

# Appraisal log

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## Heritage Conservation Retention and Disposal Schedule QDAN 741 v1

### Department of Environment and Heritage Protection

Includes:

- Queensland Heritage Council
- Wet Tropics Management Authority

Note: Excludes: National Trust of Queensland\* and Board of Trustees for Newstead House Trust \*

\* covered by QDAN 707

Date: April 2017

## **ADDITIONAL JUSTIFICATION FOR RETENTION PERIODS**

The following information supports some of the permanent record classes contained in the activities rather than repeat the information throughout the document. The Heritage Conservation schedule and appraisal log only covers records related to heritage conservation of built and natural environments, created by Department of Environment and Heritage Protection. The conservation management and maintenance of natural environments generally, or natural areas in particular e.g. national and marine parks are covered in other Environment schedules (i.e. either the Environment retention and disposal schedule or the Parks retention and disposal schedule).

Heritage conservation – management of State heritage places. Heritage places include buildings, structures, cemeteries, archaeological sites, gardens, urban precincts, and natural and landscape features.

Heritage conservation does not mean historic places remain frozen in time and are never altered. Heritage places are best protected by ensuring they continue in active use and are valued by the community. The department is committed to:

- establishing and maintaining the Queensland Heritage Council
- keeping the Queensland Heritage Register, including a process for assessing applications to the Queensland Heritage Register.
- requiring archaeological and underwater cultural heritage artefact discoveries are reported
- providing for the identification and management of local heritage places by local government.
- regulating some types of development of heritage places
- providing for heritage agreements.

Many significant record classes created and captured to meet the Department's commitments are contained within the activities of advice, agreements, inspections, investigations, licensing. These records provide evidence of the Queensland government's significant actions in relation to heritage conservation management and change.

A key principle of Queensland Heritage Strategy is to help Queenslanders understand and value the environment, social and economic benefits of our shared cultural capital. Queensland's cultural capital is embodied in the buildings, landscapes and stories inherited from previous generations which can be passed on to future generations.

The records will demonstrate how the department:

- protected Queensland's cultural heritage as part of Queenslanders' common inheritance
- balanced development and protection to achieve the right mix of regulation and incentives
- shaped the direction for government, industry, property owners and community identity
- developed a policy framework giving Queenslanders certainty about cultural heritage conservation and management, providing for sustainable and managed growth that respects and celebrates the past.

Function	Scope note	
<b>1 COMMON ACTIVITIES</b>	<i>These activities are common across all heritage conservation related functions and can be used to sentence or dispose of records that are classified under any heritage conservation 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 Retention period &amp; triggers (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under heritage conservation related functions (later in the schedule).</i>	
Activities		
1.1 Advice 1.2 Agreements 1.3 Appointments 1.4 Authorisation 1.5 Claims Management 1.6 Conservation 1.7 Control 1.8 Declarations 1.9 Development 1.10 Disposal 1.11 Enforcement	1.12 Investigations 1.13 Licensing 1.14 Mapping 1.15 Monitoring and Surveillance 1.16 Partnerships 1.17 Planning 1.18 Prosecution 1.19 Registration 1.20 Research 1.21 Training	

*Note: This schedule covers the heritage protection of natural and built environments, including World Heritage listings, and the conservation of built environments. For the conservation management and maintenance of natural environments generally, or natural areas in particular, for example, national and marine parks, please see other Environment schedules.*

