

Mining retention and disposal schedule

QDAN 737 v.2

Authorised 3 February 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of mining records created by the Department of Natural Resources and Mines.

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

The [Queensland Government \(For Government\) website](#) should always be referred to for the current, authorised version.

Using this schedule

The Mining retention and disposal schedule authorises the disposal of records related to the regulation of mining resources in Queensland, including the safety and health compliance of activities surrounding explosives, fireworks and mining resources created by the Department of Natural Resources and Mines. It applies to records created in any format, unless otherwise specified in the class description.

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

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use.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

Revoked schedules include:

- QDAN196 Department of Mines and Energy – Company Reports
- QDAN201 Mining Warden (Magistrates Court, Cloncurry)
- QDAN304 Department of Mines and Energy – Section 1 only – Exploration Data Centre – Assays
- QDAN347 Department of Mines and Energy – Exploration Data Centre – Assays
- QDAN391 Department of Mines and Energy – Mines and Energy Library – Films
- QDAN491 Department of Mines and Energy – Mining Wardens Court
- QDAN514 Department of Mines and Energy – Mining Warden – References 1.1 and 1.2 only
- QDAN519 Department of Mines and Energy – Coal Industry Employment Health Assessments
- QDAN543 Department of Natural Resources and Mines – Surveys and Drafting Charts
- QDAN549 Department of Natural Resources, Mines and Water – Mining Warden / Gas Examiner
- QDAN565 Department of Natural Resources and Mines – Mineral Exploration – Permits, Leases and Claims
- QDAN591 Department of Natural Resources and Mines – Inspector of Mines (Rockhampton)
- QDAN737 v2 Mining retention and disposal schedule

When this schedule should not be used

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

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

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

Schedule layout

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

Disposal

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

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

How we can help?

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

Revision history

QDAN	Date of approval	Extent of revision
QDAN737 v1	2 November 2016	Comprehensive Retention and Disposal Schedule
QDAN737 v2	3 February 2017	Addition of record class 4.2.1

Approved by State Archivist: **Mike Summerell**

Date: **2 February 2017**

Contents

1. COMMON ACTIVITIES	5
2. EXPLOSIVES AND FIREWORKS SAFETY	34
3. MINING REGULATION	38
4. MINING SAFETY AND HEALTH.....	46
5. PETROLEUM AND GAS SAFETY	55
Appendix: Definition of <u>Significant</u> Versus <u>Other</u>	60

1. COMMON ACTIVITIES

These activities are common across all mining-related functions and can be used to sentence or dispose of records that are classified under any mining-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 record classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under mining-related functions (later in the schedule).

Disposal authorisation	Description of records	Retention period & trigger
<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i></p>		
1.1.1	<p><i>Mining advice</i></p> <p>Records relating to the provision of mining-related advice where the advice is not related to a specific enforcement or monitoring action, or mining case file, e.g. licences, claims, and leases.</p> <p>Mining advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • explosives (including fireworks) safety programs • mining regulatory programs • mining safety programs • petroleum and gas safety programs • employee health programs • occupational safety programs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • copies of policies, standards and procedures. 	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		
1.2.1	<p>Agreements – proceeded with</p> <p>Records relating to making agreements between mining and related industry players, e.g. setting up mining leasing or licensing processes, or with State as a vested party to fulfil regulatory requirements, e.g. safety compliance.</p> <p>Includes establishing, negotiating, maintaining, approving, reviewing, facilitating agreement conferences, and overseeing agreement processes, or drawing up agreements.</p> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • mining resources, including explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources • regulatory compliance, and safety and health requirements relating to mining resources. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding • consultation records. 	Permanent. Transfer to QSA after business action completed.
1.2.2	<p>Agreements – not proceeded with</p> <p>Records relating to making agreements between parties, where agreements were not proceeded with. Includes withdrawn offers and proposed arrangements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding 	7 years after decision not to proceed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> draft negotiation papers. 	
<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p><i>See the <u>General retention and disposal schedule (GRDS)</u> for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008 and delegations appointing departmental officers as representatives of the Chief Executive Officer in meetings of the board and similar bodies.</i></p>		
1.3.1	<p>Safety and regulatory roles</p> <p>Records relating to appointing, terminating and varying appointments of, authorised officers with powers, functions, authorities and duties relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation. Roles include, but are not limited to:</p> <ul style="list-style-type: none"> inspectors government magazine managers district representatives and land managers chief inspectors and deputy chief inspectors mining registrars and deputy mining registrars field officers and licensing issuing officers (for designated fossicking land) auditors (to examine royalty returns) other authorised officers other officers, e.g. Auditor General. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> appointment notices and instruments qualifications and experience statements records of termination or resignation. <p><i>See reference <u>4.1.1</u> for managing appointments (mandatory notifications) of notable mining positions, e.g. mining executives and site safety officers.</i></p>	10 years after appointment ceases.

