



Appraisal log

National and Heritage Trusts Retention and Disposal Schedule (QDAN707v1)
Department of Environment and Heritage Protection

Date: October 2014

Function No	Title	Scope Note
1	NATIONAL AND HERITAGE TRUSTS	<i>The function of promoting the care and appreciation of Queensland's diverse heritage through education programs, conservation, interpretation and advocacy, which gives consideration to natural, Aboriginal and Torres Strait Islanders and historic heritage as well as moveable and maritime heritage. Also includes the management and conservation of heritage listed properties, such as Newstead House, and properties of the National Trust, which includes the Currumbin Wildlife Sanctuary.</i>

Activities

- 1.1 Education Programs
- 1.2 Governance
- 1.3 Heritage Awards
- 1.4 Heritage Conservation
- 1.5 Property Preservation and Management

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p>Programs and resources Records relating to education programs and resources developed and/or facilitated by a national or heritage trust aimed at increasing the understanding and enhancement of heritage and conservation.</p> <p>Disposal action - Retain for 7 years after last</p>	<p>Background/business process: Education is the core element which underpins one of the most fundamental roles for all national and heritage trusts. The aim of the programs is to raise awareness, understanding and commitment to Queensland's heritage through public education program of lectures, tours and resources. An example of an education program is the Connect with Heritage Program, which was developed for Newstead House by the Queensland State Government Department of Environment and Heritage Protection. Other programs may be developed in partnership with other government and private bodies.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: The programs are linked to receipt of monies therefore the records are required for the same period of time as the related financial records are retained, which is 7 years within the <i>General Retention and Disposal</i></p>

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	action.	<p><i>Schedule for Administrative Records</i>. The records are also required during the review and development of future programs.</p> <p>Community expectation:</p> <p>Today's children can experience and learn about Queensland's history and the importance to protect and conserve our heritage.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>State Library of Queensland Retention and Disposal Schedule</i> (QDAN195v2) for records relating to the planning, running and evaluation of school holiday programs as part of the literacy and young program – reference number 2.4.2 – retain for 7 years after last action.</p> <p>State Records Authority of New South Wales <i>Heritage management (Heritage Council of NSW and Heritage Branch, NSW Department of Planning (FA271)</i> for records relating to the development and provision of education and training programs aimed at increasing the understanding and enhancement of heritage and conservation – reference number 1.3.2 – retain minimum of 5 years after last action.</p> <p>State Records Office of Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for programs not requiring ministerial approval – reference number 19.1.2 – agency to destroy 7 years after administrative use has concluded.</p>
1.2.1	<p><i>Council and board meetings – agendas and minutes</i></p> <p>Master set of agendas and minutes of council and board meetings which may include, but are not limited to:</p> <ul style="list-style-type: none"> • National Trust of Queensland council meetings • Board of Currumbin Wildlife Sanctuary meetings • Board of Trustees of the Newstead House Trust meetings • branch committee meetings 	<p>Background/business process:</p> <p>The National Trust of Queensland was governed by a council under the provisions of the <i>National Trust of Queensland Act 1963</i>. The Council comprised of both elected and appointed members which was responsible for all aspects of the Trust's activities. The Council determined the policies of the Trust and governed the Trust's activities through a small number of head office and regional staff, headed by the executive officer of the National Trust and through a network of volunteers.</p> <p>The committees, branches and groups were formed and operated under the provisions of the below Act and the National Trust of Queensland Rules.</p> <p>A board of trustees is responsible for the government, management and control of Newstead House.</p> <p>Regulatory requirements:</p> <p>s.6 of the <i>National Trust of Queensland Act 1963</i></p> <p>s.18 of the <i>National Trust of Queensland Act 1963</i> the National Trust of Queensland can make rules</p>