Disposal authorisation	Record class and retention period	Justifying the retention period
1.1	<b>Advice</b>	
1.1.1	<p><b>Advice – significant*</b></p> <p>Records relating to the provision of significant heritage conservation related advice where the advice is not related to a specific enforcement or monitoring action or case file. Includes, but is not limited to, advice on:</p> <ul style="list-style-type: none"> <li>• heritage criteria, applications, listings and reviews</li> <li>• conservation products, trades and specialist activities, including time period appropriate supplies and techniques</li> <li>• development approvals and exemptions, including third party advice or agency development advice</li> <li>• archaeological and historical connections</li> <li>• cultural heritage conservation, including custodianship, ownership and possession, handling, existence and location of Aboriginal or Torres Strait Islander cultural heritage and human remains</li> <li>• world heritage status, e.g. <i>wet tropics area</i></li> <li>• maritime historical places, e.g. <i>shipwrecks</i></li> <li>• international standards, e.g. <i>UNESCO Convention</i>.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Advice records are created across many processes, and in many roles, for example, providing customised advice to industry members and members of the public, potentially heritage place owners. Advice is inclusive in a number of records classes as well as an independent records class in its own right. Advice records class was sourced via file plan analysis with provision of advice crossing all heritage management and conservation processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Queensland Heritage Act 1992 – s. 2, 8, 81</i>  <i>Wet Tropics World Heritage Protection and Management Act 1993 – s. 10</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Records Authority New South Wales Heritage management (Heritage Council of NSW and Heritage Branch, NSW Department of Planning) FA271 Reference 1.7.1</i> Case files – advice relating to items and places listed on the State Heritage Register – Required as State archives</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834 Reference 17389</i> Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications – Retain as national archives</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09</i> References relating to advice for:</p> <ul style="list-style-type: none"> <li>• 16.1.1 Successful nominations – permanent</li> <li>• 16.1.3 Assessment and registration in Historic Register – permanent</li> <li>• 16.2.0 Permits and covenants – Granting and appeals – permanent.</li> </ul> <p><i>Queensland Museum Retention and Disposal Schedule QDAN697 Reference 1.1.1</i> Aboriginal and Torres Strait Islander Collection Management Advice – Retain permanently.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 1.2.1</i> Cultural Heritage Management Advice – Retain permanently.</p>
1.1.2	<p><b>Advice – other~</b> Records relating to the provision of other heritage conservation related advice not covered by reference <a href="#">1.1.1</a>.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records Authority of New South Wales FA271 Heritage Council of NSW and Heritage Branch, NSW Department of Planning Reference 1.1.1 Advice Records</i> relating to advice received from or provided to local councils, other government agencies or the public relating to heritage and conservation issues – Retain minimum of 7 years after last action, then destroy.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834, Reference 17393</i> Records documenting advice provided by the agency to the Minister and government agencies about matters relating to the environment and heritage with no far reaching environmental, cultural, economic, legal, social, political or international implications – Destroy 7 years after action completed.</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09 Reference 16.1.2</i> Records relating to advice about unsuccessful nominations – Destroy 10 years after date of nomination.</p>
1.2	<b>Agreements</b>	
1.2.1	<p><b>Agreements – significant*</b></p> <p>Records relating to the establishment, negotiation, maintenance, review and variation of significant heritage conservation related agreements between the department and other entities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• conservation projects</li> <li>• development partnerships</li> <li>• joint management and cooperative arrangements, <i>e.g. with Aboriginal and</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Agreements are created during heritage conservation management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements. Includes significant agreements that do not proceed.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>Torres Strait Islander people, with landholders</i></p> <ul style="list-style-type: none"> <li>• heritage place ownership and conservation responsibilities, <i>e.g. public access and conservation provisions</i></li> <li>• wet tropics heritage management, <i>e.g. variation/exemption agreements of Wet Tropics Management Plan controls, cooperative financial, scientific, technical or other assistance for management of world heritage areas</i></li> <li>• research, preservation and cataloguing programs, <i>e.g. national environmental science programs, fungi biodiversity, Riversleigh fossil database</i></li> <li>• international conventions, <i>e.g. UNESCO world heritage management</i></li> <li>• cultural heritage studies or plans where the department is a sponsor</li> <li>• negotiations between the State and Commonwealth relating to regional funding, sponsorship, contributions and individual projects, <i>e.g. Natural Heritage Trust Extension</i></li> <li>• Aboriginal and Torres Strait Islander cultural heritage</li> <li>• partnerships with Aboriginal and Torres Strait Islander cultural heritage bodies.</li> </ul> <p>Includes significant agreements that do not proceed.</p>	<p>agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement.</p> <p><b>Regulatory requirements:</b>  <i>Queensland Heritage Act 1992 – s. 2, 81</i>  <i>Wet Tropics World Heritage Protection and Management Act 1993 – preamble, s. 4, 11, schedule 1</i>  <i>Wet Tropics Management Plan 1998 – s. 40-42</i></p> <p><b>Business requirements:</b>  Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) require these records to be retained permanently as they aid in the conservation and appropriate management of a heritage place and contribute to the public appreciation of the importance of the place to Queensland’s cultural heritage. These records:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• support the decisions of the business</li> <li>• provide evidence of the State’s role in protecting cultural heritage in accordance with cultural heritage legislation</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 19222</i> Records documenting the negotiation, establishment, maintenance and review of significant agreements or strategic partnerships with state, territory or local governments; holders of property rights, including land or water entitlements; industry bodies; Aboriginal and Torres Strait</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>Islander communities; regional bodies and community groups – Retain as National archives.</p> <p><i>State Records Authority New South Wales Heritage management (Heritage Council of NSW and Heritage Branch, NSW Department of Planning) FA271 Reference 1.11.1</i> Case files documenting properties, places and objects that have been nominated but not approved to be on State Heritage Register – Required as State archives.</p> <p><i>State Records Authority of New South Wales FA330, New South Wales Aboriginal Land Council Reference 2.1</i> Records relating to establishing and reviewing schemes to support the delivery or provision of services or benefits to aboriginal communities – Required as State archives.</p> <p><b>Previous schedules (where applicable):</b> <i>Queensland Department of Environment and Resource Management QDAN653</i> References:</p> <ul style="list-style-type: none"> <li>• 1.3.1 – Department as sponsor Records relating to agreements resulting from a cultural heritage study or cultural heritage management plan (CHMP) where the department is a sponsor in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> – Permanent.</li> <li>• 1.3.2 – Prior agreements Records relating to agreements regarding cultural heritage that are still in force prior to the commencement of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> – Permanent.</li> </ul>
1.2.2	<p><b>Agreements – proceeded with – other~</b> Records relating to other heritage conservation related agreements between the department and other entities that proceed not covered by reference <a href="#">1.2.1</a>.</p> <p><b>Retention period &amp; trigger</b> 7 years after agreement terminated or expired.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• are required for financial reasons. They are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule</i></li> <li>• support the decisions of the business including ongoing requirements of the department under current agreements</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 19223</i> Final versions of agreements, including industry cooperative or facilitative agreements and covenants. Includes annual business agreements, action plans and annual reports submitted by signatories – Destroy 10 years after expiry of the agreement.</p> <p><i>Forestry Plantations Queensland QDAN633, References:</i></p> <ul style="list-style-type: none"> <li>• 1.1.2 – Agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations – Retain for 7 years after expiry of agreement</li> <li>• 1.1.3 – Land rentals agreements between Forestry Plantations Queensland and private landowners for the establishment of State forest plantations on private land – Retain for 7 years after expiry of agreement</li> <li>• 1.1.4 – Services agreements between Forestry Plantations Queensland and other parties for the provision of plantation related services – Retain for 7 years after expiry of agreement.</li> </ul>
1.2.3	<p><b>Agreements – not proceeded with – other~</b></p> <p>Records relating to heritage conservation related agreements between the department and other entities that do not proceed.</p> <p>Excludes significant agreements that do not proceed. See 1.2.1</p>	<p><b>Background/business process:</b></p> <p>Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p>Significant agreements that do not proceed are covered under reference 1.2.3.</p> <p><b>Business requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• draft contracts</li> <li>• draft memorandum of understanding</li> <li>• draft negotiation papers</li> <li>• withdrawn offers</li> <li>• proposals.</li> </ul> <p><b>Retention period &amp; trigger</b> 2 years after decision not to proceed.</p>	<p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for two years as they:</p> <ul style="list-style-type: none"> <li>• meet the department's short-term obligations for accountability and information accessibility</li> <li>• provide evidence of the decision by the department or another body not to approve an agreement</li> <li>• ensure short term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 1.1.5 Records relating to the development and negotiation of agreements between Forestry Plantations Queensland and other parties that do not result in a signed agreement – Retain for 2 years after last action.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653 v1</i> Reference 3.5.2 Records relating to funding agreements - unsuccessful grant applications – Retain for 2 years after last action.</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09</i> Reference 19.3.0 Records related to unestablished programs and projects that do not proceed beyond the proposal phase – Destroy 5 years after administrative use has concluded.</p>
1.3	<b>Appointments</b>	
1.3.1	<p><b>Authorised and accredited officers</b></p> <p>Records relating to the appointment of officers and inspectors, authorised or accredited to undertake heritage conservation compliance related activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• authorised officers</li> <li>• conservation officers</li> </ul>	<p><b>Background/business process:</b></p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• investigations</li> <li>• monitoring and enforcement of breaches of legislation.</li> </ul> <p>Includes resignations, disqualifications, provision and return of identification cards, removals from office, election to positions (where appropriate).</p> <p><b>Retention period &amp; trigger</b> 7 years after appointment ceased.</p>	<p>successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices.</p> <p><b>Regulatory requirements:</b> <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 16-23, 58</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 17407</i> Records documenting the appointment of persons under various Acts administered by the Department, including the appointment of members of technical reference working groups, committees, inspectors, auditors, examiners, arbitrators or commissioners – Destroy 7 years after appointment ceases.</p> <p><i>State Records Authority of New South Wales FA258, Department of Primary Industries:</i></p> <ul style="list-style-type: none"> <li>• <i>reference 7.2.5</i> – Records relating to the terms, conditions, qualifications and appointment of persons authorised to conduct examinations, assessments or inspections for the purposes of assessing the compliance of persons or operations with industry safety standards, regulations, competency or accreditation requirements – Retain minimum of 10 years after last action or after appointment ceases, whichever is the longer, then destroy</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>reference 10.3.6 – Records relating to the appointment of inspectors for the purpose of monitoring compliance – Retain minimum of 10 years after appointment expires, then destroy.</li> </ul> <p><i>Queensland Department of Agriculture and Fisheries (Agriculture) QDAN719 v.1</i> Reference 1.4.1 Authorised and accredited officers –Retain for 7 years after appointment ceased</p> <p><i>Queensland Department of Agriculture and Fisheries (Fisheries) QDAN724 v.1</i> Reference 1.3.1 Authorised and accredited officers –Retain for 7 years after appointment ceased</p> <p><i>Queensland Department of Environment QDAN733 v.1</i> Reference 1.3.1 Authorised and accredited officers –Retain for 7 years after appointment ceased.</p>
1.4	<b>Authorisation</b>	
1.4.1	<p><b>Granted rights – Aboriginal and Torres Strait Islander cultural heritage</b></p> <p>Records relating to the granting of heritage conservation related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> <li>measures to avoid or minimise harm to Aboriginal and Torres Strait Islander cultural heritage sites</li> <li>permits and other authorisations previously approved under previous relevant legislation.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.10(n) (current legislation)</p> <p>Previous legislation under previous administrative orders relating to Aboriginal and Torres Strait Islander cultural heritage:</p> <p><i>Aboriginal Cultural Heritage Act 2003</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Torres Strait Islander Cultural Heritage Act 2003</i></p> <p><b>Business requirements:</b></p> <p>The recommended permanent retention ensures that records of granted rights are retained to provide evidence of the protection of Aboriginal and Torres Strait Islander cultural heritage over time.</p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value and evidence of cultural heritage duty of care</li> <li>• document the State's involvement in adequately and appropriately recognising the rights and interests of Aboriginal and Torres Strait Islander people in relation to Aboriginal and Torres Strait Islander cultural heritage sites</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 17430</i> Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approvals. Concerns matters with far-reaching environmental, cultural, economic, legal, social, political or international implications including precedent cases or cases with historical significance – Retain as National archives.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 1.5.6 Prior Authorisation Records relating to applications for the approval of measures that avoid or minimise harm to cultural heritage that were previously approved under another Act prior to the commencement of the Aboriginal Cultural</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003. Includes designated landscape areas – Retain permanently.</p> <p><i>State Records Authority of New South Wales FA330, New South Wales Aboriginal Land Council Reference 3.2</i> Records relating to land claims that are discontinued or unsuccessful – Required as State archives.</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09 Reference 16.2.0</i> Records relating to permits and covenants – granting and appeals for alterations or archaeological survey granted that allow prescribed actions that do not require notification to Heritage Victoria. Includes covenants, consents, permits, variations, agreements, releases, appeals, reviews, hearings, determinations and submissions – Permanent.</p>
1.4.2	<p><b>Granted rights – other~</b></p> <p>Records relating to the granting of other heritage conservation related authorisations which can enable ongoing maintenance and minor repair work.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cultural heritage exemptions and approvals</li> <li>• world heritage area authorisations.</li> </ul> <p>Excludes authorisations regarding Aboriginal and Torres Strait Islander cultural heritage sites.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after authorisation ceased or expired.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p><i>Queensland Heritage Act 1992</i> – s. 9 (delegations)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 35-36, 65 (delegations)</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 1.5.7</i> Records relating to permits to explore issued under section 28 of the repealed Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987 – Retain for 7 years after expiry of permit.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623 Reference 2.4.1 External authorisations, including licences and permits, covering activities which have the potential to cause environmental harm – Retain for 7 years after last action.</i></p> <p><i>Department of Natural Resources and Water (Forestry Plantation Queensland) QDAN633 Reference 2.3.1 Records relating to external authorisation for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 7 years after approval cancelled or superseded.</i></p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09 Reference 16.5.3 Records relating to job tracking records and files for routine maintenance carried out on Heritage sites or buildings.</i></p>
1.4.3	<p><b><i>Unsuccessful and withdrawn applications</i></b> Records relating to unsuccessful and withdrawn applications for heritage conservation related authorisations.</p> <p><b>Retention period &amp; trigger</b> 2 years after authority refused or withdrawn.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for two years instead of the 5 years like NAA and Victoria or 7 years for another Queensland schedule as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• support the decisions of the business as evidence of the reasons for an application refusal.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Forestry Retention and Disposal Schedule QDAN 725 v1 Reference 1.4.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Queensland Fisheries Retention and Disposal Schedule QDAN 724 v1</i> Reference 4.1.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference Unsuccessful and withdrawn environment related applications – Retain for 7 years after authority refused or withdrawn.</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09</i> Reference 19.3.0 Records relating to unestablished programs and projects that do not proceed beyond the proposal phase – Destroy 5 years after administrative use has concluded.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834</i> Reference 17439 Records documenting the rejection or refusal of environment and heritage applications where there are no far-reaching consequences, and the matter is not a precedent case where there is no significant historic or public interest.</p>
1.5	<b>Claims Management</b>	
1.5.1	<p><b>Compensation claims – significant*</b></p> <p>Records relating to claims for compensation provided by the Department of Environment and Heritage Protection for costs, damage or loss incurred under heritage conservation related legislation including, but not limited to claims for:</p> <ul style="list-style-type: none"> <li>• exercise of compliance officer actions and powers, <i>e.g. inspectorate actions which damage, remove or incur expenses for complainant</i></li> <li>• exercise of chief executive powers, <i>e.g. declaration of state ownership of particular archaeological artefacts resulting in loss/expense for complainant</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Compensation claim records are created when assessing the department’s liability for compensation payable to applicants for a range of loss, damage and costs associated with the department’s excise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Newstead House Trust Act 1939 – s. 11</i></p> <p><i>Queensland Heritage Act 1992 – s. 92-97, 153</i></p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993 – s. 54, 57, 78</i></p> <p><b>Business requirements:</b></p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• regulatory compliance, <i>e.g. compensable expenses to comply with regulatory requirements incurred by complainant</i></li> <li>• regulatory impacts, <i>e.g. restrictions or prohibitions under management plans on existing use of the land where landholders are injuriously affected</i></li> <li>• other claims within legislated compensation parameters.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments</li> <li>• compensation claim applications/requests</li> <li>• notifications</li> <li>• claim approvals, advice payments</li> <li>• Gazette notices.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.6.1 Records relating to significant claims for compensation costs, damage or loss incurred under relevant legislation for the management and protection of the State's natural environments – Permanent.</p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1</i> Reference 6.9.1 Land resumption claims – Permanent.</p> <p><i>Queensland Mining Retention and Disposal Schedule QDAN 737 v1</i> Reference 1.5.1 Records relating to assessing significant compensation claims from landowners and licence holders for events, including claims for loss of damage from exercise of inspectorate powers – Permanent.</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 03.04.01 Records relating to decisions on the award of a financial compensation package to owners of land and buildings affected by landslip hazards – Permanent.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 1.6.1 Records relating to compensation claims sought under the Aboriginal Cultural Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003 – Retain for 7 years after last action.</p>
1.5.2	<b>Compensation claims – other~</b>	<b>Background/business process:</b>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to claims for compensation for costs, damage or loss incurred under heritage conservation related legislation including, but not limited to claims for:</p> <ul style="list-style-type: none"> <li>• exercise of compliance officer actions and powers, <i>e.g. inspectorate actions which damage, remove or incur expenses for complainant</i></li> <li>• exercise of chief executive powers, <i>e.g. declaration of State ownership of particular archaeological artefacts resulting in loss/expense for complainant</i></li> <li>• regulatory compliance, <i>e.g. compensable expenses to comply with regulatory requirements incurred by complainant</i></li> <li>• regulatory impacts, <i>e.g. restrictions or prohibitions under management plans on existing use of the land where landholders are injuriously affected</i></li> <li>• other claims within legislated compensation parameters.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after claim determined.</p>	<p>Compensation claim records are created when assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the department's excise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b> <i>Newstead House Trust Act 1939 – s. 11</i> <i>Queensland Heritage Act 1992 – s. 92-97, 153</i> <i>Wet Tropics World Heritage Protection and Management Act 1993 – s. 54, 57, 78</i></p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.6.2 Records relating to other claims for compensation costs, damage or loss incurred under relevant legislation for the management and protection of the State's natural environments – Retain for 7 years after claim resolved/written off. <i>Queensland Coordinator-General QDAN703</i>, Reference 1.4.1 Records relating to claims for compensation made to the Coordinator-General for land acquired in accordance with the Acquisition of Land Act 1967 and the State - Retain for 7 years after finalisation of all claims and appeals. <i>Queensland Department of Environment and Resource Management QDAN653 v1</i> <i>References:</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 9.7.1 – Claims made for compensation under the <i>Vegetation Management Act 1999</i> – Retain for 7 years after last action</li> <li>• 10.8.1 – Claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> – Retain for 7 years after last action.</li> </ul> <p><i>Queensland Mining Retention and Disposal Schedule QDAN 737 v1</i> Reference 1.5.2 Records relating to assessing other compensation claims from landowners and licence holders for events, including claims for loss of damage from exercise of inspectorate powers – 13 years after claim determined.</p> <p><i>State Records Authority of New South Wales FA258, Department of Primary Industries</i> Reference 13.1.3 Records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – retain minimum of 7 years after date of audit.</p> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 1.6.1 Records relating to compensation claims sought under the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> – Retain for 7 years after last action.</p>
