

# Appraisal log

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## Fisheries Retention and Disposal Schedule

Department of Agriculture and Fisheries

Date: 8 December 2015

Function No	Title	Scope Note
1	<b>COMMON ACTIVITIES</b>	<i>These activities are common across all fisheries related functions and can be used to sentence or dispose of records that are classified under any fisheries related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under fisheries related functions (later in the schedule).</i>
<b>Activities</b>		
1.1	Advice	
1.2	Agreements	
1.3	Appointments	
1.4	Claims Management	
1.5	Development	
1.6	Inspections	
1.7	Licensing	
1.8	Mapping	
1.9	Monitoring and Surveillance	
1.10	Partnerships	
1.11	Planning	
1.12	Registration	
1.13	Research	
1.14	Stakeholder Engagement	
1.15	Testing and Identification	

Ref. No	Description of record and retention period	Justification for retention period
1.1	<b>Advice</b>	
1.1.1	<p><b>Fisheries advice</b> Records relating to the provision of fisheries related advice where the advice is not related to a specific enforcement or monitoring action or case file. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• aquaculture programs</li> <li>• marine and freshwater aquatic habitats and life</li> <li>• aquatic habitat protection efforts</li> <li>• fisheries management programs and development requirements</li> <li>• fishing, commercial and recreational, including zones and quotas.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Advice records are created across many processes, and in many roles, for example developing fishery based industries, and providing customised advice to members of the public and industry members, potentially licence holders, aquaculture farm owners, producers and boat owners. Advice records class was sourced via file plan analysis with provision of advice covering water based fishing and farming management processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice.</li> </ul> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.1.1 Tourism and travel industries advice – Retain for 7 years after action completed. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.2.1 Advice – Retain for 7 years after action completed. <i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13633 Routine advice – Destroy 6 years after action completed <i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.01.01 Advice – Destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.2	<b>Agreements</b>	
1.2.1	<p><b>Agreements – proceeded with</b></p> <p>Records relating to fisheries related agreements between the department and other entities that proceed including, but not limited to:</p> <ul style="list-style-type: none"> <li>• collaboration arrangements</li> <li>• commercial confidentiality</li> <li>• intellectual property</li> <li>• service provision</li> <li>• field trials</li> <li>• research programs.</li> </ul> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p><b>Disposal action</b> – Retain for 7 years after agreement terminated or expired.</p>	<p><b>Background/business process:</b></p> <p>Agreements are created during fisheries management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for financial reasons. They are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business including ongoing requirements of the department under current agreements</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.1 Agreements made – Retain for 7 years after agreement terminated or expired</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16116 Final version of other agreements supporting the fisheries resources management function – Destroy 10 years after expiry of agreement</p> <p><i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13637 Records documenting other agreements supporting the function of fisheries and research development</p>

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		<p>management – Destroy 7 years after agreement expires or is superseded  <i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.02.01 Agreements-major obligations or liabilities – Destroy 10 years after agreement expires</p>
1.2.2	<p><b>Agreements – not proceeded with</b>  Records relating to fisheries related agreements between the department and other entities that do not proceed.  <b>Disposal action</b> – Retain for 2 years after decision not to proceed.</p>	<p><b>Background/business process:</b>  Agreements not proceeded with may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• provide evidence of the decision by the department or another body not to approve an agreement</li> <li>• ensure short term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.2 Agreements not proceeded with – Retain for 2 years after decision to not proceed  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.3	<b>Appointments</b>	
1.3.1	<p><b>Authorised and accredited officers</b></p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake fisheries related activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• inspections</li> <li>• investigations</li> <li>• monitoring and enforcement of breaches of legislation.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after appointment ceased.</p>	<p><b>Background/business process:</b></p> <p>Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Fisheries Act 1994 – s. 140A, 140-142</i></p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.4.1 Authorised and accredited officers – Retain for 7 years after appointment ceased</p>