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	<ul style="list-style-type: none"> annual general meetings. <p>Disposal action - Retain permanently.</p>	<p>7.5 of the <i>National Trust of Queensland Rules</i> minutes to be kept of every Council meeting and General Meeting.</p> <p><i>Newstead House Trust Act 1939</i></p> <p>Business requirements:</p> <p>The major decisions of the Trusts are retained in these records. The records are needed to provide evidence of these decisions, support actions, and provide a history of the governance of the Trusts.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 2 – Primary functions and programs of government Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>Records are retained on the key decisions of the Trust along with the management of national and heritage trust properties.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for major internal committees – reference number 12.2.1 – retain permanently.</p> <p>State Records Authority of New South Wales <i>Department of environment and conservation: records relating to the development, control and management of national parks, state parks, historic sites and reserve and the protection of flora and fauna in New South Wales</i> (DA196) for master set of minutes, agendas, briefing papers – reference number 2.1.1 – required as State archives.</p> <p>Other comments/factors for consideration:</p> <p>These records are included in the national and heritage trust core schedule to ensure these records are covered under a permanent retention. From the 1 July 2014 the National Trust of Queensland transitioned to company status.</p>
1.2.2	<p><i>Membership of the Trust</i> Roll of members.</p> <p>Includes the names and contact information of all persons admitted to membership of the</p>	<p>Background/business process:</p> <p>Membership of the Trust is open to persons, businesses, societies, groups, associations, local governments, organisation, educational bodies or bodies corporate. Memberships can be for 12 months, 3 years, or some life memberships are offered. A person who has in the opinion of the Council rendered outstanding services in</p>

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	<p>Trust.</p> <p>Disposal action -</p> <p>Retain for 7 years after last action.</p>	<p>advancement of the objects of the Trust may be admitted by the Council to Honorary Life Membership.</p> <p>Memberships assist the Trust to undertake activities that encourage the community to understand and care for our significant places, wildlife and stories. Also assist with the cost of maintaining and operating heritage assets.</p> <p>The Trust currently has approximately 6,000 members.</p> <p>Regulatory requirements:</p> <p>s.4 of the <i>National Trust of Queensland Act 1963</i></p> <p>Part 2 of the <i>National Trust of Queensland Rules</i></p> <p>Business requirements:</p> <p>These records are required to be retained for financial reasons. The Trust does not refer back to these records once the membership has ceased and the financial transaction is completed.</p> <p>Records on life members are captured in the relevant Council minutes.</p> <p>Community expectation:</p> <p>Records on members are retained as proof of membership.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to the payment or receipt of money – reference number 4.1.2 – retain for 7 years after the financial year to which the records relate.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of environmental management</i> (DA2400) for records documenting liaison activities involving the agency as a member of an organisation – reference number 01.22.03 – destroy 2 years after action completed.</p>
1.2.3	<p>Membership of the Trust - administration</p> <p>Records relating to the management of memberships of the Trust.</p>	<p>Background/business process:</p> <p>This class covers the administration of memberships, such as signing up new members and changing membership details. Memberships can be for 12 months, 3 years or some life memberships are offered.</p> <p>Regulatory requirements:</p> <p>s.4 of the <i>National Trust of Queensland Act 1963</i></p>

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	<p>Disposal action -</p> <p>Retain for 3 years after last action.</p>	<p>Business requirements:</p> <p>These records are required for the life of a current membership with the maximum membership being 3 years. They are used to respond to queries regarding a membership, such as verifying details from the original membership form. Membership details are captured in the roll of membership (1.2.2) which is used more frequently than the records covered under this class, such as membership forms.</p> <p>Records on life members are captured in the relevant Council minutes. Very few life memberships are offered and the business does not require these records past a 3 year period.</p> <p>Community expectation:</p> <p>Records on members are retained as proof of membership.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to arrangements for memberships in business, professional, social or sporting clubs and associations – reference number 1.7.1 – retain for 5 years after the last action.</p> <p>State Records Authority of New South Wales <i>Department of environment and conservation: records relating to the development, control and management of national parks, state parks, historic sites and reserve and the protection of flora and fauna in New South Wales</i> (DA196) for records relating to routine arrangements for access to national parks, state parks, historic sites and reserves – reference number 10.4.2 – retain for 10 years after last action.</p>
1.3.1	<p>Award establishment and recipients</p> <p>Records relating to the recipients of a Queensland heritage award including the establishment, rules and conditions of the awards.</p> <p>Disposal action -</p> <p>Retain permanently.</p>	<p>Background/business process:</p> <p>The Queensland Heritage Awards are held annually by the National Trust of Queensland, and sponsored by the Queensland Heritage Council and Queensland University of Technology. Nominations are received from individuals, businesses, government authorities, professional bodies and community organisations. The Awards recognise achievements in identifying, conserving and promoting our cultural heritage.</p> <p>These awards were previously known as the John Herbert Memorial Awards.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>Records about the award winning projects make an important contribution to the record of conserving Queensland's heritage.</p>