1.5.3	<p><b>Cost recovery – heritage conservation value</b></p> <p>Records relating to claims for compensation for costs, damage or loss for various heritage conservation related items under heritage conservation related legislation, including, but not limited to claims for damage or loss of:</p> <ul style="list-style-type: none"> <li>• built environments, including repairs and replacements of items, <i>e.g. buildings, out-buildings, landscaping, other fixtures and features</i></li> <li>• natural environments, including restoration or rehabilitation of particular areas, <i>e.g. world heritage protected sites</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Recovery claim records are created when the State loses or outlays monies, or loses property or value through the loss or damage of culturally significant heritage items, and makes claims for damages and losses to rectify a range of expenses incurred.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Newstead House Trust Act 1939</i> – s. 11</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 83</p> <p><b>Business requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>objects and items with historical value and significance to cultural heritage conservation outcomes, e.g. <i>pictures, prints, exhibits, artefacts, curios, objects of natural history, objects / works of art, books, maps, manuscripts, documents, papers, etc.</i></li> <li>other items of value to various heritage trusts through their rarity, uniqueness or the information they provide.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after claim determined.</p>	<p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>provide evidence of decisions made in support of claims</li> <li>remain available for potential repeat and overlapping claims for compensation</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Environment and Resource Management QDAN653:</i></p> <ul style="list-style-type: none"> <li>reference 9.7.1 – Claims made for compensation under the <i>Vegetation Management Act 1999</i> – Retain for 7 years after last action</li> <li>reference 10.8.1 – Claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> – Retain for 7 years after last action.</li> </ul> <p><i>State Records Authority of New South Wales FA258, Department of Primary Industries Reference 13.1.3</i> Records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – retain minimum of 7 years after date of audit.</p>
1.6	<b>Conservation</b>	
1.6.1	<p><b>Built and natural environments</b></p> <p>Records relating to the preservation, protection, restoration and enhancement of land, built and natural environments, places, sites and property, including:</p> <ul style="list-style-type: none"> <li>built environments, including repairs and replacements of items, e.g. <i>buildings, out-buildings, landscaping, other fixtures and features</i></li> </ul>	<p><b>Background/business process:</b></p> <p>Conservation and conservation planning plays a key role in facilitating the provision of land, environments, buildings and property in ways that enhances their historical and community heritage value and revitalises existing heritage assets with appropriate redevelopment.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>research conservation techniques, products, tools and trades; research development or project-specific historical validity of designs, products and specifications; research national, historic, aesthetic, artistic, architectural or scientific interests of place/project/development; draft planning documents; consult with stakeholders; approve planning documents; map activities; develop task lists and</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• natural environments, including restoration or rehabilitation of areas, <i>e.g. world heritage protected sites, endangered habitats</i></li> <li>• archaeological places, including marine sites, <i>e.g. maritime shipwrecks</i></li> <li>• Aboriginal and Torres Strait Islander burial sites, including repatriation of aboriginal burial remains</li> <li>• Aboriginal and Torres Strait Islander cultural heritage sites</li> <li>• land management operations by landholders, land managers and other stakeholders</li> <li>• state heritage places, including amenities of heritage conserved lands, buildings and chattels and their surroundings</li> <li>• objects and items with historical and cultural heritage conservation value and significance, <i>e.g. pictures, prints, exhibits, artefacts, curios, objects of natural history, objects / works of art, books, maps, manuscripts, documents, papers, etc.</i></li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>work schedules of conservation work; run conservation work as per other business processes; monitor performance of contractors; develop maintenance schedule; monitor work of maintenance schedule; review plans; prepare conservation information resources and exhibits detailing work before/after, new/old (as appropriate).</p> <p><b>Regulatory requirements:</b> <i>National Trust of Queensland Act 1963 – s. 3, 5, 16</i> <i>Wet Tropics World Heritage Protection and Management Act 1993 – Schedule 1</i> <i>Cape York Peninsula Heritage Act 2007 – Part 2 s. 8-12</i></p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• provide evidence of the State’s role in protecting cultural heritage in accordance with cultural heritage legislation</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights &amp; Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules’ retention period:</b> <i>National and Heritage Trusts QDAN707 Reference 1.5.1 National and heritage listed properties – management and conservation – Retain permanently.</i> <i>State Records Authority of New South Wales, New South Wales Aboriginal Land Council FA330 Reference 1.1 Aboriginal Culture, Identity and Heritage Records relating</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>to the acquisition, management and documentation of items, places and customs of significance to Aboriginal people in NSW – Required as State archives.</p> <p><i>State Records Authority of New South Wales, Heritage Management (Heritage Council of NSW and Heritage Branch, NSW Department of Planning) FA271 Reference 1.7.1</i></p> <p>Case files for items and places listed on the State Heritage Register documenting all actions associated with items, includes nominations, determinations for proposed developments, alterations, maintenance/repairs, variations and exemptions – Required as State archives.</p> <p><i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 References:</i></p> <ul style="list-style-type: none"> <li>• 16.5.1 Studies – conservation and heritage reference and guides that assist in the identification, preservation and conservation of heritage places and objects – Retain as State archives</li> <li>• 16.5.2 Records of works proposed, planned and undertaken for heritage locations and property – Retain as State Archives.</li> </ul> <p><b>Previous schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 1.8.1</i> Records relating to the conservation of Aboriginal and Torres Strait Islander cultural heritage including the erection of structures to preserve Aboriginal or Torres Strait Islander cultural heritage in accordance with section 33 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> – Retain permanently.</p>
1.7	<b>Control</b>	
1.7.1	<p><b>Regulatory requisites</b></p> <p>Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (licences, accreditations, authorisations, permits, permissions, etc.) for Department to conduct its heritage conservation functions and associated business processes.</p>	<p><b>Background/business process:</b></p> <p>Compliance control records are created in maintaining regulatory compliance to external statutory processes, including holding correct authorities in conducting business functions.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Typically includes processes administered under legislation not administered by the Department. Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• equipment calibrations and certifications</li> <li>• rights, approvals and other authorities (not administered by Department)</li> <li>• development approvals</li> <li>• testing accreditation by the National Association of Testing Authorities (NATA)</li> <li>• other requisites approvals from other licensing agencies.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<ul style="list-style-type: none"> <li>• identify need for regulatory compliance instrument; identify application requirements; commission special requirements e.g. environmental studies; collate application requirements and supporting documents; obtain approvals to submit; submit application and supporting documents; provide information as requested; amend application as required; receive approvals/rejections; revise and resubmit application as required; notify business areas needing approvals to commence other work.</li> </ul> <p><b>Regulatory requirements:</b> As per legislation administered by other agencies, with regulatory requirement to hold particular licences as part of the Department functions. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• rights, approvals and other authorities not administered by the Department, e.g. training organisation via training organisation registration</li> <li>• equipment testing calibrations, certifications and accreditations e.g. for equipment used in conservation assessments in order to test structural integrity of buildings</li> <li>• development approvals, e.g. to carry out building work and making material change of use of premises including areas of demolition control.</li> </ul> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules' retention period:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.7.1</i> Records relating to apply for and maintaining regulatory requirements for relevant regulatory instruments (such as licences, accreditations, authorisations, permits,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>permissions etc.) – Retain for 7 years after requisite statutory instrument expires/ceases.</p> <p><i>Queensland Environment Protection Authority QDAN502 v1</i> References:</p> <ul style="list-style-type: none"> <li>• F1.5.1 – Records documenting agency compliance with mandatory, fiscal and statutory requirements including proof of compliance – Retain for 7 years after last action</li> <li>• F1.5.2 – Records documenting failure of or breaches by the agency to meet compliance requirements – Retain for 7 years after last action.</li> </ul> <p><i>Queensland Mining Retention and Disposal Schedule QDAN 737 v2</i> Reference 4.2.1 Records relating to processing regulatory requirements for relevant mining regulatory instruments (such as licences, accreditations, authorisations, permits, permissions etc.) – Retain for 10 years after action completed.</p>
1.8	<b>Declarations</b>	
1.8.1	<p><b>Declarations – significant*</b></p> <p>Records relating to significant heritage conservation related declarations made by the department including, but not limited to declarations of:</p> <ul style="list-style-type: none"> <li>• state ownership of particular archaeological artefacts (to protect cultural heritage significance and conservation)</li> <li>• Aboriginal and Torres Strait Islander community use areas for appropriate Aboriginal and Torres Strait Islander and economic activities</li> <li>• protected areas.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Declaration records are created during legislative processes but also as a separate activity to provide statutory support in regulatory compliance activities.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Cape York Peninsula Heritage Act 2007</i> – s. 4, 11-15 <i>Queensland Heritage Act 1992</i> – s. 92, 103</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the state’s efforts to preserve significant cultural heritage sites and artefacts for future generations</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management and Change</li> </ul> <p><b>Comparison Schedule:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.8.1</i> Records relating to environment declarations made by the department related to the management and protection of the State's natural environment – Permanent. <i>Queensland Water Retention and Disposal Schedule QDAN 738 v1 Reference 1.7.1</i> Records relating to significant water-related declarations made through operational activities – Permanent. <i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 17419</i> Records documenting declarations related to the protection and conservation of the environment and heritage including Commonwealth reserves and the proclamation of conservation zones (protected areas), historic shipwrecks and relics, Aboriginal and Torres Strait Islander heritage areas and objects, international movement of wildlife specimens, wetlands of international importance and world heritage areas – Retain as National archives.</p>
1.8.2	<p><b>Declarations – other~</b> Records relating to other heritage conservation related declarations made by the department, not covered by reference <a href="#">1.8.1</a>.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>document business processes associated with declarations on property titles</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 v1</i> References:</p> <ul style="list-style-type: none"> <li>• 1.14.1 Records relating to required notifications under the Aboriginal Cultural Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003 – Retain for 7 years after last action</li> <li>• 7.18.2 Notices required for wild river declarations in accordance with the Wild Rivers Act 2005 – Retain for 7 years after last action</li> <li>• 10.19.1 Publication of notices relating to the <i>Water Act 2000</i> in the media and/or Gazette – Retain for 7 years after last action.</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.2.1 Declarations – Retain for 7 years after action completed.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.7.1 Declarations – Retain for 7 years after action completed.</p>
1.9	<b>Development</b>	
1.9.1	<p><b>Development approvals</b></p> <p>Records relating to assessing applications for development approvals affecting significant Queensland places, determined under relevant heritage, conservation and planning legislation and outcomes for:</p>	<p><b>Background/business process:</b></p> <p>Development approval records are created in regulatory processes of designing, applying, assessment, mandatory research and studies (such as environmental impact statements, impact assessment studies) consultation, and approval processes.</p> <p>Usually from external parties, but includes state-initiated development applications to develop land and add development value.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• places likely deserving cultural heritage recognition</li> <li>• places under assessment for heritage status</li> <li>• registered state heritage places</li> <li>• archaeological places</li> <li>• sites under assessment for archaeological investigations.</li> </ul> <p>Assessment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• receiving advice from place owners of proposed development applications</li> <li>• assessing development impacts on archaeological artefacts/investigations of the place, or destroys/reduces cultural heritage significance of the place</li> <li>• issuing public consultation notices, requests for further information, assessing submissions and reports, soliciting council advice, making recommendations</li> <li>• assessing development applications under the <i>Sustainable Planning Act 2009</i> (state heritage places) for developments on state heritage places</li> <li>• refusing development applications where effect of approving development would be to destroy or substantially reduce the cultural heritage significance of a state heritage place</li> </ul>	<p>Illustrative processes for development approvals:</p> <ul style="list-style-type: none"> <li>• receive development application, assess application, request further information, approve/reject application.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Queensland Heritage Act 1992</i> – s. 2, 55-56, 56A, 58, 68-72, 74, 78-79  <i>Sustainable Planning Act 2009</i> – s. 680B (relevant development applications)  <i>Sustainable Planning Act 2009</i> – s. 584 (emergency exemptions)  <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 18-19  <i>National Trust of Queensland Act 1963</i> – s. 4</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• provide evidence of the state’s deliberations and decisions in granting development approvals for significant Queensland places of cultural heritage significance</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Local Government Sector Retention and Disposal Schedule QDAN 480 v4</i> Reference 7.5.1 Building development applications for historically significant buildings or structures that are approved – Permanent.  <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.9.1 Records relating to assessing development applications for environment-related</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>making decisions and development agreements with the owner and relevant assessment/concurrence agencies</li> <li>issuing development approvals and development exemption certificates.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>works and infrastructure under the <i>Sustainable Planning Act 2009</i> and <i>Environment Protection Act 1994</i> – Permanent.</p> <p><i>State Records Authority of New South Wales Department of Environment and Conservation DA196</i> Reference 4.1.1 Records referred by local or state government relating to specific local areas and development proposals – Required as State Archives.</p> <p><i>State Records Authority of New South Wales Heritage Council of NSW FA271</i> Reference 1.7.1 Case files for items and places listed on the State Heritage Register documenting all actions associated with the registered heritage item or place, such as nominations for registration and requests and determinations for proposed developments, alterations, maintenance/repairs, variations and exemptions – Required as State archives.</p> <p><i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS05/09</i> References:</p> <ul style="list-style-type: none"> <li>16.5.2 Record of works proposed, planned and undertaken for heritage locations and property – Permanent</li> <li>17.1.0 Historical place management – includes heritage assessments, conservation management plans, studies, development restoration documentation – Permanent.</li> </ul>
1.9.2	<p><b><i>Natural and built environments – heritage conserved developments</i></b></p> <p>Records relating to developing structures, amenities and mechanisms for or related to heritage conserved lands, buildings, chattels and surroundings, and heritage listed natural environments by World Heritage Management Authorities.</p> <p>Includes acquiring, including purchasing, property to facilitate development works.</p> <p>Developments include, but are not limited to:</p>	<p><b>Background/business process:</b></p> <p>Infrastructure development planning of construction, extension and improvement activities plays a key role in building and improving heritage conservation outcomes.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>research environment and markets; draft planning documents; consult with stakeholders; approve planning document; map activities</li> <li>acquire land and property via resumption, purchasing, exchange processes</li> <li>construction, extension and improvement processes as per basic project management processes</li> <li>hold land and property as per requirements. <i>See Maintenance for activities to maintain value of land and property.</i></li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• protecting and augmenting natural environments for better conservation management outcomes</li> <li>• facilitating and enhancing appreciation/enjoyment of World Heritage areas by the public</li> <li>• acquiring Aboriginal and Torres Strait Islander cultural heritage sites for preservation purposes</li> <li>• acquiring, including compulsory acquiring land, to manage, preserve or protect Aboriginal and Torres Strait Islander cultural heritage.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• dispose land and property as surplus to requirements, e.g. where not required for long-term development strategies.</li> </ul> <p><b>Regulatory Requirements:</b>  <i>National Trust of Queensland Act 1963</i> – s. 3B, s. 5  <i>Aboriginal Cultural Heritage Act 2003</i> – s. 155  <i>Torres Strait Islander Cultural Heritage Act 2003</i> – s. 155  <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – Schedule 1</p> <p><b>Business requirements:</b>  Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of the State’s involvement in the preservation of culturally significant land and the exercise of its powers to compulsorily acquire land under legislation</li> <li>• provide evidence of the State’s involvement in the preservation of Aboriginal and Torres Strait Islander cultural heritage</li> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria (where applicable):</b>  Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b>  <i>Queensland National and Heritage Trusts QDAN707 v1</i> Reference 1.5.1 Records relating to the management, maintenance and conservation works undertaken on</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>national or heritage listed property owned or leased by a trust of Queensland – Retain permanently.</p> <p><i>State Records Authority of New South Wales Department of Environment and Conservation DA196 Reference 9.1.1</i> Records relating to specific additions of land to existing historic site – Required as State archives.</p> <p><i>State Records Authority of New South Wales, New South Wales Aboriginal Land Council FA330</i> References:</p> <ul style="list-style-type: none"> <li>• 1.1 Aboriginal Culture, Identity and Heritage Records relating to the acquisition, management and documentation of items, places and customs of significance to Aboriginal people in NSW – Required as State archives</li> <li>• 3.1 Land Management Records relating to the acquisition and disposal of land – Required as State archives.</li> </ul> <p><b>Previous schedules (where applicable):</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN 653 v1,</i> References:</p> <ul style="list-style-type: none"> <li>• 1.1.1 Cultural heritage for preservation purposes Records relating to the acquisition of cultural heritage for preservation purposes – Retain permanently</li> <li>• 1.1.2 Land acquisition Records relating to the purchase or compulsory acquisition of land to manage, preserve or protect cultural heritage – Retain permanently.</li> </ul>
1.9.3	<p><b><i>Land and property acquisitions and plans – not proceeded with</i></b></p> <p>Records relating to acquisition and planning improvement works for land and property related to heritage conserved lands, buildings, chattels and surroundings, and heritage listed natural environments where:</p> <ul style="list-style-type: none"> <li>• works are not proceeded with</li> <li>• property is disposed of</li> </ul>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long-term business need based on industry cycles of renewal and regeneration</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>property is not or was never state/authority/council/trust owned.</li> </ul> <p><b>Retention period &amp; trigger</b> 25 years after business action completed.</p>	<ul style="list-style-type: none"> <li>cover the department for risks associated with the government’s responsibility to plan, hold and maintain property for long term strategies</li> <li>directly relate to or provide background information to significant construction, extension or improvement</li> <li>represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>State Records Authority of New South Wales Department of Environment and Conservation DA196 Reference 9.3.2</i> Records relating to proposals for acquisitions which were not proceeded with – Retain for a minimum of 20 years after last action, then destroy.</p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09 Reference 19.3.0</i> Records relating to programs and projects that do not proceed beyond the proposal phase – Destroy 5 years after administrative use has concluded.</p>
1.10	<b>Disposal</b>	
1.10.1	<p><b>Property (land, buildings, chattels and surrounds)</b></p> <p>Records relating to disposing of properties of, or associated with, heritage conserved lands, buildings, chattels and surrounds, and heritage listed natural environments. Includes disposing property no longer required to facilitate development works. Also includes by selling, donating, tender, auction, expression of interest. Includes disposing of land related rights such as leasehold.</p> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b></p> <p>Disposal related records are created during the process of disposing of property no longer required by the sale or transfer. For example, under the <i>National Trust of Queensland Act 1963</i> a property that is unfit or no longer required by the trust can be disposed of.</p> <p><b>Regulatory requirements:</b></p> <p><i>National Trust of Queensland Act 1963 – s.23</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>are significant records for land tenure in Queensland that support the rights and entitlements of citizens</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Victorian Retention and Disposal Authority for the Department of Sustainability and Environment PROS 05/09</i> Reference 16.3.0 Records relating to the acquisition and disposal of land or real property for the purpose of public heritage, by lease purchase, exchange or compulsory acquisition – Retain as State archives.</p> <p><i>Queensland Museum QDAN697</i> Reference 2.9.1 Disposal Records relating to the disposal of items from museum collections, including library collections. Includes disposal by sale, transfers to other institutions, conversion to another format and destruction – Retain permanently.</p> <p><i>State Records Authority of New South Wales Department of Environment and Conservation DA196</i> Reference 9.4.0 Records relating to negotiations and disposal of lands through sale or transfer of ownership – Required as State archives.</p> <p><i>State Records Authority of New South Wales FA330, New South Wales Aboriginal Land Council</i> Reference 3.1 Land Management Records relating to the acquisition and disposal of land by the organisation and provision of assistance to local Aboriginal Land Councils – Required as State archives.</p>
1.10.2	<p><b>Evidence and waste</b></p> <p>Records relating to disposing of evidence and waste seized under enforcement, inspection and investigation activities under relevant legislation. Excludes hazardous waste including asbestos and radioactive material.</p>	<p><b>Background/business process:</b></p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> <li>• seized and forfeited evidence</li> <li>• waste</li> <li>• personal property.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<ul style="list-style-type: none"> <li>• obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction.</li> </ul> <p><b>Regulatory requirements:</b> <i>National Trust of Queensland Act 1963 – s.4</i></p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v1</i> Reference 1.9.1 Records related to the disposal of seized property, products and waste – Retain for 7 years after action completed.</p> <p><i>Environment Retention and Disposal Schedule QDAN 737 v1</i> Reference 1.10.2 Records relating to the disposal of property, products and waste seized under enforcement, inspection and investigation activities – Retain for 7 years after action completed.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN 719 v1</i> Reference 2.1.1 Records relating to evidence products, animals, carcasses and waste – Retain for 7 years after action completed.</p> <p><i>National Archives of Australia 2007/00380834, Department of the Environment, Water, Heritage and the Arts</i> Reference 17443 Records documenting the forfeiture, return or disposal of seizures – Destroy 7 years after last action property, products and waste –Retain for 7 years after action completed.</p>
1.11	<b>Enforcement</b>	