Ref. No	Description of record and retention period	Justification for retention period
1.4	<b>Claims Management</b>	
1.4.1	<p><b>Compensation claims</b> Records relating to claims for compensation for costs, damage or loss incurred under fisheries related legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• loss or reduction in entitlements to fisheries resources from changes to regulations or management plans</li> <li>• state-initiated compensation payments for fisheries resources, plants or property destroyed from action taken under quarantine or emergency quarantine declarations</li> <li>• loss or damage incurred from exercise of inspectorate power.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after claim determined.</p>	<p><b>Background/business process:</b> Compensation claim records are created when assessing the department’s liability for compensation payable to applicants for a range of loss, damage and costs associated with the department’s exercise of legislative and inspectorate duties. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 – s. 42A, 42G, 42K, 103, 179-180</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5	<b>Development</b>	
1.5.1	<p><b>Significant *</b></p> <p>Records relating to implementing significant business development initiatives designed to support the fisheries industry and assist its growth including, but not limited to:</p> <ul style="list-style-type: none"> <li>• fisheries industry and assist the commercial fishing and seafood sector's growth</li> <li>• aquaculture industry development initiatives</li> <li>• environmental and genetic initiatives</li> <li>• developments protecting aquatic habitats to maintain natural life and growth.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Development and development planning plays a key role in facilitating economic growth, progress and investment opportunities for fisheries related industries including revitalising existing assets with redevelopment applications.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Research development environment and markets; determine broad direction appropriate to environment and markets; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department for projects which continue over many years e.g. long term strategies to grow the fisheries industry</li> <li>• document the history of the department's work in facilitating and implementing significant fisheries industry development.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.9.1 Development-Significant – Retain permanently.</p>
1.5.2	<p><b>Other ~</b></p> <p>Records relating to</p>	<p><b>Background/business process:</b></p> <p>See above.</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>implementing other business development initiatives designed to support the fisheries industry and assist its growth, not covered by 1.5.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• have less significance than those projects covered in reference number 1.5.1</li> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business for future projects</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.4.2 Business development-other – retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.9.2 Development-Other – Retain for 7 years after action completed.</p>
1.5.3	<p><b>Development approvals prior to July 2013</b></p> <p>Records relating to assessing and approving fisheries related developments, including removing, destroying or damaging environments. Includes developments for or affecting:</p> <ul style="list-style-type: none"> <li>• intensive and non-intensive aquaculture developments and operations</li> <li>• biosecurity, health, aquatic habitats, marine plants and declared fish habitat areas</li> <li>• marine plants</li> </ul>	<p><b>Background/business process:</b></p> <p>Development approval records are created in regulatory processes of designing, applying, assessment, mandatory research and studies (such as environmental impact statements, impact assessment studies) consultation, and approval processes.</p> <p>Illustrative processes for development approvals:</p> <ul style="list-style-type: none"> <li>• Receive development application, assess application, request further information, approve/reject application.</li> </ul> <p>In July 2013 the legislation changed in which departments no longer directly received development applications instead they are now received by State Development who then send them to relevant departments to provide advice before State Development make the final approval. Those records created after July 2013 are sentenced under Advice. Records of the approval are kept permanently by State Development under the <i>Coordinator-General Retention and Disposal Schedule QDAN703 v.1</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fisheries Act 1994 - s 76B, 76DA-DC, 76E-G, 76I, 76IA, 76I-L, 76J-O, 76V</i>  <i>Sustainable Planning Act - s 680B (relevant development applications), s 584 (emergency exemptions)</i></p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• wild river areas</li> <li>• declared fish habitat areas</li> <li>• fish movements (waterway barrier works)</li> <li>• commercial fisheries</li> <li>• land-based or marine aquaculture</li> <li>• emergency development (e.g. flood restoration work) carried out under <i>Sustainable Planning Act 2009</i>.</li> </ul> <p>Includes refusing and approving applications, and making and amending conditions and environmental offsets.</p> <p><b>Disposal Action</b> – Retain permanently.</p>	<p>Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p>The office of record for development applications post-July 2013 is the Department of State Development and they hold these records permanently. DSD only hold the final documents and not have a copy of all the documents and reviews of documents that go into making the final copies.</p> <p><b>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Enduring Rights and Entitlements</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Maritime Safety Sector Retention and Disposal Schedule QDAN690 v.1</i> Reference 4.1.1 Development-applications-tidal works/prescribed tidal works – historically significant – Permanent</p> <p><i>Ports Sector Retention and Disposal Schedule QDAN695 v.1</i> Reference 4.4.1 Land use and planning-Development approvals – Permanent</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	<b>Inspections</b>	
1.6.1	<p><b>Significant *</b></p> <p>Records relating to conducting significant fisheries related inspections for compliance with the <i>Fisheries Act 1994</i> including, but not limited to:</p> <ul style="list-style-type: none"> <li>• aquaculture premises, land, licences and other areas</li> <li>• aquaculture operations e.g. ponds, transport, feed, conditions, water quality</li> <li>• aquatic habitats</li> <li>• land, water and marine areas adjacent to and relating to aquatic habitats</li> <li>• fisheries testing and treating facilities</li> <li>• fisheries licence areas, boats and equipment</li> <li>• fisheries operations e.g. catches, quotas.</li> </ul> <p><b>Disposal action</b> – Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Fisheries Act 1994 – s. 20A (included in executive powers re fisheries functions)</i></p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• cover the department for risks associated with the government’s responsibility to check and catch problems. Inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections</li> <li>• directly relate to or provide background information to significant incidents or investigations</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Maritime Safety Sector Retention and Disposal Schedule QDAN690 v.1</i> Reference 6.9.4 Inspections-shipping -non-compliant – Retain for 25 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-Significant – Retain for 25 years after action completed.</p>
1.6.2	<p><b>Other ~</b></p> <p>Records relating to conducting other fisheries related</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>inspections not covered by reference number 1.6.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p>See above.</p> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-Other – Retain for 7 years after action completed.  <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16156 Inspections – Destroy 5 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.7	<b>Licensing</b>	