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		<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>History of recognition for the contribution in conserving Queensland’s heritage.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>University Sector Retention and Disposal Schedule</i> (QDAN601v2) for registers of recipients of scholarships, prizes, awards, bursaries and fellowships – reference number 601.2/C183 – retain permanently.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of environmental management</i> (DA2400) for register documenting the conferring of environmental awards including successful applications – reference number 01.05.01 – retain permanently.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to an award, prize or reward sponsored by the public authority – reference number 1.1.1 – retain for 7 years after the last action.</p> <p>Other comments/factors for consideration:</p> <p>There are five award categories within the Queensland Heritage Awards.</p>
1.3.2	<p><i>Award recipients – determination and nominations</i></p> <p>Records relating to the nominations of recipients of a Queensland heritage award, including the judging of the nominations.</p> <p>Disposal action -</p> <p>Retain for 7 years after last</p>	<p>Background/business process:</p> <p>The Queensland Heritage Awards are held annually by the National Trust of Queensland, and are sponsored by the Queensland Heritage Council and Queensland University of Technology. Nominations are received from individuals, businesses, government authorities, professional bodies and community organisations. The Awards recognise achievements in identifying, conserving and promoting our cultural heritage.</p> <p>There are no appeal rights in regards to these awards.</p> <p>Regulatory Requirements: Nil</p> <p>Business requirements:</p> <p>These records only need to be retained to support the decisions of the judging panel.</p> <p>Community expectation:</p>

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	action.	<p>Evidence of the decisions to award a Queensland heritage award.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>University Sector Retention and Disposal Schedule</i> (QDAN601v2) for determination or nomination of recipients of scholarships, prizes, awards, medals, bursaries and fellowships – reference number 601.2/C179 – retain for 5 years after prize awarded.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of environmental management</i> (DA2400) for records documenting the processing of unsuccessful applications for environmental awards – reference number 01.05.02 – destroy 2 years after action completed.</p>
1.4.1	<p><i>Heritage and collection registers</i></p> <p>Register of National Trust of Queensland which contains individual buildings, precincts, natural environment places and culturally significant artefacts. Also includes the register of significant trees and collection registers.</p> <p>Disposal action - Retain permanently.</p>	<p>Background/business process:</p> <p>The National Trust commenced a list of places of cultural heritage significance in Queensland in the 1960s. This was formalised into the Register of National Trust of Queensland which contains individual buildings, precincts, natural environment places or culturally significant artefacts. The Register of the National Trust strengthens the resolve to many in Queensland who wished to retain what was under threat of demolition. Being entered in the National Trust of Queensland Register does not attract any legal protection for a place. National Trust of Queensland listings have moral and advocacy value as recognised places of heritage significance.</p> <p>Data from this register can be fed into national or commonwealth heritage registers.</p> <p>Collection registers list the artefacts within a national or heritage property. The Newstead House collection register lists all the items within the house and land and includes contextual information about the item, such as where it came from, what it was used for, name of the designer, year it was made, materials made from etc.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The register is required permanently as it provides a list of places within Queensland that have been identified as having cultural heritage significance.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p>

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		<p>Community expectation:</p> <p>Protection of places and artefacts that has natural, Indigenous and cultural heritage significance to Queensland.</p> <p>Consistency with other schedules:</p> <p>National Archives of Australia <i>Department of the Environment, Water, Heritage and the Arts (2007/00380834)</i> for records documenting the establishment and amendment of lists of registers for the purpose of protecting and conserving significant aspects of the environment and heritage – reference number 17465 – retain as national archives.</p> <p>State Records Authority of New South Wales <i>Department of environment and conservation: records relating to the development, control and management of national parks, state parks, historic sites and reserve and the protection of flora and fauna in New South Wales (DA196)</i> for records relating to the establishment, objectives, evaluation and review of museums, on site displays and wildlife parks – reference number 3.4.1 – required as state archives.</p>
1.4.2	<p><i>Heritage advocacy – campaigns and significant projects</i></p> <p>Records relating to advocacy campaigns and significant projects, including research projects, managed by national or heritage trusts which highlight the value of heritage places and the risks presented to them over time.</p> <p>Advocacy campaigns may include, but are not limited to:</p> <ul style="list-style-type: none"> • heritage watch campaign for heritage places under threat • lost heritage campaign. <p>Significant projects may include, but are not limited to, those that:</p>	<p>Background/business process:</p> <p>The National Trust of Queensland runs advocacy campaigns to highlight the value of heritage places and the risks presented to them over time. Advocacy is not only about raising awareness and promoting the natural, Indigenous and cultural heritage of Queensland but provides evidence of the efforts of the community to save a piece of Queensland's' heritage.</p> <p>The National Trust facilitates research projects to improve the understanding and appreciation of natural, Indigenous and historical heritage. Also, partnership projects may include the preparatory work required to create a submission to have a place/object recognised as having cultural heritage.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records are required to show evidence of the commitment to conserve heritage places within Queensland. The records are used to support partnership arrangements with individuals and bodies and evidence of the commitment undertaken to conserve heritage places.</p> <p>The campaign records and the collective information about a heritage site may be the only record about it, particularly if the heritage site is lost (demolished/destroyed etc) following an unsuccessful advocacy campaign.</p>