Disposal authorisation	Record class and retention period	Justifying the retention period
1.11.1	<p><b>Regulatory enforcement</b></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for heritage conservation related offences and matters under relevant legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• prioritising preservation, protection and damage prevention to heritage conserved places</li> <li>• securing decency, order and access to land and buildings</li> <li>• ensuring appropriate use, enjoyment and safety of heritage conserved places, e.g. <i>animal management, traffic, parking, camping, occupation</i></li> <li>• enforcing heritage agreements and Planning and Environment Court orders to secure compliance, remedy defaults and deal with related/incidental matters</li> <li>• enacting interim protection orders (where development is happening/proposed) to maintain identified/nominated state heritage places, pending consideration of state registration processes</li> <li>• issuing non-development orders for heritage places damaged or destroyed by convicted owners, prohibiting development over a long term</li> <li>• issuing orders to stop work damaging or jeopardising cultural heritage significant</li> </ul>	<p><b>Background/business process:</b></p> <p>Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• as part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>• identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Queensland Heritage Act 1992 – s. 2, 82-87, 154, 170</i></p> <p><i>National Trust of Queensland Act 1963 – s. 16</i></p> <p><i>Wet Tropics Management Plan 1998 – s. 26</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained seven years as they:</p> <ul style="list-style-type: none"> <li>• are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule</i></li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>places or in contravention of development approvals</p> <ul style="list-style-type: none"> <li>• issuing orders to start/conduct work on state heritage places, including: <ul style="list-style-type: none"> <li>○ essential maintenance work, e.g. <i>serious or irreparable damage or deterioration caused by weather, fire, vandalism, insects</i></li> <li>○ minor maintenance work, e.g. <i>refixing roofs or wall boards, removing fire hazards, boarding up insecure openings, pest control.</i></li> </ul> </li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17450 Infringement notices – Destroy 7 years after last action</i></p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.19.01 Records of infringements for offences where legal action results – Destroy 7 years after action completed</i></p> <p><i>Victoria Retention &amp; Disposal authority for records of the Department of Sustainability and Environment PROS05/09 References:</i></p> <ul style="list-style-type: none"> <li>• 3.2.1 Incident notification – Agency to destroy 7 years after date of last access</li> <li>• 3.3.0 Issues of penalties/remedial actions – Agency to destroy 7 years after date of last access</li> </ul> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 7.4.1 Records relating to fines and restrictions imposed on offenders for breaches of the relevant Acts and regulations – Retain for minimum of 5 years after case completed, then destroy.</i></p> <p><i>Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.11.1 Regulatory enforcement – Retain for 7 years after action completed.</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v1 Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed.</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v1 Reference 5.2.1 Regulatory enforcement – Retain for 7 years after action completed.</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v1 Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed.</i></p>
1.12	<b>Investigations</b>	
1.12.1	<p><b>Investigations – significant*</b></p> <p>Records relating to significant heritage conservation related offences under relevant legislation including, but not limited to:</p>	<p><b>Background/business process:</b></p> <p>Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under relevant legislation. A case</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• natural and built environments, places and properties</li> <li>• actions to endanger preservation and protection of heritage conserved places and environments</li> <li>• damage to or loss of heritage conserved places and environments</li> <li>• health and safety related incidents relating to the appropriate use, enjoyment and safety of heritage conserved places and environments by the community</li> <li>• contravention of heritage agreements, court orders, interim protection orders, non-development orders, stop work orders, work orders, maintenance orders.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p><b>Regulatory requirements:</b> <i>Newstead House Trust Act 1939</i> – s. 13 <i>Queensland Heritage Act 1992</i> – s. 76, 87, 89-91, 104, 133-150, 155-160A, 166, 169-170 <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 55-56, 67-77, 79-80 Wet Tropics Management Plan 1998 – s. 26</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long-term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to heritage conserved places and other properties</li> <li>• are required for long term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland QDAN633 Reference 3.4.1</i> Investigations into major fires that have a significant impact on State forest plantations e.g. major wild fires that cause a significant loss of life, plantation or property – Retain permanently.</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17448</i> Records documenting the management of investigations into possible breaches of environmental and heritage laws, regulations or standards where the case results in considerable public or historical interest or is a precedent case – Retain as National archives.</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 3.7.1 Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment – Required as State archives.</li> <li>• Reference 19.8.1 Records relating to investigations into incidents or complaints that do not result in prosecution but where there is loss of life or significant or long-term damage to human health or the environment – Required as State archives.</li> </ul> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i></p> <ul style="list-style-type: none"> <li>• Reference 01.20.01 Records documenting investigations which do not result in prosecutions but where there is a loss of life or significant or long-term damage to human health or the environment – Permanent.</li> <li>• Reference 01.20.02 Records documenting, gathering and processing information on suspected criminal activities – Permanent.</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.8.2.1</i> Major site-specific investigations – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.14.1</i> Significant investigations – Retain permanently.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.1</i> Significant investigations – Retain permanently.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.3.1</i> Significant investigations – Retain permanently.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.13.1</i> Significant investigations – Retain permanently.</p>
1.12.2	<p><b><i>Investigations – other~</i></b> Records relating to investigating other heritage conservation related offences under relevant legislation not covered by reference <a href="#">1.12.1</a>.</p> <p><b>Retention period &amp; trigger</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.14.2</i> – Other investigations – Retain for 7 years after action completed.</p> <p><i>Forestry Plantations Queensland QDAN633 Reference 2.1.2</i> Investigations of environmental accidents or incidents where minimal environmental harm occurred – Retain for 7 years after last action.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 1.12.1</i> Records relating to investigations into alleged cultural heritage breaches and offences– Retain for 7 years after last action.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17449</i> Records documenting investigations into alleged breaches of environment and heritage laws, regulations or standards where the case does not result in considerable public or historic interest and the case is not a precedent case – Destroy 7 years after last action.</p> <p><i>Victorian Retention &amp; disposal authority for records of the Department of Sustainability and Environment PROS05/09 Reference 3.2.2 Investigation</i> – Destroy 7 years after date of last access.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.2</i> Investigations-other – Retain for 7 years after action completed.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.3.2</i> Investigations-other – Retain for 7 years after action completed.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.13.2</i> Investigations-other – Retain for 7 years after action completed years after last action.</p> <p><i>Victoria Retention and Disposal Authority for the records of Environment Protection Authority PROS 02-03 Reference 3.8.2.2</i> Investigation reports, recommendations and outcomes, consultants' reports, audit reports, prosecution briefs, memoranda of legal advice, prosecution recommendations, correspondence, testing and monitoring data, background information, complaint reports, log books, witness reports – Destroy 7 years after the investigated activity has ceased.</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> References:</p> <ul style="list-style-type: none"> <li>• 3.7.2 Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken – Retain minimum of 10 years after last action, then destroy.</li> <li>• 19.8.2 Records relating to investigations into incidents that do not involve loss of life or significant or long-term damage to human health or the environment, do not proceed to prosecution and no further action is taken – Retain minimum of 10 years after last action, then destroy.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.20.03 Records documenting investigations that do not involve loss of life or significant or long-term damage to human health or the environment and no further action is taken – Destroy 10 years after action completed.
1.13	<b>Licensing</b>	
1.13.1	<p><b>Granted licences and permits – significant*</b></p> <p>Records relating to approving and issuing licences and permits to undertake significant heritage conservation. Including:</p> <ul style="list-style-type: none"> <li>requesting more information, environmental impact assessments, alternatives, community impacts, consulting with other entities</li> <li>applying conditions to permits, e.g. <i>limitations, rehabilitation, security monies</i></li> <li>submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</li> </ul> <p>Significant heritage conservation may relate to, but is not limited to conservation occurring in:</p> <ul style="list-style-type: none"> <li>world heritage areas</li> <li>high integrity zones</li> <li>protected areas.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p>Heritage conservation related licences and permits:</p> <ul style="list-style-type: none"> <li>includes world heritage area permits, high integrity zone (Zones C and D) permits, protected area (entry) permits.</li> </ul> <p>Infrastructure permits, e.g. <i>local council infrastructure permits (world heritage areas)</i>.</p> <p>Scientific purposes permits, e.g. <i>taking, keeping, using estuarine crocodile eggs for research</i>.</p> <p>Activity permits:</p> <ul style="list-style-type: none"> <li>building and maintaining structures and roads</li> <li>clearing vegetation around lawfully built existing structures or roads for appropriate use</li> <li>building or maintaining walking tracks or associated structures</li> <li>building firebreaks for lawful buildings</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• seed collecting</li> <li>• beekeeping</li> <li>• killing or disposing of undesirable plants</li> <li>• operating a motor vehicle on restricted roads for purposes of conservation management, scientific research or community services infrastructure maintenance, <i>e.g. presentation or management roads</i></li> <li>• flying motorised aircraft less than 1000ft above the area</li> <li>• excavating, grading, quarrying or otherwise interfering with earth</li> <li>• interfering, extracting or diverting water from watercourse, <i>e.g. damming watercourse, interfering with its natural flow.</i></li> </ul> <p>Domestic activities permits</p> <ul style="list-style-type: none"> <li>• domestic activities by landholder holding ordinary land title, native title holder holding native title, or under the permission of landholder or native title holder (activities normally lawful under title/native title of land), <i>e.g.:</i> <ul style="list-style-type: none"> <li>○ <i>building a residence on the land</i></li> <li>○ <i>clearing or building a pedestrian or vehicular access to a residence</i></li> <li>○ <i>establishing a house garden or orchard on the land (non-commercial purposes)</i></li> <li>○ <i>extracting water for domestic use</i></li> <li>○ <i>roadworks to build or maintain a road.</i></li> </ul> </li> </ul> <p>Heritage place permits</p> <ul style="list-style-type: none"> <li>• general and heritage place exemptions (certifications)</li> <li>• heritage place immunities (portions exempt).</li> </ul> <p><b>Regulatory requirements:</b>  <i>Queensland Heritage Act 1992 – s. 105-110</i>  <i>Wet Tropics Management Plan 1998 – s. 24, 32-39, 47-48, 50-51, 57, 63-64, 75, Schedule 1 s. 1-3</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Cape York Peninsula Heritage Act 2007 – s. 24</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Environment Retention and Disposal Schedule QDAN 733 v1</i>, Reference 1.5.1 Records related to the granting of environmental related authorisations – Retain permanently.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834</i> Reference 17430 Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approvals for matters with far-reaching environmental, cultural, economic, legal, social, political or international implications including precedent cases or cases with historical significance – Retain as national archives.</p> <p><i>State Records NSW Department of Environment and Conservation DA216</i> Reference 18.1.0 Records relating to applications for licences to carry out scheduled works or activities involving organisation who are significant creators of pollution within the local area or where the application for/issue of the licence was reviewed by senior management or of major public interest or controversy, precedent setting or resulted in changes to the Department’s policies or procedures – Required as State Archives.</p> <p><i>State Records NSW Department of Environment and Conservation DA196</i> Reference 6.2.1 Forestry management harvesting records relating to the development and establishment of conservation protocols and measures to limit environmental licensing for damage – Required as State archives.</p> <p><i>Queensland Environment Protection Authority QDAN502</i> References:</p> <ul style="list-style-type: none"> <li>• F6.12.1 – Records relating to the successful application for and provision of licences, authorities, approvals and permits – Retain permanently</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• F6.12.2 – Records relating to unsuccessful applications – Retain for 3 years after last action</li> <li>• F6.12.3 – Records relating to the amendment, transfer, cancellation and revocation of licences, permits to occupy, etc. – Retain permanently</li> <li>• F6.12.4 – Records relating to appeals against unsuccessful applications, revocation of licences, etc. – Retain permanently.</li> </ul>
<p>1.13.2</p>	<p><b><i>Granted licences and permits - other~</i></b>  Records relating to approving and issuing heritage conservation related licences and permits in world heritage areas, high integrity zones and protected areas.  Granted licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• infrastructure permits</li> <li>• scientific purposes permits</li> <li>• activity permits</li> <li>• domestic activity permits</li> <li>• heritage place permits.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• requests for more information, environmental impact assessments, alternatives, community impacts, consulting with other entities</li> <li>• applying conditions to permits, <i>e.g. limitations, rehabilitation, security monies</i></li> <li>• submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</li> </ul>	<p><b>Background/business process:</b>  Licence* records are created during licensing application assessment processes.  Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p>Heritage conservation related licences and permits:</p> <ul style="list-style-type: none"> <li>• includes world heritage area permits, high integrity zone (Zones C and D) permits, protected area (entry) permits.</li> </ul> <p>Infrastructure permits, <i>e.g. local council infrastructure permits (world heritage areas).</i>  Scientific purposes permits, <i>e.g. taking, keeping, using estuarine crocodile eggs for research.</i>  Activity permits:</p> <ul style="list-style-type: none"> <li>• building and maintaining structures and roads</li> <li>• clearing vegetation around lawfully built existing structures or roads for appropriate use</li> <li>• building or maintaining walking tracks or associated structures</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Excludes records related to significant heritage conservation related licences and permits. See 1.13.1</p> <p><b>Retention period &amp; trigger</b> 7 years after licence/permit expires or ceases.</p>	<ul style="list-style-type: none"> <li>• building firebreaks for lawful buildings</li> <li>• seed collecting</li> <li>• beekeeping</li> <li>• killing or disposing of undesirable plants</li> <li>• operating a motor vehicle on restricted roads for purposes of conservation management, scientific research or community services infrastructure maintenance, <i>e.g. presentation or management roads</i></li> <li>• flying motorised aircraft less than 1000ft above the area</li> <li>• excavating, grading, quarrying or otherwise interfering with earth</li> <li>• interfering, extracting or diverting water from watercourse, <i>e.g. damming watercourse, interfering with its natural flow.</i></li> </ul> <p>Domestic activities permits</p> <ul style="list-style-type: none"> <li>• domestic activities by landholder holding ordinary land title, native title holder holding native title, or under the permission of landholder or native title holder (activities normally lawful under title/native title of land), <i>e.g.:</i> <ul style="list-style-type: none"> <li>○ <i>building a residence on the land</i></li> <li>○ <i>clearing or building a pedestrian or vehicular access to a residence</i></li> <li>○ <i>establishing a house garden or orchard on the land (non-commercial purposes)</i></li> <li>○ <i>extracting water for domestic use</i></li> <li>○ <i>roadworks to build or maintain a road.</i></li> </ul> </li> </ul> <p>Heritage place permits</p> <ul style="list-style-type: none"> <li>• general and heritage place exemptions (certifications)</li> <li>• heritage place immunities (portions exempt).</li> </ul> <p><b>Regulatory requirements:</b> <i>Queensland Heritage Act 1992 – s. 105-110</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Wet Tropics Management Plan 1998 – s. 24, 32-39, 47-48, 50-51, 57, 63-64, 75, Schedule 1 s. 1-3</p> <p><i>Cape York Peninsula Heritage Act 2007</i> – s. 24</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland QDAN633</i> References</p> <ul style="list-style-type: none"> <li>• 4.4.1 Applications submitted to Forest Plantations Queensland requesting permission to conduct an activity within a State forest plantation or to use land managed by Forest Plantations Queensland for a particular purpose e.g. water storage and communications facilities – Retain for 7 years after the refusal, cancellation or expiry of the permit or licence.</li> <li>• 2.3.1 records relating to external authorisation for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – 7 years after approval cancelled or superseded.</li> </ul> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN623</i> Reference 2.4.1 – external authorisations, including licences and permits, covering activities which have the potential to cause environmental harm – 7 years after last action.</p> <p><i>State Records NSW Department of Environment and Conservation, Function of environmental management and conservation DA216</i> Reference 18.1.2 Records relating to successful licences to carry out schedule works or activities as required by legislation – Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Records NSW Department of Environment and Conservation, Management of parks, reserves and historic sites and the protection of flora and fauna DA196</i> Reference 15.3.2 Records relating to application for licenses to limit harm of prescribed fauna and flora – Retain for a minimum of 5 years after last action.</p> <p><i>State Records Authority of New South Wales FA314, Environmental and natural resources protection, conservation and sustainability</i> Reference 10.1.1 Records relating to applications for approval or permission to undertake regulated works or activities within catchment management areas, on foreshores, or coastal areas or impacting on native vegetation – Retain minimum of 10 years after consent or approval expires or is terminated, then destroy.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834</i> References:</p> <ul style="list-style-type: none"> <li>• 17434 Approvals for licences, permits etc with no far-reaching consequences, not a precedent case or no significant public or historic interest – Destroy 30 years after last action</li> <li>• 17435 Ozone licensing applications – Destroy 15 years after last action</li> <li>• 17437 Whale watching applications – Destroy 10 years after last action</li> <li>• 17439 Rejection or refusal of applications – Destroy 5 years after last action</li> <li>• 17441 Bird and bat banding authorities – Destroy when reference ceases.</li> </ul>
1.13.3	<p><b><i>Unsuccessful and withdrawn applications</i></b> Records relating to unsuccessful and withdrawn applications for heritage conservation related licences and permits.</p> <p><b>Retention period &amp; trigger</b> 2 years after licence/permit refused/withdrawn.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for two years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 2.3.2 Unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN 719 v1</i> Reference 1.5.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</p> <p><i>Forestry Retention and Disposal Schedule QDAN 725 v1</i> Reference 1.4.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</p> <p><i>Queensland Environment Protection Authority QDAN502</i> Reference F6.12.2 Records relating to unsuccessful applications – Retain for 3 years after last action.</p>
1.14	<b>Mapping</b>	
1.14.1	<p><b>Mapping – original and historically significant</b></p> <p>Records relating to maps of original and historical significance created in the purposes of cultural heritage conservation and world heritage site management.</p> <p>Includes maps of significant sites.</p> <p>Original and historically significant mapping areas include, but not limited to:</p> <ul style="list-style-type: none"> <li>natural and built environments</li> <li>places and properties</li> <li>state heritage places</li> <li>environmental areas</li> </ul>	<p><b>Background/business process:</b></p> <p>Mapping records are created as support tools to a variety of business processes, especially those which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (required by statute or local ordinance), register surveys, overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• zones, including high integrity and protection areas</li> <li>• flora and fauna habitat areas</li> <li>• archaeological investigation sites, including digs</li> <li>• rezoning</li> <li>• surrounding properties</li> <li>• boundaries, roads, waterways and other features.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Regulatory requirements:</b> Wet Tropics Management Plan 1998 – Schedule 1 s.1-3</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834 Reference 19216</i> Records documenting the development of information products in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs, includes maps – Retain as national archives. <i>State Records Authority of New South Wales Department of Planning FA245 Reference 3.9.1</i> Maps, plans and drawings associated with significant sites identified for key public projects or to protect natural assets, such as heritage or heritage listed property, or property significant to the state or a region – Required as State archives <i>State Records Authority of New South Wales Aboriginal Land Council FA330 Reference 4.9</i> Maps supporting the land claims process – Required as State archives. <i>Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.16.1</i> Significant mapping – Retain permanently.</p>



Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 3.2.1 Mapping-significant – Retain permanently.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.8.1 Original and historical significance – Retain permanently.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.15.1 Original and historical significance – Retain permanently.</p>
1.14.2	<p><b>Mapping – other~</b></p> <p>Records relating to creating maps, including inspecting, surveying, photographing and assessing sites, where maps have other values, and other importance for purposes of cultural heritage conservation and world heritage site management, including ongoing work.</p> <p><b>Retention period &amp; trigger</b></p> <p>Whilst current and then 7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834</i> Reference 19218 Records documenting activities related to the collection and management of environmental and heritage data – Destroy 10 years after action completed.</p> <p><i>Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.16.2 other maps – Retain whilst current and then 7 years after action completed.</p> <p><i>State Records Authority of New South Wales Department of Planning FA245</i> Reference 3.9.2 Maps, plans and drawings that are not identified for key public projects or to protect natural assets, such as heritage or heritage listed property, or property significant to the state or a region – Retain a minimum of 7 years after disposal of property, then destroy.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 3.2.2 Maps-other – Retain for whilst current and then for 7 years after action completed.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.8.2 Maps-other – Retain whilst current and then 7 years after action completed.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.15.2 Maps-other – Retain whilst current and then 7 years after action completed.
1.15	<b>Monitoring and surveillance</b>	
1.15.1	<p><b>Monitoring licence holders and areas</b></p> <p>Records relating to monitoring and administering compliance of licensees with cultural heritage conservation and world heritage site management related legislation, licences and licence conditions.</p> <p>Monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• natural and built environments</li> <li>• community information and complaints and information</li> <li>• community adherence to legislation and compliance requirements</li> <li>• activities of licence and permit holders</li> <li>• local government handling of local heritage register responsibilities</li> <li>• state of important areas and places (natural and built), including registered, vulnerable, endangered, high integrity, protected</li> <li>• effectiveness of on-ground operations.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers' duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program).</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Queensland Heritage Act 1992</i> – s. 116-120, 122-124</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 10, Schedule 1</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records Authority of New South Wales Department of Planning FA 245</i> Reference 4.6.2 Records relating to the monitoring and reporting on the performance of</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>local councils in planning and development matters where no statutory action is taken for unsatisfactory performance – retain minimum of 7 years after last action, then destroy.</p> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 3.6.1 Records relating to the development, management and application of prescribed burning programs – Retain for 7 years after last action.</p> <p><i>State Records NSW Department of Environment and Conservation DA216</i> References:</p> <ul style="list-style-type: none"> <li>• 18.3.2 Records relating to the monitoring of licence holders to assess the effectiveness of the implementation of licensing schemes or systems – Retain minimum of 10 years after last action, then destroy</li> <li>• 19.9.2 Monitoring data relating to the decline or improvement of NSW natural resources, where the data is replicated elsewhere – Retain minimum of 5 years after superseded, then destroy.</li> </ul> <p><i>Public Record Office of Victoria Retention and Disposal Authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 3.1.0 Compliance monitoring – Agency to destroy 7 years after date of last access.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.16.1 Monitoring licence holders and areas – Retain for 7 years after action completed.</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.9.1 Monitoring compliance – Retain for 7 years after action completed.</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.9.1 Monitoring licence holders and associated areas – Retain for 7 years after action completed.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.17.1 Monitoring licence holders and areas – Retain for 7 years after action completed.</p>
1.16	<b>Partnerships</b>	
1.16.1	<b>Partnerships – significant*</b> Records relating to managing significant joint operations by the department with other	<b>Background/business process:</b> Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant cultural heritage