1.7.1	<p><b>Granted licences and permits</b> Records relating to the approving and issuing of licences and permits include, but not limited to:</p> <ul style="list-style-type: none"> <li>• aquaculture, e.g. particular harvest methods, brood stock collection, culture stock collection, particular fish species</li> <li>• aquatic habitat, e.g. mangroves, wetlands, dead marine plants, fish habitats, reserves</li> <li>• fisheries e.g. commercial harvest fishery, flat rock fishery, Spanish mackerel (SM) commercial fishery</li> <li>• nominations under fishery licences e.g. take or sell bech-de-mer</li> <li>• fishers e.g. commercial fisher, gulf fin fish commercial fisher</li> <li>• other commercial fishing e.g. charter fishing</li> <li>• vessels e.g. commercial fishing boat – N3, N9, N11, carrier boat, tender</li> </ul>	<p><b>Background/business process:</b> Licence* records are created during licensing application assessment processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 - s. 49, 52-56, 58-61, 63-64, 65, 65A-C, 65E, 67, 70D, 70-72</i> <i>Fisheries Regulation 2008 - s .204-205, 256-259, 284, 294, 305, 310F, 340 373A, 381A, 388A, 555, 585</i> <i>Fisheries (Gulf of Carpentaria Inshore Fin Fish) Management Plan 1999 – s. 22, 93</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.15.1 Granted licences and permits – Retain for 7 years after licence/permit ceased or expired</i> <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p> <ul style="list-style-type: none"> <li>• Reference 10.2.2 Records relating to the issue of licences and collection of levies for the conduct of commercial fishing activities – Retain minimum of 10 years after last action or after expiry of approvals or licence, then destroy</li> <li>• Records relating to permits for recreational fishing (non-commercial) – Retain minimum of 3 years after last action or after expiry of permit, then destroy</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>boat, charter boat</p> <ul style="list-style-type: none"> <li>• catching or harvesting mechanisms e.g. surface trolling</li> <li>• catch and quotas e.g. fish/seafood species and quantities</li> <li>• unit certificates e.g. SM units</li> <li>• recreational fishing</li> <li>• indigenous fishing</li> <li>• stocked impoundments</li> <li>• fisheries protection, e.g. fish breeding grounds, fish movements, fish stock, catch disposal/throwback.</li> </ul> <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p><b>Disposal action</b> – Retain 7 years after licence/permit expires or ceases.</p>	<p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i></p> <ul style="list-style-type: none"> <li>• Reference 01.11.01 Licences-commercial operators – Destroy 5 years after licence expires</li> <li>• Reference 01.11.02 Licences-recreational fishing – Destroy 5 years after licence expires</li> </ul> <p><i>Victorian Retention and Disposal Authority for the Records of the Department of Primary Industries PROS04/01 Reference 7.5.2 Public Reaction-Detailed – Destroy 5 years after administrative use has concluded</i></p>
1.7.2	<p><b><i>Unsuccessful and withdrawn applications</i></b></p> <p>Records relating to unsuccessful, refused and withdrawn applications for licences and permits.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Includes refusals.</p> <p><b>Disposal action</b> – Retain for 2 years after licence/permit refused/withdrawn.</p>	<p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn.</p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.12.02 Unsuccessful permits – Destroy 2 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	<b>Mapping</b>	
1.8.1	<p><b>Original and historical significance</b></p> <p>Records relating to original fisheries maps of historical significance.</p> <p>Significant sites include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• licence areas</li> <li>• protected areas</li> <li>• classified areas</li> <li>• boundaries, roads, waterways and other features</li> <li>• surrounding properties.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Mapping records are created as support tools to a variety of business processes, especially those which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (required by statute or local ordinance), register surveys, overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Transport and Main Roads Sector Retention and Disposal Schedule QDAN474 v.5 Reference 2.4.1 Aerial and land surveys-master set - Retain permanently</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 3.2.1 Chemical and contaminant management mapping-significant – Retain permanently</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
1.8.2	<p><b>Other ~</b> Records relating to creating maps, including inspecting, surveying, photographing and assessing sites that are not covered under 1.8.1.</p> <p>Mapping areas include, but not limited to:</p> <ul style="list-style-type: none"> <li>• licence areas</li> <li>• protected areas</li> <li>• classified areas</li> <li>• boundaries, roads, waterways and other features</li> <li>• surrounding properties.</li> </ul> <p><b>Disposal action</b> – Retain whilst current and then 7 years after action completed.</p>	<ul style="list-style-type: none"> <li>• Reference 9.4.1 Pest and disease management mapping-significant – Retain permanently</li> </ul> <p><b>Background/business process:</b></p> <ul style="list-style-type: none"> <li>• See above</li> </ul> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference 3.2.2 Chemical and contaminant management mapping-other – Retain whilst current and then for 7 years after action completed</li> <li>• Reference 9.4.2 Pest and disease management mapping-other – Retain whilst current and then for 7 years after action completed.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.9	<b><i>Monitoring and surveillance</i></b>	
1.9.1	<p><b><i>Monitoring licence holders and associated areas</i></b></p> <p>Records relating to monitoring and administering compliance of industry, businesses and individuals to regulatory requirements for fisheries (and fisheries related licensees with licence conditions) and compliance of the community generally under relevant legislation.</p> <p>Monitoring areas include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• aquatic habitats</li> <li>• environmental integrity/quality of fish habitats, breeding grounds</li> <li>• fishing, fish or fishery resources</li> <li>• fish and wildlife movements</li> <li>• aquaculture licence holder activities and operations e.g. managing, moving, exporting and breeding aquatic animals</li> <li>• land, water and marine areas adjacent to and</li> </ul>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Qld Fisheries routinely collect information from commercial and recreational fisheries using a range of monitoring programs, assess that information, to make objective decisions to ensure the future of the resources.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program)</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. Some legislation mentions it:</p> <p><i>Fisheries Act 1994 – s. 20 (monitoring shark control programs)</i></p> <p><i>Fisheries (East Coast Trawl) Management Plan 2010 - s. 24</i></p> <p><i>Fisheries (Gulf of Carpentaria Inshore Fin Fish) Management Plan 1999 – s. 70</i></p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.16.1 Monitoring licence holders and areas – Retain for 7 years after action completed.</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 10.3.5 Records of compliance checks of licences under the Fisheries Management Act – Retain minimum of 10 years after date of last action, then destroy</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>relating to aquatic habitats</p> <ul style="list-style-type: none"><li>• fisheries licence areas, boats and equipment</li><li>• fisheries operations</li><li>• fisheries testing and treating facilities</li><li>• other related commercial enterprises.</li></ul> <p>Includes developing, implementing, maintaining monitoring programs and operating and reviewing surveillance programs.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	