Disposal authorisation	Description of records	Retention period & trigger
	See reference 4.7.1 for registering appointments of notable mining positions.	
<p>AUDIT</p> <p><i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed or legislation and standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance, financial, operational, recordkeeping, skills, system, and quality assurance audits, as well as recommendations for changes in policy and/or procedures as a result of an audit.</i></p>		
1.4.1	<p>Audit – significant*</p> <p>Records relating to auditing organisations and individuals to monitor regulatory compliance, and safety and health requirements relating to explosives, minerals, petroleum, gas, water, greenhouse gas, and geothermal resources under relevant legislation, where significant recommendations and findings were made.</p> <p>Significant audits may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • health and safety related provisions • safety and health management systems • mining operations, mine records and recordkeeping systems • mining company records • mining financial returns and statements for the payment of royalties and rent • mining lease, authority, licence, permits holders. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit reports • audit papers • recommendations and findings. <p><small>* Refer to Appendix: Definition of Significant Versus Other</small></p>	Permanent. Transfer to QSA after business action completed.
1.4.2	<p>Audit – other~</p> <p>Records relating to auditing organisations and individuals to monitor regulatory compliance, and safety and health requirements relating to explosives, minerals, petroleum and gas, water, greenhouse gas,</p>	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>geothermal and other mining resources under relevant legislation, where other recommendations and findings were made.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit reports • audit papers • recommendations and findings. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from exercise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p>		
1.5.1	<p>Compensation – significant*</p> <p>Records relating to assessing significant compensation claims from landowners and licence holders for events, including claims for loss or damage from exercise of inspectorate powers, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation. Includes referral of claims to Land Court, Land Appeals Court and similar courts and tribunals. Significant compensation claims may include, but are not limited to:</p> <ul style="list-style-type: none"> • damage, injury or loss from mining and explosives (including fireworks) incidents • deprivation and severance of land • diminution of land value and use • surface rights of land access • are paid and unpaid relating to enduring rights and entitlements, e.g. mining resource rights • set a precedent. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compensation claim applications/requests • explosives information and damage notifications 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • claim approvals, advice payments. <p><i>See 1.13.1 for records relating to licensing mining claims</i></p> <p><i>See 3.1.1 for records relating to compensation claims for significant damage or loss from mining-related activities, e.g. subsidence of abandoned mines, native title related claims and indigenous land claims.</i></p>	
1.5.2	<p>Compensation – other~</p> <p>Records relating to assessing other compensation claims from landowners and licence holders for events, including claims for loss or damage from exercise of inspectorate powers, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compensation claim applications/requests • explosives information and damage notifications • claim approvals, advice payments. <p><i>See 1.13.1 for records relating to licensing mining claims</i></p> <p><i>See 3.1.1 for records relating to compensation claims for significant damage or loss from mining related activities, e.g. subsidence of abandoned mines, native title related claims and indigenous land claims.</i></p>	13 years after claim determined.
1.5.3	<p>Recovery of monies incurred by State</p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes applying costs to security monies to recover money and filing recovery orders in Magistrates Court.</p> <p>Recovering of costs includes, but is not limited to:</p> <ul style="list-style-type: none"> • incidents and situations involving explosives • rehabilitation of damaged areas 	13 years after claim determined.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • removal and disposal of property • unpaid fees and court orders • court awarded costs • other instances of regulatory non-compliance. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • recovery claim notifications • claim investigations • court orders. 	
<p>COMPLAINTS <i>The activities associated with handling complaints and working towards informal and voluntary resolution and conciliation of complaints.</i></p>		
1.6.1	<p><i>Complaint resolution – significant*</i></p> <p>Records relating to handling and conciliating significant cases of complaints relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes mediating complaints, escalating complaints for further investigation and referring complaints to tribunal or court hearings.</p> <p>Significant complaints may include, but are not limited to:</p> <ul style="list-style-type: none"> • those that generate significant interest and/or controversy • those that may lead to a change in policies, procedures and legislation • handling, transportation or storage of mining products, materials and hazardous substances • environmental damage • water contamination • air and noise pollution • public road access and use • particular organisations or persons • unethical or illegal behaviour of tenement holders 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • incidents. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint investigations • complaint resolution reports. 	
1.6.2	<p><i>Complaint resolution – other~</i></p> <p>Records relating to handling and conciliating other cases of complaints relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes complaints of a routine nature.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint investigations • complaint resolution reports. 	13 years after case resolved.
<p>DECLARATIONS</p> <p><i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes, which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		
1.7.1	<p><i>Mining declarations</i></p> <p>Records relating to making declarations relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Declarations include, but are not limited to:</p> <ul style="list-style-type: none"> • explosives as authorised or prohibited explosives • places as government magazines • testing and trialling of explosives as explosives trial approvals 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • mining safety and health criticalities and related products or materials, and their holding, treatment, consignment, export and disposal • mining tenements and related areas, facilities, products or materials, and their holding, treatment, consignment, export and disposal • explosives, explosive products or materials, and their holding, treatment, consignment, export and disposal • mines, mine operations and mining positions • areas as prohibited areas to mining tenements or restricted areas and holdings • land as mining districts • offshore areas as offshore safety zones • pumping stations, tank stations and adjacent valve stations as terminal stations • land reserved against granting of permits, licences, authorities for mining exploration and access • fossicking areas • exclusions to declarations as made. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices • gazette notices and public advertisements. 	
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		
1.8.1	<p>Hazardous waste</p> <p>Records relating to the disposal of hazardous waste of mines seized as evidence, forfeited, left over from mining and processing valued materials, exploratory and testing processes and other mining activities. Includes hazardous materials:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • left on/beneath/adjacent to land at end of mining tenure by negligent licence holders, including during subsequent land restoration processes • discovered, created, unearthed etc. within mining tenures, facilities and operations by natural disasters and other emergencies • found on other impacted land/water but caused by or contributed to by mining tenures, e.g. land downwind, water downstream. <p>Hazardous material includes, but is not limited to:</p> <ul style="list-style-type: none"> • Mine mineral waste, <i>e.g. tailings dumps, culm dumps, slimes, tails, refuse, leach residue or slickens</i> • Mining overburdens (waste rock) and spoil tips (unprocessed overburdens) and tailing ponds, <i>e.g. coal mining and oil sands tailing ponds</i> • Soil or water high in particular toxic compounds, substances, chemicals etc. from exposure to minerals or waste minerals, <i>e.g. sulphate, suspended fine mining waste particles</i> • Leftover materials from processing, smelting and separating valuable materials from waste mineral resources, <i>e.g. slag</i> • Liquids leached out of mines by earth disturbance, <i>e.g. acids</i> • Mining hazardous substances or as by-product to mined substances, <i>e.g. asbestos, lead</i> • Radiation through mining-related activities, <i>e.g. radioactive dust and other hazardous materials released from use of exploration, mining and testing techniques (e.g. soil sampling and splitting, reverse circulation drilling, well logging, milling and processing of ores) and materials contained within tools (e.g. downhole tools, irradiating apparatus, portable and in-line X-Ray Fluorescence Analysers (XRF), X-Ray Diffraction (XRD) and XRF site laboratory tool-bin level gauges, slurry density gauges)</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • environmental assessments, forecasts and projections • hazardous material safety data, maps and plans • disposal authorisations, destruction orders, evidence seizure receipts. <p>See references 2.1.1, 3.3.1, 4.3.1 and 5.1.1 for disposal of non-hazardous waste.</p>	

DISPUTE RESOLUTION

The activities associated with handling disagreements pertaining to particular areas and jurisdictions of responsibility in which an arbitrator (or other judicial representative) determines an outcome, which is enforceable but also appealable. Disputes involve perceived legal rights, legal wrongdoing, or threat of legal action against the parties, and can include awards, agreements, demarcation issues, breaches of injunctions, etc.