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	<ul style="list-style-type: none"> • result in changes and/or have major impact on the management of property and/or object of national or heritage value • result in major public interest or controversy • result in changes to policy and/or legislation. <p>Disposal action - Retain permanently.</p>	<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory.</p> <p>Community expectation:</p> <p>The care and appreciation of Queensland’s diverse heritage is promoted through programs of education, conservation and advocacy.</p> <p>Consistency with other schedules:</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of environmental management</i> (DA2400) for records relating to activities associated with the ongoing management of long term major environmental programs – reference number 01.29.01 – retain permanently.</p> <p>State Records Authority of New South Wales <i>Department of environment and conservation: records relating to the development, control and management of national parks, state parks, historic sites and reserve and the protection of flora and fauna in New South Wales</i> (DA196) for records relating to specific projects to protect local ecosystems – reference number 15.1.2 – required as state archives.</p> <p>National Archives of Australia <i>Department of the Environment, Water, Heritage and the Arts</i> (2007/00380834) for records documenting the outcomes of international environment, heritage and natural resources assistance programs or projects that are administered or funded by the Australian Government – reference number 19367 – retain as national archives.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for records relating to heritage programs – reference number 15.2.3 – retain permanently.</p> <p>Other comments/factors for consideration:</p> <p>Significant projects may include the involvement in the development of the management plan for Cherbourg’s historic precinct, North Bank, Brisbane Open House, and Bellevue Hotel.</p>
1.4.3	<p>Heritage advocacy – projects other</p> <p>Records relating to projects including research projects managed by national or heritage trusts which are not covered under 1.4.2</p>	<p>Background/business process:</p> <p>The National Trust facilitates research projects to improve the understanding and appreciation of natural, Indigenous and historical heritage. Also, partnership projects may include the preparatory work required to create a submission to have a place/object recognised as having cultural heritage.</p> <p>These projects are not deemed to be of significance.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Disposal action -</p> <p>Retain for 10 years after completion of project.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide evidence of the projects facilitated by the National Trust and are used to respond to queries about the project. Also used to assist in the development of future projects.</p> <p>Community expectation:</p> <p>The care and appreciation of Queensland's diverse heritage is promoted through programs of education, conservation and advocacy.</p> <p>Consistency with other schedules:</p> <p>State Records Authority of New South Wales <i>Environmental and natural resources protection, conservation and sustainability</i> (FA314) for records relating to programs and projects aimed at monitoring, improving or protecting the condition of soil and land – reference number 11.9.1 – retain for 20 years after action completed.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of environmental management</i> (DA2400) for records relating to activities associated with the ongoing management of minor environmental programs – reference number 01.29.02 – destroy 5 years after action completed.</p> <p>Other comments/factors for consideration:</p> <p>Projects may include the annual heritage festival.</p>
1.4.4	<p>Heritage advocacy - submissions</p> <p>Records relating to successful submissions made by or to a national or heritage trust on:</p> <ul style="list-style-type: none"> • nomination of property to the National Trust of Queensland register • nomination of property to the Queensland heritage register and local heritage registers 	<p>Background/business process:</p> <p>The National Trust of Queensland branches can nominate places to heritage registers, such as the Queensland Heritage. Submissions are also received by the National Trust to be placed on the National Trust of Queensland register.</p> <p>The National Trust of Queensland also identifies and acts on key urban and regional planning issues that have cultural and heritage impacts.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide evidence of the detailed justifications provided by or received by the National Trust for a property/object etc to be considered as having cultural heritage significance in Queensland.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> • nomination of property to national or international heritage lists • local government planning schemes and development applications. <p>Includes objections.</p> <p>Disposal action - Retain permanently.</p>	<p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>These records form a history of Queensland’s commitment to conserve and promote significant cultural heritage within Queensland.</p> <p>Consistency with other schedules:</p> <p><i>Queensland State Archives Retention and Disposal Schedule (QDAN415v4)</i> for records relating to the design and development of major exhibitions that commemorate significant national, State or Queensland State Archives events – reference number 4.3.1 – retain permanently.</p> <p><i>Queensland State Archives Local Government Sector Retention and Disposal Schedule (QDAN480v3)</i> for records relating to the successful listing and ongoing management of buildings, sites, properties and places on the National Trust Heritage Register – reference number 18.4.3 – retain permanently.</p> <p>State Records Authority of New South Wales <i>Environmental and natural resources protection, conservation and sustainability (FA314)</i> for records relating to plans for ecosystem conservation where the agency is the lead agency, has significant input or makes submission to other agencies towards the development of strategies – reference number 5.3.1 – required as state archives.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of the Department of Primary Industries, Parks, Water and Environment (DA2297)</i> for records documenting the activities involved in the nominating of threatened or endangered flora and fauna for conservation purposes – reference number 07.24.01 – retain permanently.</p> <p>State Records Office of Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment (PROS 05/09)</i> for records relating to the process to achieve acceptance of an assessed place, object, archaeological place etc – reference number 16.1.1 – retain as State Archives.</p>
1.4.5	<p><i>Heritage advocacy – unsuccessful submissions</i></p> <p>Records relating to unsuccessful submissions made by or to a national or heritage trust.</p>	<p>Background/business process:</p> <p>This class relates to unsuccessful submissions.</p> <p>The National Trust of Queensland branches can nominate places to heritage registers, such as the Queensland Heritage. Submissions are also received by the National Trust to be placed on the National Trust of Queensland register.</p>

