relating to researching and enquiring into research areas relating to fisheries not covered by reference number 1.13.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>		completed.
1.14	<p>STAKEHOLDER ENGAGEMENT</p> <p><i>The activities associated with conducting ongoing community engagement and consultative processes with stakeholders with an active, two way relationship and information flow, potentially crossing a wide range of issues and activities. Stakeholders can include countries, corporations, governments, associations, officials or persons. Includes correspondence and submissions from stakeholders about departmental legislation, policies, programs, projects, processes, procedures, etc.</i></p> <p><i>See Development for records relating to planning and implementing business development initiatives designed to support the fisheries industry and assist its growth.</i></p> <p><i>See Planning for records relating to fisheries related development initiatives, programs, strategies, priorities and activities for improved community outcomes.</i></p>		
1.14.1	<p>Significant *</p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate fisheries related initiatives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>	Permanent	Retain permanently.
1.14.2	<p>Other ~</p> <p>Records relating to conducting consultative and engagement processes with external stakeholders not covered by reference number 1.14.1.</p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>		
1.15	<p>TESTING AND IDENTIFICATION</p> <p><i>The activities associated with sampling, testing and diagnostic activities designed to confirm or exclude the presence of known or suspected objects or organisms. Includes testing, checking, measuring and calibrating instruments to correct standards. Includes laboratory, entomology and pathology tests; sample specimens; processing, transportation and storage.</i></p> <p><i>See Research for records relating enquiring into fisheries related research areas.</i></p>		
1.15.1	<p>Significant *</p> <p>Records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, genes, diseases, medicines, toxins, poisons, viruses, and other contaminants.</p> <p>Includes processing, transporting and storing laboratory and pathology tests, and sample specimens, where test results are significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.15.2	<p>Other ~</p> <p>Records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products, where testing is not covered by reference number 1.15.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• sample registers. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>		
1.15.3	<p><i>Test results previously collated into research and test reports</i></p> <p>Records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products, where test results have been previously collated into other research and test reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• test reports and publications• field station data and reports• sample registers.	Temporary	Retain until reference ceases.

2. AQUACULTURE MANAGEMENT

The function of managing the development of and researching the breeding, farming, processing and protection of the commercial production of aquatic organisms and related products owned throughout the rearing process by individuals or corporate bodies. Includes processes related to the enhanced propagation, feeding, protection and rearing of aquatic species being cultured - either in artificial systems (e.g. tanks or channels) or in natural land-based and marine environments. Includes administering programs to support marine and freshwater fish farming. Includes assisting industry growth and development. Includes encouraging businesses to adopt innovative practices, processes and products. Includes providing advice on production methods and business management to improve competitiveness.

For Aquaculture management activities, see [Common Activities](#) (1.0).

3. AQUATIC HABITAT MANAGEMENT

The function of researching and protecting aquatic inland, estuarine and sea water environments, wetlands and the related life forms and species therein including saltwater and freshwater vegetation (e.g. sea grasses, seaweed, mangroves, salt couch, trees etc. living and dead). Includes managing the usage, sharing and maintenance of aquatic environments and fisheries; threatened species; relationships to aquaculture, fishing and fishery management activities; the impact of human activities on species, and extension services.

Reference	Description of records	Status	Disposal action
3.1	<p>EXTENSION SERVICES</p> <p><i>The activities associated with intensively targeting particular groups of industry members with particular needs to lift their productivity based on training, increased knowledge and use of resources. Includes visiting geographical regions and client locations identified as suitable for intensive work. Includes directing a strong flow of customised information and training at particular groups and clients. Includes building up their knowledge and increasing their capacity to better manage and use the organisation's resources. Includes focusing on particular industries (industry bodies, producer groups, producers and associated input and output industries) and geographically defined communities for its clients. Includes working individually with producers and others where the work provides wider benefits for the industry, or the community as a whole.</i></p>		
3.1.1	<p>Specialised information products and services</p> <p>Records relating to the provision of specialised information products and services to identified industries and geographically defined communities to better manage and use the department's aquatic habitat resources including industry bodies and members.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information notices, fact sheets and publications • training courses schedules and delivery notes • consultation records. 	Temporary	Retain for 7 years after action completed.

4. FISHERIES MANAGEMENT

The function of managing the sustainability and protection of marine, estuarine and freshwater commercial and recreational fishing. Includes allocating quotas, fish stocking, extension services, and scientific research into nutrition, disease, technology, fish catch and effort, and harvest.