Disposal authorisation	Description of records	Retention period & trigger
1.9.1	<p>Final decisions</p> <p>Records relating to final decisions and summary reports of cases of dispute resolution, including disputes and objections, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and mining safety and health requirements under relevant legislation.</p> <p>Disputes include, but are not limited to:</p> <ul style="list-style-type: none"> • mining activities • mining safety and health • explosives and fireworks • overlapping authority, lease or licence holders (with rights over same land) • safety and hazard management responsibilities and practices between lease holders and petroleum and gas facility operators. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • final decisions • final reports • case summary reports. 	Permanent. Transfer to QSA after business action completed.
1.9.2	<p>Cases</p> <p>Records relating to case histories and working papers of cases of dispute resolution, including disputes and objections, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and mining safety and health requirements under relevant legislation.</p> <p>Includes organising referrals of disputes to mediation or arbitration by other parties.</p> <p>Disputes include, but are not limited to:</p> <ul style="list-style-type: none"> • mining activities • mining safety and health • explosives and fireworks • overlapping authority, lease or licence holders (with rights over same land) 	10 years after case resolved.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • safety and hazard management responsibilities and practices between lease holders and petroleum and gas facility operators. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • dispute complaints • dispute investigations • dispute resolution reports. <p>See reference 1.9.1 for records relating to final decisions and case summary reports.</p>	
<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.</i></p> <p><i>See Inspections under Explosives and Fire Works Safety Regulation, Mining Regulation, Mining Safety and Health (Regulation) and Petroleum and Gas Safety Regulation for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
1.10.1	<p>Regulatory enforcement</p> <p>Records relating to issuing enforcement-related directives and orders relating to explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and other resources regulatory compliance, and safety and health under relevant legislation.</p> <p>Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> • issuing orders and directives • erecting notices for bans or controls • granting exemptions to requirements • issuing fines for breaches of legislation and licence/authority conditions • issuing penalties for breaches of inspectorate compliance directions • seizing property as evidence or to inhibit unlawful activities 	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • issuing penalties for breaches of conditions • referring reports of designated accidents and incidents to investigating officers • issuing notices, including provisional improvement, prohibition and information collection notices. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	
1.10.2	<p><i>Official notebooks – daily logs of activities (enforcement, monitoring and surveillance, investigations, inspections)</i></p> <p>Records relating to maintaining daily logs of activities by individual officers with supporting evidence, notes, drawings, diagrams and other information to inform offence identification, case building and prosecution of offences relating to mining regulation, mining safety and health, petroleum and gas safety and explosives and fireworks safety.</p> <p>Includes daily notes about enforcement, monitoring and surveillance, investigations and inspection activities with site visits, field work, travelling operations and mobile offices.</p> <p>Records include:</p> <ul style="list-style-type: none"> • diaries • notebooks/duty books • log books • field notepads. 	Until all evidentiary information is copied/ scanned and referenced to relevant files and case files, then 10 years after business action completed.
<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks.</i></p>		
1.11.1	<p><i>Incident and emergency responses – significant*</i></p> <p>Records relating to managing significant incidents, emergencies and natural disasters involving explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resource industries, industry participants, workers and players.</p> <p>Significant incident and emergency responses may relate to, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • where human fatalities have occurred • where permanent incapacities have occurred from serious accidents • potential transmission of fatal illnesses • exposure to terminal or suspected substances with terminal or serious health risks – known or suspected substances may include but are not limited to asbestos, coal dust, DDT, lead, nuclear radiation • explosives incidents. <p><i>(Natural disasters include bushfires and floods.)</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>	
1.11.2	<p><i>Incident and emergency responses – other~</i></p> <p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference 1.11.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	7 years after business action completed.

INVESTIGATIONS

The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.

See [Enforcement](#) for activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.