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	<p>Disposal action - Retain for 2 years after last action.</p>	<p>The National Trust of Queensland also identifies and acts on key urban and regional planning issues that have cultural and heritage impacts.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide evidence of the decision by the National Trust or another body not to approve a submission regarding a property/object etc to be considered as having cultural heritage significance in Queensland.</p> <p>Community expectation:</p> <p>Evidence of a submission and decision not to approve the submission.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for records relating to the listing and classification of buildings including unsuccessful listings – reference number 18.4.4 – retain for 5 years after last action.</p> <p>The Tasmanian Archive and Heritage Office <i>Disposal schedule for functional records of the Department of Primary Industries, Parks, Water and Environment</i> (DA2297) for unsuccessful applications made by project groups to the Natural Heritage Trust Unit including comments by internal assessment panels – reference number 07.17.03 – destroy 2 years after action completed.</p> <p>State Records Office of Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for records relating to unsuccessful nominations for a place, object, archaeological place etc to be assessed – reference number 16.1.2 – agency to destroy 10 years after date of nomination.</p>
1.4.6	<p>Heritage conservation appeals Records relating to public appeals to promote the conservation of Queensland's heritage places.</p>	<p>Background/business process:</p> <p>The National Trust of Queensland runs public appeals to promote the conservation of Queensland's heritage places. The purpose of the appeals is to help other owners of heritage buildings by managing tax-deductible heritage conservation appeals. The National Trust currently maintains approximately 35 appeals, of which the largest is the Brisbane 'Save City Hall' appeal.</p> <p>The National Trust charges a small percentage fee of funds raised for hosting the appeal.</p> <p>Regulatory requirements:</p>