Reference	Description of records	Status	Disposal action
4.1	<p>AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights. Includes rejected and withdrawn applications.</i></p>		
4.1.1	<p>Granted rights</p> <p>Records relating to the granting of fisheries management related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> • resource allocation authorities • fishing rights. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • renewals • transfers and surrenders • releases • changes • cancellations and terminations • assessments • information notices • submissions and referrals. <p><i>See Licensing for records relating to approving and issuing fishery related leases, licences and permits under relevant legislation and unsuccessful applications.</i></p>	Temporary	Retain for 7 years after authorisation ceased or expired.

Reference	Description of records	Status	Disposal action
4.1.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for fisheries management related authorisations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful or withdrawn) • assessments • information notices. 	Temporary	Retain for 2 years after authority refused or withdrawn.
4.2	<p>DECLARATIONS</p> <p><i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		
4.2.1	<p><i>Declarations</i></p> <p>Records relating to fisheries management related declarations made by the department including, but not limited to:</p> <ul style="list-style-type: none"> • presence or suspicion of declared diseases in areas • quarantine areas, quarantines and emergency quarantines • diseases as declared diseases or emergency diseases • chemical or antibiotic residues (over levels where residue is a declared disease). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. 	Temporary	Retain for 7 years after action completed.
4.3	<p>ENVIRONMENTAL PROTECTION</p> <p><i>The activities involved in protecting the environment and natural resources to ensure sustainable and responsible resource development efforts over a long term basis.</i></p>		
4.3.1	<p><i>Significant *</i></p> <p>Records relating to managing performance of significant environmental management programs, including systematic monitoring of results of activities, collecting and analysing performance information to track progress toward planning results, using</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>performance information to inform program.</p> <p>Includes studying, protecting and enhancing environment and natural resources to ensure sustainable and responsible resource development efforts, including significant issues in degradation, ecology, ecosystems, catchments, environmental impact assessments, reserves, sanctuaries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies • environmental data. <p>* Refer to Appendix: Definition of Significant Versus Other</p>		
4.3.2	<p>Other ~</p> <p>Records relating to managing performance of other environmental management programs and operations, not covered by 4.3.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies • environmental data. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
4.4	<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks</i></p>		
4.4.1	<p>Significant *</p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on fisheries with consequences for human health and welfare including, but not limited to:</p> <ul style="list-style-type: none"> • significant damage to fisheries industry production with significant economic losses • natural disasters e.g. floods • outbreaks of disease with transmission to humans e.g. hepatitis • accidents with transmission of hazardous substances through the food chain e.g. lead, mercury, oil 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • mass die-offs of marine life, especially unexplained incidents e.g. fish kill. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>		
4.4.2	<p>Other ~</p> <p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 4.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	Temporary	Retain for 7 years after action completed.
4.5	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
4.5.1	<p>Vehicle Monitoring System (VMS) Installers – Licences</p> <p>Records relating to approving and issuing vessel monitoring systems (VMS) installer licences, including certification to VMS* installation and maintenance standards (*and associated proprietary names and aliases).</p> <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices 	Temporary	Retain 25 years after licence expired, withdrawn, surrendered, cancelled, rejected or withdrawn.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> renewals. <p>See <i>Fisheries Management - Authorisation</i> for fisheries related authorities and rights. See <i>Licensing</i> for other fisheries related licences and permits.</p>		
4.6	<p>TRAINING</p> <p><i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>		
4.6.1	<p>Master curricular for formal qualifications (National Framework)</p> <p>Records relating to master curricular for training qualifications in fisheries management for national training frameworks and to develop fishery skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions in fisheries related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> master curricular. 	Temporary	Retain for 25 years after action completed.
4.6.2	<p>Master curricular not linked to formal qualifications</p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks in fisheries management and to develop fisheries management related skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under fisheries related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> master curricular. 	Temporary	Retain for 7 years after curricular superseded.
4.6.3	<p>Master curricular development material</p> <p>Records relating to developing and reviewing master curricular for training qualifications in fisheries management and to develop fisheries management industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under fisheries related legislation.</p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • curricular workings • training programs • training proposals and reports. 		
4.6.4	<p><i>Training course guides, presentations, assessments and supporting materials</i></p> <p>Records relating to developing, delivering and assessing of training courses for training qualifications in fisheries management and to develop fisheries industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions training under fisheries related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • training course outlines and content • training course brochures and invitations • training schedules and presentations. 	Temporary	Retain for 7 years after training course superseded.
4.6.5	<p><i>Skills development support programs, materials and resources</i></p> <p>Records relating to developing, delivering and assessing skills development support programs in fisheries management training such as coaching, mentoring, job shadowing and other programs, strategies and learning experiences.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mentoring program outlines • participant registrations • training needs analyses, job profiles and skill assessments. 	Temporary	Retain for 7 years after action completed.