Disposal authorisation	Description of records	Retention period & trigger
	<p>See <i>Inspections under <u>Explosives and Fire Works Safety Regulation</u>, <u>Mining Regulation</u>, <u>Mining Safety and Health (Regulation)</u> and <u>Petroleum and Gas Safety Regulation</u> for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p>See <i>Environment retention and disposal schedule, QDAN (to be issued), for storing transporting, distributing and using water and waste water in mining and associated activities including construction and maintenance of dams, including hazardous waste dams.</i></p>	
1.12.1	<p>Investigations – significant*</p> <p>Records relating to investigating significant events, accidents and incidents, and safety or health matters and offences, associated with explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and other resources including but not limited to:</p> <ul style="list-style-type: none"> • mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using mining resources. <p>Significant investigations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • where human fatalities have occurred • serious accidents • high potential accidents and incidents • extreme safety or health matters and offences • dangerous and post-emergency situations • occupational diseases • work-related exposures to hazardous substances • wide-spread, systemic failures of safety and health management systems. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>See <i>Environment retention and disposal schedule QDAN (to be issued) for storing transporting, distributing and using water and waste water in mining and associated activities including construction and maintenance of dams, including hazardous waste dams.</i></p> <p>* Refer to <u>Appendix: Definition of Significant Versus Other</u></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.12.2	<p>Investigations – other~</p> <p>Records relating to investigating other events, accidents, and incidents, and safety or health matters and offences, associated with explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and other resources not covered by reference 1.12.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>See <i>Environment retention and disposal schedule QDAN (to be issued)</i> for storing transporting, distributing and using water and waste water in mining and associated activities including construction and maintenance of dams, including hazardous waste dams.</p> <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	10 years after business action completed.
<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p> <p><i>See Environment retention and disposal schedule QDAN (to be issued) for authorisation of mining-related dams under environmental resource authorities. The mining case file may contain incidental records about dams in the context of mining activities such as inspections.</i></p> <p><i>See Water retention and disposal schedule QDAN (to be issued) for regulation of referable dams.</i></p>		
1.13.1	<p>Resource rights – minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources</p> <p>Records relating to approving and issuing resource rights, including authorities, leases, claims, licences and permits, associated with minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations terminations e.g. resuming leases, revoking resumptions, imposing provisions, reservations or conditions, handling indigenous land use and other native title related issues, approving associated operational works and works programs and commercial and independent mine viability assessments.</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Resource rights include, but are not limited to:</p> <ul style="list-style-type: none"> • mining claims (MC) • mining leases – minerals, coal or oil shale (ML) • offshore mineral leases • mineral development licences (MDL) • special mineral leases (SML) • prospecting permits • exploration permits (EP) • survey licences • special purpose consent licences • petroleum leases • facility licences • wells, bores, pipeline licences • exploring, extracting and other activities in mines and quarries • authorities to prospect (ATP) for petroleum • data acquisition and water monitoring authorities • greenhouse gas (GHG) authorities • greenhouse gas tenures (GHG) – overlapping. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices. <p><i>See reference 2.3.1 for licensing explosives.</i></p> <p><i>See reference 3.5.1 for licensing fossicking minerals and related activities, e.g. camping.</i></p> <p><i>See reference 4.5.1 for licensing mining safety and health activities including work authorisations.</i></p> <p><i>See reference 5.3.1 for licensing petroleum and gas activities and work authorisations, including occupational licences, e.g. gas work.</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
1.13.2	<p><i>Unsuccessful and withdrawn applications – resource rights – minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources</i></p> <p>Records relating to unsuccessful and withdrawn applications for resource rights, including authorities, leases, claims, licences and permits, associated with minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources. Includes refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. <p><i>See reference 2.3.2 for applications not proceeded with for licensing explosives.</i></p> <p><i>See reference 3.5.2 for applications not proceeded with for licensing fossicking minerals and related activities e.g. camping.</i></p> <p><i>See reference 4.5.2 for applications not proceeded with for licensing mining safety and health activities including work authorisations.</i></p> <p><i>See reference 5.3.3 for applications not proceeded with for licensing petroleum and gas activities and work authorisations, including occupational licences, e.g. gas work.</i></p>	Permanent. Transfer to QSA after business action completed.
<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		
1.14.1	<p><i>Monitoring licence holders</i></p> <p>Records relating to developing, implementing and maintaining compliance programs for, and monitoring and administering compliance of, industry, businesses and individuals to regulatory requirements, licensees with licence conditions, and the community in general.</p> <p>Monitoring and surveillance includes, but is not limited to:</p> <ul style="list-style-type: none"> • mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and resources 	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • explosives, minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • abandoned mines • water and waste water in dams and other containments. Note: specific compliance action under environmental authorities referred to administering authority. See Environment retention and disposal schedule QDAN (to be issued). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p>See references 4.6.1 and 4.6.2 for monitoring the health of mine workers in the interests of mining safety and health.</p>	
<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i></p>		
1.15.1	<p>Partnerships – significant*</p> <p>Records relating to managing significant joint operations by the State, with contracts, joint contribution of funds, time, co-research or collaboration arrangements or agreements, made with other organisations (private sector and government).</p> <p>Partnerships may include, but are not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • performance reports • funding proposals • consultation records. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.15.2	<p>Partnerships – other~</p> <p>Records relating to managing other joint operations by the State with other organisations (private sector and government) not covered by reference 1.15.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals • consultation records. <p><i>*~ Refer to Appendix: Definition of Significant Versus Other</i></p>	7 years after partnership expires.
<p>PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents, i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
1.16.1	<p>Planning – significant*</p> <p>Records relating to planning significant management initiatives, programs, strategies, priorities and activities for improved community and safety outcomes, and business activities, including planning consultation processes with community and key stakeholders.</p> <p>Planning may include, but is not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules • consultation records. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.16.2	<p>Planning – other~</p> <p>Records relating to planning other management initiatives, programs, strategies, priorities and activities for improved community and safety outcomes, and business activities, including planning consultation processes with community and key stakeholders, not covered by reference 1.16.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules • consultation records. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	10 years after business action completed.
<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
1.17.1	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant offences, and precedent setting cases, under relevant legislation.</p> <p>Prosecutions may include, but are not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
1.17.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other offences under relevant legislation not covered by reference 1.17.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	10 years after business action completed.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
1.18.1	<p>Investigations and prosecutions register</p> <p>Records relating to keeping registers of investigations and prosecutions and results of investigating and prosecuting offences under relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.18.2	<p>Resources rights registers</p> <p>Records relating to registering resources rights, including applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, under relevant legislation.</p> <p>Resources rights include, but are not limited to:</p> <ul style="list-style-type: none"> • mining leases, claims, licences, authorities and permits for minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • authorities for mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • fossicking areas, licences and permits • safety and health requirements. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. <p>See reference 2.4.1 Registers – Explosives Registers.</p>	Permanent. Transfer to QSA after business action completed.
1.18.3	<p>Service registers – training, safety, laboratory, accreditation, consulting, etc.</p> <p>Records relating to registering service provision of training, certification, calibration and accreditation services, conducted by the department’s registered training organisations (RTO) and other accredited service groups. Groups include SIMTARS – Safety in Mining Training and Research Services (and similar).</p> <p>Registrations include information about:</p> <ul style="list-style-type: none"> • client data • service jobs and analysis • status of trained individuals and organisations, i.e. assessment competencies and accreditations achieved • testing, certification and calibration of equipment • laboratory and research services • safety training • occupational hygiene and working environments health and safety • mining consultation and mine safety technology. 	30 years from end date of job.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but not limited to:</p> <ul style="list-style-type: none"> • register entries • certificates • statements of attainment. 	
<p>RESEARCH</p> <p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research, etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p>		
1.19.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant research areas to discover facts, theories and principles to support improved industry outcomes and business activities.</p> <p>Research may include, but is not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><small>* Refer to Appendix: Definition of Significant Versus Other</small></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.19.2	<p>Research – other~</p> <p>Records relating to researching and enquiring into other research areas relating to mining industry management activities not covered by reference 1.19.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	10 years after business action completed.
<p>TESTING AND IDENTIFICATION</p> <p><i>The activities associated with sampling, testing and diagnostic activities designed to confirm or exclude the presence of known or suspected objects or organisms. Includes testing, checking, measuring and calibrating instruments to correct standards. Includes laboratory, entomology and pathology tests; sample specimens; processing, transportation and storage.</i></p>		
1.20.1	<p>Testing and identification – significant*</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results are significant.</p> <p>Testing may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • abandoned mines • other subjects relating to mining relevant to the State and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	* Refer to <i>Appendix: Definition of Significant Versus Other</i>	
1.20.2	<p>Testing and identification – other~</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or substances in test materials, where research or test results have other importance, and where testing is not covered by reference 1.20.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. <p>~ Refer to <i>Appendix: Definition of Significant Versus Other</i></p>	10 years after business action completed.
1.20.3	<p>Test results collated into research and test reports</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results have been previously collated or duplicated into research and test reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. 	Until reference ceases.
<p>TRAINING</p> <p><i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>		
1.21.1	<p>Master curricular for formal qualifications (National Framework)</p> <p>Records relating to master curricular for training qualifications for national training frameworks for including, but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. <p><i>See reference 1.21.3 for records relating to the development of master curricular.</i></p>	
1.21.2	<p><i>Master curricular not linked to formal qualifications</i></p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks, and training courses to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. 	10 years after curricular superseded.
1.21.3	<p><i>Master curricular development material</i></p> <p>Records relating to developing and reviewing master curricular for training qualifications and to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • curricular workings • training programs • training proposals and reports. <p>See reference 1.21.1 for records relating to master curricular for nationally accredited courses. See reference 1.21.2 for records relating to master curricular for other training courses.</p>	
1.21.4	<p>Training course guides, presentations, assessment and supporting materials</p> <p>Records relating to developing, delivering and assessing training courses for training qualifications for national training frameworks and to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • training course outlines and content • training course brochures and invitations • training schedules and presentations. <p>See reference 1.18.3 Registration for registering training outcomes, statements of attainment, certifications, accreditations etc.</p>	7 years after training course superseded.
1.21.5	<p>Skills development support programs, materials and resources</p> <p>Records relating to developing, delivering and assessing skills development support programs and management training such as coaching, mentoring, job shadowing and other programs, strategies, learning experiences, for staff and clients (internally and externally), for including but not limited to:</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mentoring program outlines • participant registrations • training needs analyses, job profiles and skill assessments. 	