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>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 cultural heritage conservation and world heritage site management outcomes. Significant partnerships include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• heritage community partnerships</li> <li>• cooperative landholder arrangements in managing natural and cultural values of Cape York Peninsula</li> <li>• Aboriginal and Torres Strait Islander cultural heritage bodies.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>conservation and world heritage site management responsibilities, activities and programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding) draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required).</li> </ul> <p><b>Regulatory requirements:</b> <i>Cape York Peninsula Heritage Act 2007 – s. 4</i></p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834 Reference 19222</i> Records documenting the negotiation, establishment, maintenance and review of significant agreements or strategic partnerships – Retain as national archives. <i>State Records Authority of New South Wales Administrative Records General Retention and Disposal Authority GA28 Reference 19.11.1</i> Records relating to the establishment</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>and monitoring of significant strategic alliances with other organisations (government or non-government) regarding the core functional activities of the organisation that are of significance to the State – Required as State archives.</p> <p><i>Department of Natural Resources and Water (Forestry Plantation Queensland) QDAN633 Reference 1.1.1 Joint ventures – significant – agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of state forest plantations where the venture has major significance to the state, e.g. propagation of Wollemi Pine – Retain permanently.</i></p> <p><i>Department of Primary Industries and Fisheries (BSES) QDAN596 Reference 1.2.1 Records relating to the establishment of joint venture plant breeding projects and plant variety trials – Retain permanently.</i></p> <p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS05/09 Reference 19.1.1 Minister approved programs, includes development and implementation of joint ventures – Retain permanently.</i></p>
1.16.2	<p><b>Partnerships – other~</b></p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference <a href="#">1.16.1</a>.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after partnership expires.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Department of Natural Resources and Water (Forestry Plantation Queensland) QDAN633 Reference 1.1.2 Joint ventures – other agreements between Forestry</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations. Includes records relating to the development, negotiation and ongoing management of agreements. Includes; agreements; and validation reports – Retain for 7 years after expiry of agreement.</p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834 Reference 19223</i> Final versions of other agreements, including industry cooperative or facilitative agreements and covenants, includes annual business agreements, action plans and annual reports – Destroy 10 years after expiry of the agreement.</p> <p><i>State Records Authority of New South Wales Administrative Records General Retention and Disposal Authority GA28 Reference 19.11.2</i> Records relating to the establishment and monitoring of joint ventures with other organisations (government or non-government) regarding the core functional activities of the organisation that are not of significance to the State:</p> <p>A) For speciality contracts – retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy</p> <p>B) For standard contracts or agreements – retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy</p> <p>C) Where there is no contract or agreement – retain minimum of 5 years after action completed, then destroy.</p> <p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS05/09 Reference 19.1.2</i> Programs not requiring ministerial approval, includes development and implementation of joint ventures – Destroy 7 years after administrative use has concluded.</p>
1.17	<b>Planning</b>	
1.17.1	<p><b>Planning – significant*</b></p> <p>Records relating to planning significant cultural heritage conservation and world heritage site management initiatives, programs, strategies, priorities and activities for improved community</p>	<p><b>Background/business process:</b></p> <p>Planning records are created during planning, reviewing and evaluating cultural heritage conservation and world heritage site management processes.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>outcomes. Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant planning includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• built places under construction deserving cultural heritage recognition as part of current notable industry activity, awards and public opinion, <i>e.g. distinctive/innovative architecture, architect, use of materials</i></li> <li>• changing maintenance requirements, assisting recovery construction planning or removing heritage status and planning controls from places based on large scale irretrievable damage and loss, <i>e.g. flood event damage to whole neighbourhoods of heritage listed houses</i></li> <li>• archaeological investigations and digs to enhance knowledge about Queensland history and places</li> <li>• environmental care initiatives, programs and management plans, <i>e.g. pest eradication programs, fire management</i></li> <li>• maritime care initiatives and programs for heritage/natural environments, <i>e.g. Great Barrier Reef, shipwrecks</i></li> <li>• facilities, functions and promotions that enhance the use, status and knowledge of cultural and natural heritage icons, <i>e.g. themed/costumed dances at Government</i></li> </ul>	<ul style="list-style-type: none"> <li>• research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 10, 41-47, 51-54, 57</p> <p>Wet Tropics Management Plan 1998 – Schedule 1</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09 Reference 17.1.0 Historical Place Management</i> – Includes heritage assessments, conservation management plans, studies, research papers, grant applications, heritage listing documentation, permits,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>House, bicentennial trails, walking tracks and trails, learning landscapes, field trips.</i></p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>acquisition/de-acquisition forms, photographs, plans, recordings, maintenance/development/restoration documentation – Retain as State archives.</p> <p><i>National Archives of Australia Records Authority, Department of the Environment, Water, Heritage and the Arts Job No 2007/00380834 Reference 17452</i> Records documenting the development, implementation, making, adoption, approval, amendment, revocation or replacement of significant national plans related to the protection and conservation of the environment and heritage such as heritage-listed places, world heritage areas and wetlands of international importance – Retain as national archives.</p> <p><i>State Records Authority New South Wales Department of Environment and Conservation DA196</i> References:</p> <ul style="list-style-type: none"> <li>• 3.5.1 Records relating to specific conservation plans for sites in national parks, state parks, historic sites and reserves – Retain as State archives</li> <li>• 10.7.1 Final plan of management for each national park, state park, historic site and reserve and for specific historic sites within parks – Required as State archives.</li> </ul> <p><i>Forestry Retention and Disposal Schedule QDAN623</i> References:</p> <ul style="list-style-type: none"> <li>• 2.1.4 Records relating to environmental conservation issues which underpin NRW Forest Products policies relating to environmental management. Includes codes of practice, conservation plans and conservation counter-disaster plans – Retain permanently</li> <li>• 2.2.1 Records relating to the development, management, and application of programs and actions aimed at controlling the occurrence of pests e.g. insects and arachnids, animals and birds and/or diseases which have a significant impact on NRW Forest Products core assets. Includes summary reports relating to identification and surveillance programs, management plans, outcomes, and evaluations – Retain permanently.</li> </ul> <p><i>Forestry Plantations Queensland QDAN633</i> Reference 2.5.1 Environmental conservation issues which underpin Forestry Plantations Queensland policies relating to environmental management – Retain permanently.</p>
1.17.2	<b>Planning – other~</b>	<b>Background/business process:</b>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to planning other cultural heritage conservation and world heritage site management initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference <a href="#">1.17.1</a>.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09 Reference 19.2.0 Routine program administration, includes correspondence, routine surveys/feedback, expenditure monitoring and compiled statistics – Destroy 7 years after administrative use cases.</i></p> <p><i>National Archives of Australia Records Authority, Department of the Environment, Water, Heritage and the Arts Job No 2007/00380834 Reference 19211 Final version of plans related to the delivery, administration or coordination of domestic environment, heritage and natural resources programs – Destroy 5 years after action completed.</i></p> <p><i>State Records Authority New South Wales Department of Environment and Conservation DA196 Reference 10.7.2 Records relating to the development of draft plans of management – Retain for 50 years after last action then destroy.</i></p>
1.18	<b>Prosecution</b>	
1.18.1	<p><b>Prosecution – significant*</b></p> <p>Records relating to prosecuting significant heritage conservation related offences under relevant legislation including precedent setting cases.</p>	<p><b>Background/business process:</b></p> <p>Prosecution records are created when charging persons/parties with offences under relevant legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p>Significant cases include those that set a precedent or are the first of its kind.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case.</li> </ul> <p><b>Regulatory requirements:</b> <i>Newstead House Trust Act 1939</i> – s. 13 <i>Queensland Heritage Act 1992</i> – s. 76, 87, 89-91, 104, 133-150, 155-160A, 166, 169-170 <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 55-56, 67-77, 79-80</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>• provide long-term reference for generational change</li> <li>• set a precedent.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.20.1 Records relating to prosecuting significant offences under relevant legislation for the management and protection of the State’s natural environment – Permanent. <i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09</i> Reference 16.4.1 Actions that result in the</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>unique identification, control and summary of investigations and prosecutions. Includes registers of prosecutions and investigations, investigation summaries and published recent prosecutions – Retain as State archives.</p> <p><i>Victorian Retention and Disposal Authority for the records of the Environment Protection Authority PROS02/03 Reference 5.1.3 Major prosecutions – Permanent.</i></p> <p><i>State Records Authority New South Wales Department of Environment and Conservation DA196 Reference 7.5.1 Records relating to prosecution cases of major public interest or controversy; which are precedent setting; result in significant changes to policies – Required as State archives.</i></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 17448 Records documenting the management of investigations into possible breaches of environmental and heritage laws regulations or standards where the case results in considerable public or historical interest or is a precedent case – Retain as National archives.</i></p>
1.18.2	<p><b>Prosecution – other~</b></p> <p>Records relating to prosecuting other heritage conservation related offences under relevant legislation not covered by reference <a href="#">1.18.1</a>.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.20.2 Records relating to prosecuting other offences under relevant legislation for the management and protection of the State’s natural environment – Retain for 7 years after action completed.</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09</i> References:</p> <ul style="list-style-type: none"> <li>• 16.4.2 Investigation and prosecution, includes case file – Destroy 7 years after conclusion of investigation and/or prosecution</li> <li>• 16.4.3 Investigation and prosecution tracking – Destroy 7 years after conclusion of investigation and/or prosecution.</li> </ul> <p><i>Victorian Retention and Disposal Authority for the records of the Environment Protection Authority PROS02/03</i> Reference 5.1.4 Minor prosecutions – Destroy 7 years after last action.</p> <p><i>State Records Authority New South Wales Department of Environment and Conservation DA196</i> Reference 7.5.2 Records relating to routine prosecution cases – Retain for minimum of 10 years after case completed or expiry of statute of limitations, whichever is longer, then destroy.</p> <p><i>National Archives of Australia Records Authority 2007/00380834 Department of the Environment, Water, Heritage and the Arts</i> Reference 17449 Records documenting the management of investigations into alleged breaches of environment and heritage laws, regulations or standards where the case does not result in considerable public or historic interest and the case is not a precedent case – Destroy 7 years after last action.</p>
1.19	<b>Registration</b>	
1.19.1	<p><b>Investigations and prosecutions registers</b></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under heritage conservation related legislation.</p> <p><b>Retention period &amp; trigger</b></p> <p>25 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Investigation and prosecution registration records are created during investigation and prosecution processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive and assess registration application; request further information; approve registration application; register entry</li> <li>• receive and assess change request; request further information; approve change request; register entry</li> <li>• receive deletion request (internally approved request of external advice); delete entry.</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value for current and previous cases including the identification of historical and contextual information about relevant parties to current investigations and prosecutions</li> <li>• document the history of the department's work.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1 Reference 1.21.2 Investigations and prosecutions registers – Retain for 25 years after last action.</i></p> <p><i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09 References:</i></p> <ul style="list-style-type: none"> <li>• 16.4.1 Summary and registration – includes registers of investigation and prosecution – Retain as State Archives</li> <li>• 16.4.3 Investigation and prosecution tracking – Destroy 7 years after conclusion of investigation and/or prosecution.</li> </ul> <p><i>Victorian Retention and Disposal Authority for the records of the Environment Protection Authority PROS02/03 References</i></p> <ul style="list-style-type: none"> <li>• 5.1.1 Registration of prosecutions and investigations – Permanent</li> <li>• 5.1.2 Tracking of prosecutions – Destroy when the relevant prosecution record is being disposed of.</li> </ul> <p><i>National Archives of Australia Records Authority 2007/00380834 Department of the Environment, Water, Heritage and the Arts Reference 17449 Records documenting the management of investigations into alleged breaches of environment and heritage laws, regulations or standards where the case does not result in considerable public or historic interest and the case is not a precedent case – Destroy 7 years after last action.</i></p>
1.19.2	<b>Heritage registers – places and areas</b>	<b>Background/business process:</b>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to registering places and areas with cultural or natural heritage conservation values for Queensland.</p> <p>Queensland heritage registers, include but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers of state heritage places, archaeological places, protected areas and other places and areas of significance</li> <li>• places and areas information including locations, boundaries, descriptions, history, heritage agreements, exemptions, recommendations</li> <li>• cultural heritage significance, archaeological criteria or significance to protected areas</li> <li>• assessment information, including: <ul style="list-style-type: none"> <li>○ historical evolution/pattern, rare, uncommon or endangered aspects of cultural history, potentially yielding information, principal characteristics of particular classes of cultural places, aesthetics, creative/technical achievements, strong/special community/cultural associations, special association with particularly important persons, groups or organisations in history heritage register (entry, removal, destroy place), extending time for decisions</li> </ul> </li> <li>• making decisions about entries on heritage register (entry, removal, destroy place), extending time for decisions</li> </ul>	<p>Heritage places and areas registration records are created pre and post heritage assessment processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry,</li> <li>• receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Queensland Heritage Act 1992 – s. 2, 31, 34-36, 46A, 113, 115, 174</i></p> <p><b>Business requirements:</b>  Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>National Archives of Australia Records Authority 2007/0038083, Department of the Environment, Water, Heritage and the Arts Reference17465 Records</i> documenting the establishment and amendment of lists or registers for the purpose of protecting and conserving significant aspects of the environment and heritage – Retain as National archives.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• applications, releases, changes</li> <li>• relevant cross references and information from local heritage registers.</li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability &amp; Environment PROS 05/09 Reference 16.1.3 Assessment and Registration includes registration in the Historic Register, referral or rejection. Includes the Victorian Heritage register, assessment reports, title details, assessment hearings, Heritage inventory, Heritage Management Electronic System (HERMES) database, and site records and sketches – Retain as State archives.</i></p> <p><i>State Records Authority of New South Wales FA27, Heritage Council of NSW Reference 1.13.1 Heritage and conservation registers required to be maintained by the organisation under legislation – Required as State Archives.</i></p> <p><i>State Records Authority of New South Wales FA330, New South Wales Aboriginal Land Council Reference 3.3 Register of all lands held by Aboriginal land councils – Required as State archives.</i></p> <p><i>Queensland Environment Protection Authority QDAN502 Reference F6.9.1 Queensland Heritage Register – Retain permanently.</i></p>
1.19.3	<p><b>Heritage area management information registers</b></p> <p>Records relating to registering heritage conservation area management information and maintaining critical identification information. Registers include but are not limited to:</p> <ul style="list-style-type: none"> <li>• all aspects of area management plan, including: <ul style="list-style-type: none"> <li>○ plan operations</li> <li>○ land title information, <i>e.g. private land within area, prohibitions, permits</i></li> <li>○ implications for land titles, <i>e.g. plan requirements/restrictions</i></li> </ul> </li> <li>• all aspects of management activities, including:</li> </ul>	<p><b>Background/business process:</b></p> <p>Heritage conservation area management information records are created in management planning identification processes responsible for tracking requirements, restrictions, permits, and other control mechanisms, and identifying and maintaining data critical for initiatives and programs, and responding to management issues. Illustrative processes:</p> <p>Register entries and updates done by staff on a day-to-day basis based on work activities being undertaken. Formal processing with front end processes illustrated as:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>○ environmental testing, <i>e.g. air and water quality</i></li> <li>○ environmental monitoring, <i>e.g. program timing, observations</i></li> <li>● all aspects of the area, including: <ul style="list-style-type: none"> <li>○ defining features, <i>e.g. waterways, roadways, boundaries</i></li> <li>○ important sites</li> <li>○ flora and fauna, <i>e.g. habitats, numbers, movements.</i></li> </ul> </li> </ul> <p><b>Retention period &amp; trigger</b> Permanent. Transfer to QSA after business action completed.</p>	<p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – Schedule 1</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>● provide long-term reference value</li> <li>● document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>● 3 – Enduring Rights and Entitlements</li> <li>● 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Victorian Retention and Disposal Authority for the records of the Department of Sustainability and Environment PROS 05/09</i>, Reference 17.1.0 Historical place management, includes heritage assessments, conservation management plans, studies, research papers, grant applications, heritage listing documentation, permits, acquisition/de-acquisition forms, photographs, plans, recordings, maintenance/ development/ restoration documentation – Retain as State archives. <i>Forestry Plantations Queensland QDAN633</i>, Reference 3.3.2 Registers documenting information relating to wildfires within State forest plantations – Retain permanently. <i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 6.14.7 Records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits – Retain permanently.</p>
1.19.4	<p><b>Licence holder registers</b> Records relating to registering heritage conservation related licensees and sub-licensees under relevant legislation including licence holders operating in restricted areas.</p>	<p><b>Background/business process:</b> Licence holder registration records are created out of licensing processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>● receive registration application, assess registration application, request further information, approve registration application, register entry</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Wet Tropics Management Plan 1998 – s. 32-39</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 17432 Registers and databases related to the processing of proposals, referrals or applications and the granting, issuing or refusal of permits, licences, authorities, approvals, standards variations or registrations. Includes registers of interested parties that are maintained for the purpose of consultation – Disposal not authorised.</i></p> <p><i>Victorian Retention and Disposal Authority for Records of the Department of Sustainability and Environment PROS 05/09 Reference 2.1.1 Licence registration – commercial access to resources on Crown land – Retain as State Archives.</i></p> <p><i>Victorian Retention and Disposal Authority for Records of the Department of Primary Industries PROS04-01 Reference 8.1.0 The registration of successful licence applicants – Retain permanently.</i></p>
1.19.5	<p><b><i>Licences, permits and authorisations registers</i></b></p> <p>Records relating to registering heritage conservation related licences, permits and</p>	<p><b>Background/business process:</b></p> <p>Licence, permit and authorisation related registration records are created in heritage conservation related licensing and authorisation processes.</p> <p>Illustrative processes for front end processes:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>authorisations against land areas and property in natural and built environments, and maintaining registers.</p> <p>Licences, permits and authorisations include, but not are limited to:</p> <ul style="list-style-type: none"> <li>• world heritage area permits</li> <li>• high integrity zone permits</li> <li>• protected area permits</li> <li>• infrastructure permits</li> <li>• scientific purposes permits</li> <li>• activity permits</li> <li>• domestic activity permits</li> <li>• heritage place permits</li> <li>• cultural heritage exemptions and approvals</li> <li>• world heritage management authorisations.</li> </ul> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Wet Tropics Management Plan 1998 – s. 32-39</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference17432</i> Registers and databases related to the processing of proposals, referrals or applications and the granting, issuing or refusal of permits, licences, authorities, approvals, standards variations or registrations. Includes registers of interested parties that are maintained for the purpose of consultation – Disposal not authorised.</p> <p><i>Queensland Department of Environment and Resource Management QDAN653</i> Reference 6.14.7 Pre 1994 land ownership records – records created as evidence of</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits – Retain permanently.</p> <p><i>State Records Authority of New South Department of Environment and Conservation DA196</i> Reference 4.6.0 Activities associated with issuing formal permission by various bodies administering national parks, state parks and historic sites to authorise people to disturb land or objects including activities of collection, destruction, destruction with salvage and rock art recording – Retain as State archives.</p> <p><i>State Records Authority of New South Wales National Parks and Wildlife Service DA155</i> Reference 20.8.1 Register of licences granted associated with activities as specified under the <i>Threatened Species Act</i> – Required as State archives.</p>
1.19.6	<p><b><i>Development approvals, controls and exemptions registers</i></b></p> <p>Records relating to maintaining registers of development approvals, controls and exemptions for heritage conservation places, properties and areas.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• places likely deserving cultural heritage recognition</li> <li>• places under assessment for heritage status</li> <li>• registered State heritage places</li> <li>• archaeological places</li> <li>• sites under assessment for archaeological investigations.</li> </ul> <p>Includes development approvals, development exemptions, heritage place immunities (portions exempt) and transfers, releases, changes, cancellations.</p> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b></p> <p>Development applications and approvals registration records are created as an output of processes assessing suitability for development of places, or aspects of places, with natural or cultural heritage significance.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration information, assess registration information, request further information, accept registration information, register entry</li> <li>• receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Queensland Heritage Act 1992</i> – s. 2, 55-56, 56A, 58, 68-72, 74, 78-79</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s. 18-19</p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> </ul>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<ul style="list-style-type: none"> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Environment Retention and Disposal Schedule QDAN 733 v1</i> Reference 1.21.1 Land and property related registers –Permanent. <i>Queensland Local Government Sector Retention and Disposal Schedule QDAN 480 v4</i> References</p> <ul style="list-style-type: none"> <li>• 7.15.7 Register of development applications submitted to the local government - Permanent</li> <li>• 7.15.8 Environmentally relevant activities register of development applications – Permanent.</li> </ul> <p><i>Victorian Retention and Disposal Authority for the records of Department of Sustainability and Environment the PROS 05/09</i> Reference 16.5.2 Record of works proposed, planned and undertaken for heritage locations and property. Works are defined in the Heritage Act 1995. Includes public heritage unit property files, private property files and repair orders – Retain as State archives.</p> <p><i>State Records of New South Wales Retention and Disposal Authority for Environmental and natural resources protection, conservation and sustainability FA314</i> Reference 6.1.1 Summary records or registers of development consents or planning instruments where the agency is the consent authority or the Minister is responsible for recordkeeping such as clearing of land, landuse, forestry approvals, native vegetation plans, property vegetation plans, and development consents approved by Catchment Management Authorities – Retain as State archives.</p>
1.19.7	<b><i>Land title registration caveats/notations – land title registry</i></b>	<p><b>Background/business process:</b> Land area registration records are created in licensing processes. Illustrative processes for front end processes:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to advising Registrar of Titles and Land Title registry of dealings in relation to land and private land within the wet tropics management area, or other heritage conservation management areas.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• registering caveats and notations on land title registrations</li> <li>• registering prohibitions where land is subject to management plan</li> <li>• repeal of management plan over private land</li> <li>• removing private land from the operation of management plan</li> <li>• removing particulars of land from registrar's records</li> <li>• transfers, releases, changes, cancellations.</li> </ul> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry,</li> <li>• receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993 – s. 56, 66</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 6.14.7 Pre 1994 land ownership records – Records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits – Retain permanently.</i></p> <p><i>State Records Authority of New South Wales Aboriginal Land Council FA330 Reference 3.3 Register of all lands held by Aboriginal land councils – Required as State archives.</i></p> <p><i>State Records Authority of New South Wales Department of Environment and Conservation DA196 Reference 10.1.2 Records relating to alien uses which have a</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		historical or cultural significance, such as fire towers, lighthouses, military installations – Required as State archives.
1.20	<b>Research</b>	
1.20.1	<p><b>Research – significant*</b></p> <p>Records relating to researching and enquiring into significant heritage conservation related research areas to discover facts, theories and principles that support improved community and heritage conservation outcomes and business activities.</p> <p><b>Retention period &amp; trigger</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Background/business process:</b></p> <p>Research records are created in experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of heritage conservation management policies and processes for natural and built environments. Research aims at increasing knowledge, research can endeavour to solve a problem, e.g. cure a disease impacting on endangered species, increase productivity of processes, e.g. studying architecture originalities during past historical periods for tighter heritage building design principles, provide better platform of information for planning and reviewing purposes, e.g. for holistic nature conservation approaches.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Wet Tropics World Heritage and Management Act 1933 – s.10</i></p> <p><b>Business requirements:</b></p> <p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records Authority of New South Wales FA271, Heritage Council of NSW</i> Reference 1.15.1 Research – Records relating to thematic studies regarding heritage or conservation undertaken to support State Heritage Register nominations in general and not relating to a specific place or property, e.g. studies of ocean swimming pools – Required as State Archives.</p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts</i> Reference 19230 Research – Records documenting activities such as research projects, and surveys that result in the collection of unique scientific or other data related to the delivery, administration, coordination, evaluation or review of domestic environment, heritage and natural resource management programs – Retain as National archives.</p> <p><i>State Records Authority of New South Wales FA330, New South Wales Aboriginal Land Council</i> Reference 1.3 Records relating to research into issues supporting the maintenance and enhancement of Aboriginal culture, identity and heritage – Required as State archives.</p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule QDAN653</i> References:</p> <ul style="list-style-type: none"> <li>• 1.16.1 Original research Final reports/papers of original research conducted into cultural heritage issues – Retain permanently</li> <li>• 10.22.5 Final reports of significant scientific and technical investigations conducted by the department and where the report has not been subject to legal deposit requirements – Retain permanently.</li> </ul>
1.20.2	<p><b>Research – other~</b></p> <p>Records relating to researching and enquiring into other research areas relating to heritage</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>conservation management activities not covered by reference <a href="#">1.20.1</a>.</p> <p><b>Retention period &amp; trigger</b></p> <p>7 years after business action completed.</p>	<p>Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority 2007/00380834, Department of the Environment, Water, Heritage and the Arts Reference 19231 Research – Records documenting correspondence with other Australian Government agencies, state and territory government agencies, other organisations or individuals in relation to research that does not result in the production of unique scientific or other data – Destroy 7 years after last action</i></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) QDAN 623 Reference 4.6.1 – Research to support the development of significant forest product marketing programs within NRW Forest Products – retain for 10 years after last action.</i></p> <p><i>Forestry Plantations Queensland QDAN 633 Reference 4.7.1 Research to support the development of significant natural forest product marketing programs within Forestry Plantations Queensland – retain for 10 years after last action.</i></p> <p><i>Queensland Department of Environment and Resource Management QDAN653 Reference 1.16.2 Background research Records relating to background research into cultural heritage issues – retain until reference ceases.</i></p>
1.21	<b>Training</b>	
1.21.1	<p><b>Community education programs</b></p> <p>Records relating to developing, delivering and reviewing of community education programs for heritage conservation management activities.</p> <p>Programs include but are not limited to:</p> <ul style="list-style-type: none"> <li>• wet tropics</li> <li>• heritage.</li> </ul>	<p><b>Background/business process:</b></p> <p>Community education programs records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• review master outcomes, identify education outcomes, research requirements (against curricular/outcomes), research areas of practice, develop draft program session outline, develop program session plans, develop presentations, develop practical exercises (as relevant), develop activities, develop delivery tools (e.g. workbooks, factsheets), test session plan, review session plan.</li> </ul>



Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><b>Retention period &amp; trigger</b> 7 years after program superseded.</p>	<p><b>Regulatory requirements:</b> <i>Wet Tropics World Heritage and Management Act 1933 – s.10</i></p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records Authority of New South Wales Heritage Council of NSW FA271</i> Reference 1.3.2 Records relating to the development and provision of education and training programs aimed at increasing the understanding and enhancement of heritage and conservation – Retain minimum of 5 years after last action, then destroy. <i>Victorian Retention and Disposal Authority for Employment, Investment and Industry records PROS08-04, Reference 4.7.0 Training program development –</i> development/administration of training programs. Includes programs designed to skill Victorian businesses and individuals and to address skill shortages or to facilitate the entry of individuals or businesses into an industry – Destroy 7 years after conclusion of program.</p>
1.21.2	<p><b><i>Training course guides, presentations, assessment and supporting materials</i></b> Records relating to developing, delivering and assessing of training courses for heritage conservation management and to develop industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions training under heritage conservation related legislation. Training may include, but are not limited to:</p>	<p><b>Background/business process:</b> Training course records are created in training processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools (e.g. workbooks), test training session plan, review training session plan.</li> </ul> <p><b>Regulatory requirements:</b> <i>Wet Tropics World Heritage and Management Act 1933 – s.10</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>• heritage trades</li> <li>• wet tropics environments.</li> </ul> <p><b>Retention period &amp; trigger</b> 7 years after training course superseded.</p>	<p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records Authority of New South Wales Heritage Council FA271 Reference 1.3.2 Education and Training – Records relating to the development and provision of education and training programs aimed at increasing the understanding and enhancement of heritage and conservation – Retain minimum of 5 years after last action, then destroy.</i></p> <p><i>State Records Authority of New South Wales Department of Primary Industries FA258 Reference 6.1.1 Education and training – accreditation – records documenting the internal accreditation of courses not linked to a national qualification, e.g. against industry standards or through internal processes. Records include applications, copies of supporting evidence, notifications, correspondence, appointment of assessors etc. – Retain minimum of 7 years after last action, then destroy.</i></p> <p><i>Victorian Retention and Disposal Authority for Employment, Investment and Industry PROS08-04 records Reference 4.7.0 Training program development – development/administration of training programs. Includes programs designed to skill Victorian businesses and individuals and to address skill shortages or to facilitate the entry of individuals or businesses into an industry – Destroy 7 years after conclusion of program.</i></p>