Ref. No	Description of record and retention period	Justification for retention period
1.10	<b>Partnerships</b>	
1.10.1	<p><b>Significant *</b></p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to fisheries outcomes.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant aquaculture industry development responsibilities, activities and programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding) , draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required)</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.1 Partnerships-significant – Retain permanently</p> <p><i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13651 Final signed version of joint ventures agreements or contracts of major significance to the agency, the Commonwealth and the fishing industry – Retain as national archives</p> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18</i> Reference 1.8.1 Joint Ventures- Permanent</p>

Ref. No	Description of record and retention period	Justification for retention period
1.10.2	<p><b>Other ~</b> Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference number 1.10.1.</p> <p><b>Disposal action</b> – Retain for 7 years after partnership expires.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.7.2 Joint ventures-other – Retain for 7 years after partnership/agreement expires <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.2 Partnerships-other – Retain for 7 years after partnership expires <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16157 Records documenting the management of joint ventures undertaken to support the fisheries resources management function – Destroy 7 years after action completed <i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13653 Final versions of other joint venture agreements or contracts – Destroy 7 years after completion or termination of agreement or contract</p>

Ref. No	Description of record and retention period	Justification for retention period
1.11	<b>Planning</b>	
1.11.1	<p><b>Significant *</b></p> <p>Records relating to planning significant fisheries programs, strategies, priorities and activities for improved community outcomes.</p> <p>Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant plans include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• aquaculture management</li> <li>• aquatic habitats protection and management</li> <li>• fisheries management and protection</li> <li>• fisheries related environmental outcomes.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Planning records are created during planning, reviewing and evaluating the fisheries management industry.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary functions and programs of government</li> <li>• 5 - Substantial contribution to community memory</li> <li>• 6 - Environmental management and change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.9.1 Tourism and travel industry planning-significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.1 Planning-significant – Retain permanently</p> <p><i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16170 Final version of agency-wide fisheries resources management plans – Retain as national archives</p> <p><i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 10.9.1 Records relating to the development, establishment, evaluation and reviewing of strategic plans for the</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>management of natural resources and environmental management programs including protection of any habitat of fish (habitat protection plans); recovery plans and threat abatement plans for the management of threatened species populations and ecological communities; and plans for the management and protection of aquatic reserves – Required as State archives</p> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18 Reference 1.9.1 Planning - Permanent</i></p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440 Reference 01.13.01 Planning-Strategic – Permanent.</i></p>
1.11.2	<p><b>Other ~</b></p> <p>Records relating to planning fisheries programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number 1.11.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.18.2 Planning-other – Retain for 7 years after action completed</i></p> <p><i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327 Reference 16174</i></p> <p>Final version of business units plans relating to the fisheries resources management function – Destroy 7 years after plan is superseded</p>

Ref. No	Description of record and retention period	Justification for retention period
1.12	<b>Registration</b>	
1.12.1	<p><b>Investigations and prosecutions registers</b></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under fisheries legislation.</p> <p><b>Disposal action</b> – Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Investigation and prosecution registration records are created during investigation and prosecution processes.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Receive and assess registration application; request further information; approve registration application; register entry</li> <li>• Receive and assess change request; request further information; approve change request; register entry</li> <li>• Receive deletion request (internally approved request of external advice); delete entry.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for current and previous cases including the identification of historical and contextual information about relevant parties to current investigations and prosecutions</li> <li>• document the history of the department's work</li> <li>• significant investigations are being kept permanently and the Courts hold significant case files permanently or 12 years for non-significant cases.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.1 Investigations and prosecutions registers – Retain for 25 years after action completed</p>
1.12.2	<p><b>Licence, authorisations, entitlements and other rights holder registers</b></p> <p>Records relating to registering fisheries related licensees and sub-licensees under relevant legislation including applications, renewals, transfers, releases, changes, surrenders, cancellations and</p>	<p><b>Background/business process:</b></p> <p>Licence holder registration records are created as an out of licensing processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
	<p>terminations.</p> <p>Includes registering licences and permits for, but not limited to:</p> <ul style="list-style-type: none"> <li>• aquaculture related interests</li> <li>• particular harvest methods</li> <li>• brood stock and culture stock collection</li> <li>• particular fish species</li> <li>• mangroves, wetlands, reserves</li> <li>• fish habitats, breeding grounds, movements, stock</li> <li>• dead marine plants</li> <li>• fisheries, fishers, nominations under fishery licences</li> <li>• vessels</li> <li>• catching or harvesting mechanisms</li> <li>• catch and quotas</li> <li>• catch disposal/throwback</li> <li>• unit certificates</li> <li>• commercial fishing</li> <li>• recreational fishing</li> <li>• indigenous fishing</li> <li>• stocked impoundments.</li> </ul>	<p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 - s.73-74</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for current and previous licence holders including the identification of historical and contextual information about relevant parties</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.2 Licence holder registers – Retain for 25 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain for 25 years after action completed.</p>	