2. EXPLOSIVES AND FIREWORKS SAFETY

The function of ensuring the safety of the community from the hazards of explosives and related materials. Includes the establishment of standards for the safe handling and use of explosives and the authorisation of licences and permits for the production, storage, distribution and use of explosives and related materials. Also includes the monitoring of explosives activities to ensure compliance with standards, the effective response to explosives accidents and incidents, and the administration of government reserves for the storage and distribution of explosives.

Use MINING REGULATION for regulating the mining industry, including licensing and authorising mining tenures, operations, and facilities, etc. that mine bulk explosives materials.

Disposal authorisation	Description of records	Retention period & trigger
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		
<p>2.1.1</p>	<p>Property, products and waste</p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • explosives and fireworks • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	<p>10 years after business action completed.</p>
<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
<p>See <i>Investigations</i> for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</p>		
2.2.1	<p>Explosives facilities and businesses – significant*</p> <p>Records relating to conducting inspections to assess regulatory compliance, and safety and health requirements that have identified issues of significance or where significant findings and recommendations were made.</p> <p>Inspections may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • explosives • explosives facilities: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting, using explosives, e.g. ports, factories, storage facilities, fireworks displays ○ mines, mining workplaces, facilities and businesses importing, exporting, manufacturing, selling, storing, transporting, using explosives, e.g. rock blasting, undercutting. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent. Transfer to QSA after business action completed.
2.2.2	<p>Explosives facilities and businesses – other~</p> <p>Records relating to conducting other inspections to assess regulatory compliance, and safety and health requirements, not covered by reference 2.2.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	10 years after business action completed.
LICENSING		

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>	
2.3.1	<p>Rights – explosives</p> <p>Records relating to approving and issuing licences, authorities and permits for explosives (including fireworks) and associated activities under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, imposing provisions, reservations or conditions, conducting suitability checks, tests and examinations to prove eligibility or competency.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> • explosives (including fireworks) • explosive trial approvals • authorised activities, e.g. import, export, store, manufacture, sell, transport and use explosives • explosives occupations, e.g. shot-firer, fireworks contractors, fireworks operators • approved collectors associations • storage facilities and areas • material changes to storage facilities and areas • fireworks displays • using explosives (including fireworks) • transferring ownership of explosives • storing explosives at government magazines. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • consultation records. 	7 years after licence, authority or permit ceased/expired.

Disposal authorisation	Description of records	Retention period & trigger
2.3.2	<p><i>Unsuccessful and withdrawn applications – rights – explosives</i></p> <p>Records relating to unsuccessful and withdrawn applications for explosives (including fireworks) related licences and permits.</p> <p>Includes refusing licences.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	2 years after licence/permit refused/withdrawn.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
2.4.1	<p><i>Explosives registers</i></p> <p>Records relating to registering explosives (including fireworks).</p> <p>Includes registration of approved applications, renewals, transfers, releases, changes, cancellations, and termination of approved register entries.</p> <p>Explosives include, but are not limited to:</p> <ul style="list-style-type: none"> • authorised explosives • classified explosives • UN model regulations • approved explosives classifications (to classify, change, declassify or prohibit explosives) • fireworks. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. <p><i>See reference 1.18 Registers.</i></p>	Permanent. Transfer to QSA after business action completed.

3. MINING REGULATION

The function of facilitating exploration, innovation and sustainable development of the State's mineral, petroleum and extractive resources. Includes the provision of strategic direction to, and the promotion of, the exploration, mining and petroleum industries in the State. Also includes the authorisation and ongoing monitoring of the tenures that entitle mineral and petroleum exploration and production, the administration and collection of mineral and petroleum rents and royalties, and the identification and mapping of key mineral, petroleum and extractive resource areas.

Use MINING SAFETY & HEALTH for activities relating to establishing and monitoring acceptable safety and health standards within the mining and quarrying industries.

Use PETROLEUM AND GAS SAFETY for activities relating to establishing and monitoring acceptable safety and health standards within the petroleum and gas industries.

Use EXPLOSIVES AND FIREWORKS SAFETY for activities relating to establishing and monitoring acceptable safety and health standards for the safe handling and use of explosives, including fireworks.