Function	Scope note
<b>2 CULTURAL HERITAGE CONSERVATION</b>	<i>The function of managing, protecting, enhancing and promoting the cultural heritage value of sites, places, buildings and landscapes. Includes recognition of the agreed traditional land access rights of Aboriginal and Torres Strait Islander peoples and promoting community wide respect for cultural heritage. Also includes the Queensland heritage register, restoration and maintenance of heritage properties, Heritage Council interaction, heritage permits, native title claims and heritage based tourism.</i>

### Activities

#### 2.1 Assessment +

*Note: This schedule covers the heritage protection of natural and built environments, including World Heritage listings, and the conservation of built environments. For the conservation management and maintenance of natural environments generally, or natural areas in particular, for example, national and marine parks, please see other Environment schedules.*

*See also QDAN707 for records relating to National and Heritage Trusts, which covers:*

- National Trust of Queensland and Board
- Queensland Heritage Council and Board
- Newstead House Trust and Board.

Excludes impact assessments conducted expressly for evaluating the impacts of a development on the environment.

See [Registration](#) for records relating to registering places and areas with cultural or natural heritage conservation values for Queensland.

Disposal authorisation	Record class and retention period	Justifying the retention period
2.1	<b>Assessment</b>	
2.1.1	<p><b><i>Cultural heritage place merit for registration</i></b> Records relating to assessing cultural heritage places for meritorious inclusion in the Queensland heritage register, and assessing place values and worthiness for inclusion, given historical perspectives, cultural heritage validity, conservation requirements and other interests (national, historic, aesthetic, artistic, architectural or scientific etc.).</p> <p>Assessment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• assisting other entities responsible for assessment</li> <li>• assessing community and owner submissions to be made</li> <li>• inviting interested representations</li> <li>• making recommendations for inclusion or partial inclusion from Queensland heritage register and associated registers, e.g. World Heritage</li> <li>• refusing heritage place listing</li> <li>• determining exclusion from heritage listing</li> <li>• recommending excluding place from heritage register</li> <li>• recommending removal of places from registers</li> <li>• removing places from register.</li> </ul> <p><b>Retention period &amp; trigger</b></p>	<p><b>Background/business process:</b> Assessment records are mainly created (currently by Queensland Heritage Council) as an off shoot to Heritage Unit (EHP) processes in accepting applications for state heritage places, consulting with the community and stakeholders, and registering details of application process, including values, validity, requirements and interests highlighted by the assessment process.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive application requiring assessment; assess places against characteristics of cultural heritage significance (including aesthetic, architectural, historical, scientific, social, other); assess using cultural heritage criteria as per the <i>Queensland Heritage Act 1992</i> including applying threshold indicators to significance for level of satisfaction of criterion; qualify the criteria comparing to other places with similar qualities; define importance to world, national, state and local communities; write statement of cultural heritage significance; approve statement; forward statement for processing and entry into Queensland heritage registers and local heritage registers.</li> </ul> <p><b>Regulatory requirements:</b> <i>Queensland Heritage Act 1992</i> – s. 43, 49-50, 61, 68</p> <p><b>Business requirements:</b> Heritage Unit (EHP) and Wet Tropics Management Authority (reporting to EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	Permanent. Transfer to QSA after business action completed.	<p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Records Authority Department of Environment, Water, Heritage and the Arts Job No. 2007/00380834 Reference 17465</i> Records documenting the establishment and amendment of lists or registers for the purpose of protecting and conserving aspects of the environment and heritage, includes assessment of nominations – Retain as national archives.</p> <p><i>Victorian Retention and Disposal Authority Department of Sustainability and Environment PROS 05/09 Reference 16.1.3</i> Records relating to assessing the nomination against the assessment criteria published by the Heritage Council.– Retain as State archives.</p> <p><i>State Records Authority of New South Wales for Heritage management records FA271</i></p> <p>References:</p> <ul style="list-style-type: none"> <li>• 1.11.1 Case files documenting properties, places and objects that have been nominated but not approved to be on the State Heritage Register – Required as State archives</li> <li>• 1.7.1 Case files for items and places listed on the State Heritage Register, includes assessments – Required as State archives.</li> </ul> <p><b>Previous schedules (where applicable):</b></p> <p><i>Queensland Environment Protection Authority QDAN502</i> References:</p> <ul style="list-style-type: none"> <li>• F3.2.1 Records relating to the appraisal, evaluation and validation of places, sites, buildings, etc. against specific requirements, e.g. native title. Includes selection criteria, records of investigations to determine cultural or heritage significance, etc. – Retain permanently</li> <li>• F3.2.2 Records relating to the nomination of places, landmarks, etc. for inclusion in the Heritage Registers, including the Queensland Heritage Register, World Heritage register, etc. – Retain permanently.</li> </ul>



Function	Scope note
<b>3 WORLD HERITAGE MANAGEMENT</b>	<p><i>The function of identifying, negotiating and declaring areas for World heritage listing based on, their outstanding universal natural or cultural significance and which include the involvement of the organisation. The Department of Environment and Heritage Protection is responsible for the state-wide coordination of World Heritage matters and provides high level secretariat support to the Fraser Island, Riversleigh and Gondwana advisory committees.</i></p> <p><i>Includes strategic issues such as proposed additions, management plans, capital works, joint Aboriginal and Torres Strait Islander management and tourism. Also includes dealing strategically with intergovernmental arrangements, committees, reporting, proposals and funding agreements.</i></p> <p><i>Includes the Australian fossil mammal sites (Riversleigh), Central Eastern, Rainforest Reserves (Australia) (CERRA), Fraser Island, Great Barrier Reef, and the Wet Tropics of Queensland.</i></p> <p><i>See other Environment schedules for the management and maintenance of particular world heritage parks.</i></p> <p><i>A world heritage place is listed by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as of special cultural or physical significance. The site could be a forest, mountain, lake, island, desert, monument, building, complex, or city, etc. The world heritage list is maintained by the international World Heritage Programme administered by the UNESCO World Heritage Committee.</i></p>

*For other world heritage management related activities, see [Common Activities](#) (1.0).*

*Note: This schedule covers the heritage protection of natural and built environments, including world heritage listings, and the conservation of built environments. For the conservation management and maintenance of natural environments generally, or natural areas in particular, for example, national and marine parks, please see other Environment schedules.*

## 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**