5. FISHERIES PROTECTION

The function of monitoring compliance with and enforcing fisheries legislation for commercial and recreational fisheries, including the monitoring of compliance with quotas and vessel monitoring legislation. Also includes the management of the shark control program and compliance services performed on behalf of the Great Barrier Reef Marine Park Authority, Department of Transport and Main Roads and Australian Fisheries Management Authority (AFMA).

Reference	Description of records	Status	Disposal action
5.1	<p>AUDIT</p> <p><i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed legislation and standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits as well as recommendations for changes in policy and/or procedures as a result of an audit.</i></p> <p><i>See Inspections for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p><i>See Monitoring and Surveillance for records relating to planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
5.1.1	<p>Significant *</p> <p>Records relating to conducting audits of fisheries protection related management facilities and professions, including quality assurance audits to monitor compliance to relevant legislation, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p>Significant audits may include, but are not limited to:</p> <ul style="list-style-type: none"> • commercial and recreational fisheries • vessel monitoring • quotas • shark control program • compliance services performed on behalf of other authorities e.g. on behalf of Great Barrier Reef Marine Park Authority (GBRMPA), state authorities, national fisheries authorities. <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • audit reports • audit papers • recommendations and findings. 		
5.1.2	<p>Other ~</p> <p>Records relating to conducting audits of fisheries protection related management facilities and professions, including quality assurance audits to monitor compliance to relevant legislation, not covered by reference number 5.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit reports • audit papers • recommendations and findings. 	Temporary	Retain for 7 years after action completed.
5.2	<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p> <p><i>See Inspections for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
5.2.1	<p>Regulatory enforcement</p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for fisheries related matters under relevant legislation, including, but not limited to:</p> <ul style="list-style-type: none"> • fishing, fish or fishery resources • fisheries • related commercial activities • catches and quotas • seizures, releases, takes, removals or destructions of fishery resources e.g. noxious, non-indigenous, diseased fish or resources • AIVR system notices, outages and exemptions e.g. Spanish mackerel -retained fish, transhipments, unloading, information requests, SM unit certificates, unused 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>entitlements and restoration</p> <p>Includes issuing infringement notices, processing information and submissions from authority holders.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 		
5.3	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related 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> <p><i>Includes the management of complaints.</i></p> <p><i>See Inspections for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p><i>See Monitoring and Surveillance for records relating to planning and undertaking compliance programs to monitor the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
5.3.1	<p>Significant *</p> <p>Records relating to significant fisheries protection investigations involving offences under relevant legislation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • fishing, fish or fishery resources • fisheries • related commercial activities • catches and quotas • vessel system anomalies e.g. AIVR. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix: Definition of Significant Versus Other		
5.3.2	<p>Other ~</p> <p>Records relating to investigating other fisheries protection offences under relevant legislation not covered by reference number 5.3.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
5.4	<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
5.4.1	<p>Significant *</p> <p>Records relating to prosecuting significant fisheries related offences under relevant legislation including precedent setting cases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
5.4.2	<p>Other ~</p> <p>Records relating to prosecuting offences under relevant legislation not covered by reference number 5.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<i>~ Refer to Appendix: Definition of Significant Versus Other</i>		

Appendix: Definition of Significant Versus Other

* **Significant**

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind)

If on balance of the factors, the records represent significant issue/s, retain as “Significant”.

If in doubt, seek advice or keep as default with review until more information becomes available.

~ **Other**

Also known as non-State significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious i.e. routine, duplicable, low value, short applicability, short term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of 'significant' above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only

If on balance of the factors, the records represent non-significant issues, retain as “Other”.

If in doubt, seek advice or keep as default with review until more information becomes available.