Disposal authorisation	Description of records	Retention period & trigger
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p>		
3.1.1	<p>Compensation</p> <p>Records relating to assessing compensation claims for damage or loss from mining-related activities. Includes assessing compensation claims, confirming and determining source of damage, loss or resumption, determining options, works and payments required, stabilise land, repair damage or purchase affected land (as compensation), paying claimant restoration costs or requisite compensation value and handling requests to register or remove state-funded guarantees for land on freehold land register.</p> <p>Compensation includes, but is not limited to:</p> <ul style="list-style-type: none"> • subsidence of abandoned mines at Collingwood Park, and other locations • extinguishment of rights by native title rights and leases by the resumption of leases for native title rights and the granting of indigenous settlement and use leases, by the State under relevant legislation. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compensation claim applications/requests • land plans and damage notifications • claim approvals, advice payments • consultation records. <p>See reference 1.5.2 for records relating to other compensation claims.</p>	
<p>DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>		
3.2.1	<p><i>Development – significant*</i></p> <p>Records relating to planning and implementing significant mining industry development initiatives designed to support the mining sector, and assist its growth.</p> <p>Development initiatives may include, but are not limited to:</p> <ul style="list-style-type: none"> • business opportunities • background and investigative research • information gathering of economic and environmental conditions • consultation processes with community and key stakeholders • indigenous land use developments and related issues • native title related developments and related issues. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development plans • construction and as-built plans • consultation records. <p>See reference 3.2.3 for Development approvals.</p> <p><small>* Refer to Appendix: Definition of Significant Versus Other</small></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
3.2.2	<p><i>Development – other~</i></p> <p>Records relating to planning and implementing other mining industry development initiatives designed to support the mining sector and assist its growth not covered by reference 3.2.1.</p> <p>Development initiatives may include, but are not limited to:</p> <ul style="list-style-type: none"> • business opportunities • background and investigative research • information gathering of economic and environmental conditions • consultation processes with community and key stakeholders. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development plans • implementation plans • work schedules • consultation records. <p>See reference 3.2.3 for <i>Development Approvals</i>.</p> <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	10 years after business action completed.
3.2.3	<p><i>Development approvals</i></p> <p>Records relating to processing applications for mining development approvals.</p> <p>Development approvals include, but is not limited to:</p> <ul style="list-style-type: none"> • mines and quarries • indigenous land use • native title • local council operations and infrastructure • refused or unapproved development applications, including lapsed and withdrawn. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • development applications • environmental impact studies 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • feasibility studies • site investigation reports • consultation records. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		
3.3.1	<p><i>Property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored minerals, petroleum and gas left behind after termination of mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • minerals, petroleum and gas • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	10 years after business action completed.
<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
	<p>See <i>Investigations</i> for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</p> <p>See <i>Environment retention and disposal schedule QDAN (to be issued)</i> for records related to inspecting mining-related dams under environmental resource authorities. Note: Records created about dams in the context of mining activities are kept with mining case file, however mining activities may create records about mining-related dams regulated by other administrative authorities, e.g. environment, water.</p>	
3.4.1	<p>Inspections – significant*</p> <p>Records relating to conducting significant inspections to assess regulatory compliance under relevant legislation of resource authorities and conditions of related land tenements and tenures, resources and rights in the form of leases, claims, authorities, licences, permits and other resource authorities for various resources of minerals, petroleum and gas, water, greenhouse gas, geothermal and other resources for extracting, storing, processing, distributing, supplying, etc.</p> <p>Includes inspections records contained in permanent mining resource rights case files, including those normally considered routine and minor.</p> <p>Significant inspections may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • land considerations, e.g. mine areas, boundaries, access, surveys • mine production, e.g. production lodgements, royalty returns • water use and outputs, e.g. access, quality. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p>See <i>MINING SAFETY AND HEALTH</i> for safety and health-related inspections of mines, mining workplaces, facilities and businesses to assess safety and health compliance. See <i>PETROLEUM AND GAS SAFETY</i> for safety and health-related inspections of petroleum and gas workplaces, facilities and businesses to assess safety and health compliance.</p>	Permanent. Transfer to QSA after business action completed.
3.4.2	<p>Inspections – other~</p>	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records relating to conducting other inspections to assess regulatory compliance under relevant legislation of resource authorities and conditions of related land tenements and tenures, resources and rights, not covered by reference 3.4.1.</p> <p>Includes inspections normally considered routine and minor in nature.</p> <p>Excludes inspections contained within, and in context, in permanent mining resource rights case files.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. 	
<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
3.5.1	<p>Resources rights – authorities, licences and permits</p> <p>Records relating to granting authorisation, as resource authorities, licences and permits to fossick for minerals under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Authorisations may include, but are not limited to:</p> <ul style="list-style-type: none"> • fossicking licences (including individuals, families, clubs, educational organisations, commercial tour operators) • camping permits. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • consultation records. 	7 years after authority, licence or permit granted.

Disposal authorisation	Description of records	Retention period & trigger
	See reference 1.13.1 for resource right authorisations for minerals, coal, oil, petroleum, gas water, greenhouse gas, geothermal and other resources.	
3.5.2	<p>Unsuccessful and withdrawn applications</p> <p>Records relating to unsuccessful and withdrawn applications for resource authorities, licences and permits to fossick for minerals and other mining resources under relevant legislation.</p> <p>Includes refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	7 years after authority, licence or permit refused/withdrawn.
<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
3.6.1	<p>Mapping – significant*</p> <p>Records relating to inspecting and surveying sites, completing aerial, assessment and other surveys, and identifying areas to be preserved from mining, where maps have significant value, including maps of original and historical significance.</p> <p>Significant mapping may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • mining and related geological purposes • land and river areas, including wild river areas • high preservation areas • special floodplain management areas • nominated waterways. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><i>See reference 3.5.1 for mine drawings and cadastral surveys submitted by applicants or holders of resources rights.</i></p>	
3.6.2	<p>Mapping – other~</p> <p>Records relating to inspecting and surveying sites, completing aerial, assessment and other surveys, and identifying areas to be preserved from mining, where maps have other values, including ongoing work.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Whilst current, then 7 years after business action completed.

4. MINING SAFETY AND HEALTH

The function of establishing and monitoring acceptable safety and health standards within the mining and quarrying industries. Includes the authorisation of certificates of competency for key safety and health management positions within mining operations, ongoing safety inspections of operating mines and the investigation of mining accidents and incidents. Also includes the provision of research, development, testing, certification and technology transfer services to improve safety and health in the mining and quarrying industries.

Includes managing abandoned mines for the safety of the community.

Use PETROLEUM AND GAS SAFETY for activities relating to establishing and monitoring acceptable safety standards within the petroleum and gas industries.

Use MINING REGULATION for regulating the mining industry, including licensing and authorising mining tenures, operations, facilities, infrastructure, e.g. pipelines, and mapping and monitoring resources and royalties.