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	<p>Disposal action - Retain for 7 years after completion of appeal.</p>	<p><i>Limitation of Actions Act 1974</i></p> <ul style="list-style-type: none"> • s.27 - limitation period for actions against breaches under a trust (action must be brought within 6 years). <p>Business requirements:</p> <p>Appeals can run for decades; one appeal ran from 1976 to 1992. These records are required while the appeal is still active. If an appeal is restarted a new file is opened.</p> <p>These records are linked to receipt of monies therefore the records are required for the same period of time the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i> version 7.</p> <p>Community expectation:</p> <p>Evidence of money raised during heritage conservation appeals, and undertaking an event to promote the conservation of Queensland's heritage places.</p> <p>Consistency with other schedules:</p> <p>National Archives of Australia <i>Department of the Environment, Water, Heritage and the Arts</i> (2007/00380834) for records documenting the promotion and coordination of national campaigns and events – reference number 17456 – destroy 5 years after action completed.</p>
1.5.1	<p>National and heritage listed properties – management and conservation</p> <p>Records relating to the management, maintenance and conservation works undertaken on national or heritage listed property owned or leased by a trust of Queensland. Includes all grants received for these properties.</p> <p>Also includes records relating to:</p> <ul style="list-style-type: none"> • the benefactor/s and/or previous owners of the 	<p>Background/business process:</p> <p>The National Trust owns or operates properties in several areas of Queensland. Some are open to the public, and some properties are managed by custodians. All those responsible for properties report through various reporting chains to the executive officer and are ultimately responsible to the Council. The one exception is the Currumbin Wildlife Sanctuary, which operates under its own Act, the <i>Currumbin Bird Sanctuary Act 1976</i>. The Currumbin Wildlife Sanctuary has its own management staff headed by a chief executive officer who reports to the newly appointed Board on matters relating to policy and property management.</p> <p>The National Trust of Queensland currently has a portfolio of 14 properties. 11 of these are owned by the National Trust and they lease all or part of the other properties.</p> <p>Newstead House is a heritage listed property operating as a living museum. The Board of Trustees of the Newstead House Trust is responsible for conserving the significance of Newstead House, the building, the collection and the landscape.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>properties</p> <ul style="list-style-type: none"> properties that are no longer owned by the National Trust acquisition and disposal of land. <p>Disposal action - Retain permanently.</p>	<p>s. 5 of the <i>National Trust of Queensland Act 1963</i> outlines the objects of the National Trust.</p> <p>s.3B of the <i>National Trust of Queensland Act 1963</i> the National Trust has the power to acquire, hold, deal with and dispose of property inside and outside Queensland, including outside Australia.</p> <p>s.24 of the <i>National Trust of Queensland Act 1963</i> the National Trust may act as trustee of any lands, buildings, furniture, pictures and other chattels referred to in section 5 of this Act.</p> <p><i>Newstead House Trust Act 1939</i></p> <p>Business requirements:</p> <p>These records provide a history of the property and the maintenance and conservation works undertaken by a national and heritage trust. Records of all conservation works must be retained to assist with future preservation and conservation works. These properties have been identified as having natural, Indigenous and cultural heritage significance to Queensland.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial contribution to community memory</p> <p>Community expectation:</p> <p>Evidence of the maintenance and conservation on heritage listed properties.</p> <p>Consistency with other schedules:</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v3) for records relating to the successful listing and ongoing management of buildings, sites, properties and places on the National Trust Heritage Register – reference number 18.4.3 – retain permanently.</p> <p>Queensland State Archives <i>Department of Environment and Resource Management Retention and Disposal Schedule</i> (QDAN653v1) for records relating to the conservation of Aboriginal and Torres Strait Islander cultural heritage including the erection of structures to preserve cultural heritage – reference number 1.8.1 – retain permanently.</p> <p>Queensland State Archives <i>Office of the Governor Retention and Disposal Schedule</i> (QDAN378v3) for records relating to significant works relating to the design, construction and maintenance of Government House and its surrounding grounds and gardens – reference number 3.1.1 – retain permanently.</p> <p>State Records Authority of New South Wales <i>Centennial Park & Moore Park Trust</i> (DA157) for records documenting the preservation, restoration and protection of agency heritage listed land, buildings and</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>structures – reference number 5.5.2 – required as state archives.</p> <p>State Records Authority of New South Wales <i>Department of Environment and Conservation</i> (DA216) for log records relating to the public’s use of cabins and huts in national parks – reference number 22.1.1 – required as state archives.</p> <p>State Records Office of Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for record of works proposed, planned and undertaken for heritage locations and property – reference number 16.5.2 – retain as State Archives.</p>
1.5.2	<p>National and heritage listed properties - operations Non-financial records relating to the administrative operation of a national or heritage listed property.</p> <p>Disposal action - Retain for 10 years after last action.</p>	<p>Background/business process: This class covers the operational management of a national trust property. An example of these operations is maintaining the grounds of a property.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records need to be retained to support the activities of the national and heritage trusts in operating a property. The records provide evidence of the routine operation of the property and used for reporting purposes, and support future operations.</p> <p>Community expectation: Evidence of the use and operation of a national trust property.</p> <p>Consistency with other schedules: State Records Authority of New South Wales <i>National Parks and Wildlife Service</i> (DA155) for records relating to routine arrangements for access to parks and recreational areas – reference number 15.7.3 – retain for 10 years after last action. State Records Authority of New South Wales <i>Centennial Park & Moore Park Trust</i> (DA157) for records relating to the installation of utilities – reference number 5.13.1 – retain for 10 years after last action. State Records Office of Victoria <i>Retention and Disposal Authority for Records of the Department of Sustainability and Environment</i> (PROS 05/09) for job tracking records and files for routine maintenance carried out on heritage sites or buildings – reference number 16.5.3 – destroy 10 years after administrative use has concluded.</p>