1.12.3	<p><b>Development authority registers</b> Records relating to registering fisheries related development applications and approvals under relevant legislation including applications, renewals, transfers, changes, cancellations and terminations.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b> Development registration records are created in development processes, responsible for tracking decisions (approvals, rejections, etc.) and basis for decisions (plans, critical information). Illustrative processes for seven front end processes:</p> <ul style="list-style-type: none"> <li>• receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• receive change/renewal/transfer/suspension/cancellation requests, assess change request, request further information, approve change request, register entry</li> <li>• receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 – s. 73, 74</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAFF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• Provide long term reference value</li> <li>• Document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria (where applicable):</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory.</li> </ul> <p><b>Community expectation:</b> Historical reference</p> <p><b>Comparison with other schedules:</b> There are no other jurisdictions for comparison.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.13	<b>Research</b>	
1.13.1	<p><b>Significant *</b></p> <p>Records relating to researching and enquiring into significant fisheries related research areas to discover facts, theories and principles that support improved community and agriculture industry outcomes and business activities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• aquaculture management</li> <li>• aquatic habitats protection and management</li> <li>• fisheries management and protection</li> <li>• fisheries related environments e.g. ecology, ecosystems, habitats, endangered species</li> <li>• commercial fishing industry improvement outcomes.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of fisheries management products and processes and increasing knowledge of water based veterinary care. Research can endeavour to solve a problem, such as cure a disease, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes. Includes research such as studying marine life in its natural environment such as the Great Barrier Reef.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management &amp; Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.21.1 Research-significant – Retain permanently</p> <p><i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13677 Final research reports received from research providers – Retain as national archives</p> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.13.2	<p><b>Other ~</b> Records relating to researching and enquiring into research areas relating to fisheries not covered by reference number 1.13.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><i>Department of Primary Industry, Fisheries and Mines 2007/18 Reference 1.10.1 Research - Permanent</i></p> <p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.21.2 Research-other – Retain for 7 years after action completed.</i> <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327 Reference 16200</i> Records documenting detailed research carried out in support of the fisheries resources management function – Destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.14	<b>Stakeholder Engagement</b>	
1.14.1	<p><b>Significant *</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate fisheries related initiatives.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets. Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process).</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>5 - Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.1 Consultation and engagement-significant – Retain permanently.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.23.1 Stakeholder engagement-significant – Retain permanently.</p>
1.14.2	<p><b>Other ~</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders not covered by reference number 1.14.1.</p> <p><b>Disposal action</b> – Retain for 7</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	years after action completed.	<ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.10.2 Consultation and engagement-other– Retain for 7 years after action completed.</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.23.2 Stakeholder engagement-other – Retain for 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.15	<b>Testing and Identification</b>	
1.15.1	<p><b>Significant *</b></p> <p>Records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, genes, diseases, medicines, toxins, poisons, viruses, and other contaminants.</p> <p>Includes processing, transporting and storing laboratory and pathology tests, and sample specimens, where test results are significant.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Testing and identification records are created in scientific and technical processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Take samples; package, receipt and test samples; record test results; register significant test results; dispose samples (at appropriate point).</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department especially those that provide a significant result e.g. first of its kind</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory.</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.1 Testing and identification-significant – Retain permanently</p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.09.02 Monitoring of physical, biological and chemical methods of fish management which could result in significant health risks or impact on production – Permanent</p>
1.15.2	<p><b>Other ~</b></p> <p>Records relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products, where testing is not covered by reference number 1.15.1.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<ul style="list-style-type: none"> <li>• provide evidence of the processes used when testing and identification ensuring all findings and results, and subsequent decisions are based on accurate findings and results</li> <li>• reduce risks associated with incorrect sampling or testing by providing evidence of repeatable processes</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.2 Testing and identification-other – Retain for 7 years after action completed</p>
1.15.3	<p><b><i>Test results previously collated into research and test reports</i></b>  relating to sampling, testing, processing, analysing and diagnosing water, land, soil, chemicals and other products, where test results have been previously collated into other research and test reports.</p> <p><b>Disposal action</b> – Retain until reference ceases.</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained until reference ceases as they have no ongoing value to the business area as the results are included in other documentation.</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.3 Test results previously collated into research and test reports – Retain until reference ceases</p>