Disposal authorisation	Description of records	Retention period & trigger
<p>ACCREDITATION</p> <p><i>The activities associated with granting formal recognition that a person or organisation is certified as competent to carry out specific tasks or provides a certified measurement of an organisation's quality and performance. Accreditation usually has a safety and quality aspect, i.e. organisations are certified as accredited organisations with appropriate quality management measures and procedures to ensure safety risks are managed.</i></p>		
4.1.1	<p>Organisations and individuals</p> <p>Records relating to assessing organisations and individuals for accreditation and certification as competent to fulfil roles in the mining industry, under relevant legislation.</p> <p>Certifying and accrediting organisations include, but are not limited to:</p> <ul style="list-style-type: none"> • mines safety and health service providers • mines rescue services organisations. <p>Certifying and accrediting individuals include, but are not limited to:</p> <ul style="list-style-type: none"> • 1st class mine manager (coal or metal) • 2nd class mine manager, deputy • open cut examiner • site senior executive • safety and health officer positions. <p>Records may include, but are not limited to:</p>	80 years after date of birth (individuals) or date of lapse/expiry of accreditation (organisations).

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • accreditation applications and certificates • information notices and approval conditions • periodic accreditation reports • assessments and approvals done by the Board of Examiners (or similar bodies) • applications, renewals, changes, suspensions, cancellation and terminations • conducting examinations, assessing individual competencies and awarding qualifications or certifications. 	
<p>CONTROL</p> <p><i>The activities associated with creating, maintaining and evaluating control mechanisms over the business processes of both administrative and core functions. Includes procedural tools such as forms, data entry aids, metadata schemas, lists, dictionaries, catalogues, indexes and registers.</i></p>		
4.2.1	<p><i>Regulatory Requisites</i></p> <p>Records relating to processing regulatory requirements for relevant mining regulatory instruments (licences, accreditations, authorisations, permits, permissions, etc.) and under legislative provisions for Department to fund and conduct its safety and health management functions and processes.</p> <p>Includes incidental compilation of statistics and other information from census, returns and notifications about mining industry production, disposal, sales, employment, attendance and absenteeism for work at mines.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • completed census forms • returns • notifications • reports 	10 years after business action completed.
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
4.3.1	<p><i>Property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored minerals left behind after termination of mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • minerals • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	25 years after business action completed.
<p>INSPECTIONS</p> <p><i>The activities associated with making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i></p> <p><i>See Investigations for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i></p> <p><i>See Environment retention and disposal schedule QDAN (to be issued) for inspecting mining-related dams under environment resource authorities.</i></p>		
4.4.1	<p><i>Mine inspections – significant*</i></p> <p>Records relating to conducting inspections to assess mining safety and health regulatory compliance, and that have identified issues of significance or where significant findings and recommendations were made.</p> <p>Inspections may relate to, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • mines, mining workplaces, facilities and businesses, for minerals, water, geothermal and other resources as relevant, used for: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting resources and using resources including using mining explosives, e.g. mines, quarries, processing plants, dams, water and waste water facilities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p>See reference 4.4.3 for records relating to inspections of mining industry service providers.</p>	
4.4.2	<p>Mine inspections – other~</p> <p>Records relating to conducting other inspections to assess mining safety and health regulatory compliance, and not covered by reference 4.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p>See reference 4.4.3 for records relating to inspections of mining industry service providers.</p>	10 years after business action completed.
4.4.3	<p>Service providers – inspections</p> <p>Records relating to conducting inspections to assess safety and health regulatory compliance for organisations providing services to mining industries in explosives, minerals, water, geothermal and other resources.</p> <p>Inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • mines rescue services • training organisations. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. 	
<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
4.5.1	<p><i>Rights – mining safety and health</i></p> <p>Records relating to granting licences and permits to undertake mining safety and health regulatory compliance under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Mining rights include, but are not limited to:</p> <ul style="list-style-type: none"> • work authorisations • equipment approvals • safety and health activities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • safety management plans and safety reports • other public interest submissions. 	7 years after licence/permit expired or ceased.
4.5.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications to undertake mining safety and health regulatory compliance.</p> <p>Includes refusals.</p>	2 years after licence/permit refused/withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	
<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		
4.6.1	<p>Health monitoring – mine workers – terminal or serious health issues or exposure</p> <p>Records relating to monitoring the health of mine workers, including coal miners, where workers have been:</p> <ul style="list-style-type: none"> • identified with terminal or serious health issues associated with work, or • sufficiently exposed to known or suspected substances with terminal or serious health risks – known or suspected substances may include but are not limited to asbestos, coal dust, DDT, lead, nuclear radiation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • health assessments • medical records • medical reports and radiological assessment records summarising findings and forming basis of decision about x-rays, films and images • health examinations • other records monitoring employment suitability and health risks exposure • clinical health records • worker personal information and work history • x-rays, films and images. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>Note: CONFIDENTIAL – Health Assessment Records of Coal Miners are confidential and owned by the State (section 51 of Coal Mining Safety and Health Regulation).</i></p>	
4.6.2	<p>Health monitoring – mine workers – no health issues or exposure</p> <p>Records relating to monitoring the health of mine workers, including coal miners, where workers have:</p> <ul style="list-style-type: none"> • not been identified with terminal or serious health issues associated with work • not been sufficiently exposed to known or suspected substances with terminal or serious health risks – known or suspected substances may include but are not limited to asbestos, coal dust, DDT, lead, nuclear radiation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • health assessments • medical records • health examinations • medical reports and radiological assessment records summarising findings and forming basis of decision about x-rays, films and images • other records monitoring employment suitability • other records monitoring health risks exposure • clinical health records • worker personal information and work history • x-rays, films and images. <p><i>Note: CONFIDENTIAL – Health Assessment Records of Coal Miners are confidential and owned by the State (section 51 of Coal Mining Safety and Health Regulation).</i></p>	80 years from date of birth.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
4.7.1	<p><i>Mining safety and health registers</i></p> <p>Records relating to registering mining safety and health related occupations, licencing of individuals and organisations.</p> <p>Includes notifications, changes, cancellations, and terminations.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • mining licences and sub-licences • mining licence holders • accredited persons and organisations • mandatory notifications of mining appointments • mining appointments such as senior executives and safety roles. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. 	Permanent. Transfer to QSA after business action completed.
4.7.2	<p><i>Safety and health risk management information registers – significant*</i></p> <p>Records relating to registering information relevant to significant mining safety and health risks management under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, termination of register entries.</p> <p>Registrations include information about:</p> <ul style="list-style-type: none"> • mining risks and issues • hazard information, guidelines and controls • high potential incidents • work-related illnesses and injuries, including lost time injuries • current mine plans • plans of abandoned mine shafts • other information relevant to managing mining safety and health. <p>Significant registers include, but are not limited to:</p> <ul style="list-style-type: none"> • work-related illnesses and injuries 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • abandoned mine plans • high impact incidents, including human loss of life and serious injury. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	
4.7.3	<p><i>Safety and health risk management information registers – other~*</i></p> <p>Records relating to registering other information relevant to mining safety and health risks management under relevant legislation, where not covered by reference 4.7.2.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	25 years after business action completed.