Function No	Title	Scope Note
2	<b>AQUACULTURE MANAGEMENT</b>	<i>The function of managing the development of and researching the breeding, farming, processing and protection of the commercial production of aquatic organisms and related products owned throughout the rearing process by individuals or corporate bodies. Includes processes related to the enhanced propagation, feeding, protection and rearing of aquatic species being cultured - either in artificial systems (e.g. tanks or channels) or in natural land-based and marine environments. Includes administering programs to support marine and freshwater fish farming. Includes assisting industry growth and development. Includes encouraging businesses to adopt innovative practices, processes and products. Includes providing advice on production methods and business management to improve competitiveness.</i>
<b>Activities</b>		
For Aquaculture management activities, see Common Activities (1.0).		

Function No	Title	Scope Note
3	<b>AQUATIC HABITAT MANAGEMENT</b>	<i>The function of researching and protecting aquatic inland, estuarine and sea water environments, wetlands and the related life forms and species therein including saltwater and freshwater vegetation (e.g. sea grasses, seaweed, mangroves, salt couch, trees etc. living and dead). Includes managing the usage, sharing and maintenance of aquatic environments and fisheries; threatened species; relationships to aquaculture, fishing and fishery management activities; the impact of human activities on species, and extension services.</i>
<b>Activities</b>		
3.1 Extension		

Ref. No	Description of record and retention period	Justification for retention period
3.1	<b>Extension Services</b>	
3.1.1	<p><b>Specialised information products and services</b> Records relating to the provision of specialised information products and services to identified industries and geographically defined communities to better manage and use the department's aquatic habitat resources including industry bodies and members.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Extension records are created during targeted information campaigns to select areas to increase people's knowledge of the department's resources and services.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research industries and areas (bodies, groups, geographical communities); identify needs; develop targeted information; create targeted information strategy; design training courses, information packs, website resources, campaign itinerary; schedule campaign staff; organise travel and visits; run campaign; follow up outstanding requirements/questions from visits; conduct campaign review.</li> </ul> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for business enhancement and improvement of future campaigns</li> <li>• support the decisions of the business including improving business relationships with clients and customers and to provide evidence of dispelling perceived favouritism of assisting some producers more than others, and justification of some targets over others.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.11.1 Specialised information products and services – Retain for 7 years after action completed <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16137 Records documenting the planning, monitoring and evaluation of customer services provided to agency's clients – Destroy 5 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 10.5.1 Records relating to development and delivery of extension activities such as courses and field days – Retain minimum of 7 years after last action or material is superseded or withdrawn from use, then destroy</p>

Function No	Title	Scope Note
4	<b>FISHERIES MANAGEMENT</b>	<i>The function of managing the sustainability and protection of marine, estuarine and freshwater commercial and recreational fishing. Includes allocating quotas, fish stocking, extension services, and scientific research into nutrition, disease, technology, fish catch and effort, and harvest.</i>
<b>Activities</b>		
4.1 Authorisation 4.2 Declarations 4.3 Environmental Protection 4.4 Incident and Emergency Responses 4.5 Licensing 4.6 Training		

Ref. No	Description of record and retention period	Justification for retention period
4.1	<b>Authorisation</b>	
4.1.1	<p><b>Granted rights</b> Records relating to the granting of fisheries management related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> <li>• resource allocation authorities</li> <li>• fishing rights.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after authorisation ceased or expired.</p>	<p><b>Background/business process:</b> Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 - s 20A (executive powers re fisheries functions), 49-65, 65A-B, 65E, 67, 70, 70D</i> <i>Fisheries (Gulf of Carpentaria Inshore Fin Fish) Management Plan 1999 - s 22, 93</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i></li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.5.1 Granted rights – Retain for 7 years after authorisation ceased or expired <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i> Reference 10.1.2 Records relating to the allocation of commercial fishing entitlements (quotas) and collection of levies for the management of general fisheries including reallocation and acquisition of existing fishing entitlements – Retain minimum of 25 years after last action, then destroy</p>
4.1.2	<b>Unsuccessful and withdrawn applications</b>	<p><b>Background/business process:</b> See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to unsuccessful and withdrawn applications for fisheries management related authorisations.</p> <p><b>Disposal action</b> – Retain for 2 years after authority refused or withdrawn.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• support the decisions of the business as evidence of the reasons for an application refusal.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.5.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.2	<b>Declarations</b>	
4.2.1	<p><b>Declarations</b> Records relating to fisheries management related declarations made by the department including, but not limited to:</p> <ul style="list-style-type: none"> <li>• presence or suspicion of declared diseases in areas</li> <li>• quarantine areas, quarantines and emergency quarantines</li> <li>• diseases as declared diseases or emergency diseases</li> <li>• chemical or antibiotic residues (over levels where residue is a declared disease).</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Declaration records are created during legislative processes but also as a separate activity to add regulatory notations to property titles. Some declarations are made in response to emergency situations and safety issues such as declaring quarantines following industry vulnerable pests and diseases.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 – s. 94-96, 102</i> <i>Fisheries Regulation 2008 – s. 670</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• support the decisions of the business</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Maritime Safety Sector Retention and Disposal Schedule QDAN690 v.1</i> Reference 6.2.6 Marine zones-declarations – Retain for 10 years after notice superseded or expired <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
4.3	<b><i>Environmental Protection</i></b>	
4.3.1	<p><b>Significant *</b></p> <p>Records relating to managing performance of significant environmental management programs, including systematic monitoring of results of activities, collecting and analysing performance information to track progress toward planning results, using performance information to inform program.</p> <p>Includes studying, protecting and enhancing environment and natural resources to ensure sustainable and responsible resource development efforts, including significant issues in degradation, ecology, ecosystems, catchments, environmental impact assessments, reserves, sanctuaries.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Environmental protection records are created in monitoring the impact of environmental forces on agricultural industries. These forces can include carbon emissions and trading schemes, climate change, ecology and ecosystems. Includes monitoring industry considerations in environmental impact assessment processes.</p> <p>Illustrative process: These processes work with and align with advice, research, risk management activities, and extension and training activities of other agricultural functions.</p> <ul style="list-style-type: none"> <li>• Plan environmental protection priorities, gather and analyse environment related data, collect environmental protection information, analysis industry impact on environment, review environmental outcomes, report on environment related issues, consider industry impacts on environment, develop impact reductions for industry mechanisms (to protect environment), monitor mechanisms and outcomes, report protection outcomes</li> </ul> <p>These processes also provide input into environmental impact assessments</p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>• are required for long term reference for generational change.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 6 - Environmental management and change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 5.1.1 Environmental protection-significant – Retain for 25 years after action completed</p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference</p>