5. PETROLEUM AND GAS SAFETY

The function of establishing and monitoring acceptable safety standards within the petroleum and gas industries. Includes the authorisation of occupational licences and other approvals and exemptions, ongoing audits and routine inspections of petroleum and gas industry facilities and the investigation of accidents at petroleum and gas installations and in the community. Also includes the provision of advice to the government, community and industry on technical and safety issues.

Use MINING SAFETY & HEALTH for activities relating to establishing and monitoring acceptable safety standards within the mining and quarrying industries.

Use MINING REGULATION for regulating the mining industry, including licensing and authorising mining tenures, operations, facilities, infrastructure, e.g. pipelines, and mapping and monitoring resources and royalties.

Disposal authorisation	Description of records	Retention period & trigger
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		
5.1.1	<p><i>Property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored petroleum and gas left behind after termination of mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • petroleum and gas • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<p>INSPECTIONS</p> <p><i>The activities associated with the making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made and identifies standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i></p> <p><i>See Investigations for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i></p> <p><i>See Environment retention and disposal schedule QDAN (to be issued) for records related to inspecting mining-related dams under environmental resource authorities. Note: Records created about dams in the context of mining activities are kept with mining case file, however mining activities may create records about mining-related dams regulated by other administrative authorities, e.g. environment, water.</i></p>		
5.2.1	<p><i>Petroleum and gas workplaces, facilities and businesses – significant*</i></p> <p>Records relating to conducting inspections to assess safety and health regulatory requirements and that have identified issues of significance, or, where significant findings and recommendations were made.</p> <p>Inspections relate to, but are not limited to:</p> <ul style="list-style-type: none"> • petroleum and gas drilling operations, workplaces, facilities and businesses, for petroleum, gas, greenhouse gas, and other resources as relevant, used for: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting and using petroleum and gas-related resources, e.g. drilling rigs, processing plants, pipelines, dams, water and waste water storage facilities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent. Transfer to QSA after business action completed.
5.2.2	<p><i>Petroleum and gas workplaces, facilities and businesses – other~</i></p> <p>Records relating to conducting other inspections to assess safety and health regulatory compliance and, not covered by reference 5.2.1.</p> <p>Records may include, but are not limited to:</p>	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	
<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
5.3.1	<p>Licences and permits – petroleum and gas occupations/jobs</p> <p>Records relating to granting Type A petroleum and gas safety related occupational licences and permits to undertake petroleum and gas-related activities under relevant legislation.</p> <p>Includes managing applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, imposing provisions, reservations or conditions, recognising interstate licences (mutual recognition) and issuing licences and identification cards.</p> <p>Licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> • gas work occupational licences for jobs responsible for gas-related activities and gas fitting • installing, servicing, testing, certifying gas devices and systems • removing, altering, repairing gas devices and systems • fixing gas pipes, ventilation and flue pipes • working on and commissioning gas appliances • testing, setting, checking and adjusting of safety devices, combustion conditions, controls and ventilation systems • working with various types of gas, e.g. oxygen, nitrogen, helium, argon, carbon dioxide, acetylene, propane, butane, nitrous oxide, chlorofluorocarbons/ hydrocarbon refrigerants, greenhouse gases, biogas, natural gas, liquefied petroleum gas (LPG), coal seam gas (CSG), motor fuel gases, compressed natural gas (CNG), synthetic natural gas (SNG a.k.a. substitute natural gas), hydrogen 	7 years after licence, authority or permit ceased/expired.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • working with various gas devices and systems, e.g. engines, containers, tanks, cylinders, fittings, valves, regulators, converters, shut off devices, fill points, pipes, hoses, meters • working in specialist settings, e.g. hospital, medical, caravans, welding, fire suppression. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices. <p><i>Note: Gas Work licences were previously known as Gas Installer, Gas Serviceman, Gas Installer (Advanced), Gas Motor Fuel Installer, Gas Supplier Inspector.</i></p>	
5.3.2	<p>Authorisations – petroleum and gas</p> <p>Records relating to granting authorisations to undertake Type B petroleum safety and health-related activities under relevant legislation.</p> <p>Includes managing applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, imposing provisions, reservations or conditions and issuing authorisations and identification cards.</p> <p>Authorisations include, but are not limited to:</p> <ul style="list-style-type: none"> • gas work authorisations and equipment approvals, including motor fuel gas devices, gas fuelled engines, industrial appliances, industrial servicing, and major projects • gas quality approvals for consumer gas supply • installing and using pre-payment gas meters • gas measurement schemes • service provider tests and validations • safety management plans and safety reports • other public interest submissions. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices. 	25 years after authorisation, licence or permit has ceased/expired.

Disposal authorisation	Description of records	Retention period & trigger
5.3.3	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful applications to undertake petroleum and gas-related activities. Includes refusals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	7 years after authorisation, licence or permit application refused/withdrawn.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
5.4.1	<p><i>Petroleum and gas safety and health registers</i></p> <p>Records relating to registering petroleum and gas safety and health related occupations, licences individuals and organisations.</p> <p>Includes processes related to managing applications, renewals, transfers, releases, changes, surrenders, cancellations, and terminations.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • petroleum licences and sub-licences • gas licence holders • accredited persons and organisations. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries. 	25 years after business action completed.

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).

For this schedule, it also includes:

- Determinable major impact or consequence for relevant business area i.e. required for longer term direct business needs, impact assessments and reference, evidence decisions, support actions, and provide longer term, historical knowledge of the business, including reference for generational change, and “insurance” against business staff turnover and knowledge loss (e.g. for an investigation business area – investigations that are important, involve repeat offenders, have a large scope or are critical to repeatability of investigation processes).
- Boards of Inquiry set up to handle mining regulatory compliance and safety and health issues within the mining industry. Includes core business and transactions of the Inquiry. For sentencing of financial/administrative records of Boards of Inquiry use the General retention and disposal schedule.

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.