Ref. No	Description of record and retention period	Justification for retention period
4.3.2	<p><b>Other ~</b> Records relating to managing performance of other environmental management programs and operations, not covered by 4.3.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p>01.07.01 Actions based on recommendations from IFS reports – Permanent.</p> <p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 5.1.2 Environmental protection-other – Retain for 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.4	<b><i>Incident and Emergency Responses</i></b>	
4.4.1	<p><b>Significant *</b> Records relating to managing significant incidents, emergencies and natural disasters that impact on fisheries with consequences for human health and welfare including, but not limited to:</p> <ul style="list-style-type: none"> <li>• significant damage to fisheries industry production with significant economic losses</li> <li>• natural disasters e.g. floods</li> <li>• outbreaks of disease with transmission to humans e.g. hepatitis</li> <li>• accidents with transmission of hazardous substances through the food chain e.g. lead, mercury, oil</li> <li>• mass die-offs of marine life, especially unexplained incidents e.g. fish kill.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b> Incident/emergency response records are created in one off processes, designed around the incident or emergency at hand. Significant incidents or emergencies involve loss of life or significant loss of property. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive incident/emergency notification; assemble incident/emergency team; prepare recordkeeping framework; meet to discuss and delegate; organise incident/emergency taskforce; develop action plan; undertake delegated roles; liaise with police; emergency services; inspectors/investigators and ground staff; communicate internally; prepare and send media releases; complete action plan; close incident/emergency; review responses; identify improvements for next incident/emergency.</li> </ul> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for future incidents</li> <li>• provides evidence of the department’s response in the event of legal challenges</li> <li>• document the history of the department’s work in their response to significant incidents.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.1 Incident and emergency responses-significant – Retain permanently</p>
4.4.2	<b><i>Other ~</i></b>	<b>Background/business process:</b>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 4.4.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p>See above.</p> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement of emergency and incident response handling</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.2 Incident and emergency responses-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
4.5	<b>Licensing</b>	
4.5.1	<p><b>Vehicle Monitoring System (VMS) Installers – Licences</b> Records relating to approving and issuing vessel monitoring systems (VMS) installer licences, including certification to VMS* installation and maintenance standards (*and associated proprietary names and aliases).</p> <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p><b>Disposal action</b> – Retain 25 years after licence expired, withdrawn, surrendered, cancelled, rejected, withdrawn.</p>	<p><b>Background/business process:</b> Licence* records are created during licensing application assessment processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p><b>Regulatory requirements:</b> <i>Fisheries Regulation 2008 - s 677</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business as it is a business requirement to keep vessel fishing licences for 25 years</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18</i> Reference 1.2.12 Records relating to request for applications for registration of fishing vessels and tenders where the request is approved – Destroy 7 years after registration expires, is forfeited, cancelled or suspended</p>

Ref. No	Description of record and retention period	Justification for retention period
4.6	<b>Training</b>	
4.6.1	<p><b>Master curricular for formal qualifications (National Framework)</b></p> <p>Records relating to master curricular for training qualifications in fisheries management for national training frameworks and to develop fishery skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions in fisheries related legislation.</p> <p><b>Disposal action</b> – Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in national qualification framework training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular; research developing knowledge bases; research developing industry practices; develop draft master curricular; prepare consultation information; invite industry review; receive consultation submissions; redraft and finalise master curricular.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value to the department for the development of future curricular</li> <li>support the business processes associated with training members of the public in fisheries management practices.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.1 Master curricular for formal qualifications (National Framework) – Retain for 25 years after action completed</p>
4.6.2	<p><b>Master curricular not linked to formal qualifications</b></p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks in fisheries management and to develop fisheries management related skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under fisheries related legislation.</p> <p><b>Disposal action</b> – Retain for 7</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	years after curricular superseded.	<p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.2 Master curricular not linked to formal qualifications – Retain for 7 years after curricular superseded</p>
4.6.3	<p><b><i>Master curricular development material</i></b>  Records relating to developing and reviewing master curricular for training qualifications in fisheries management and to develop fisheries management industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under fisheries related legislation.  <b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>  Master curricular (training) development records are created in training processes, both formally and informally.  Illustrative process:</p> <ul style="list-style-type: none"> <li>• Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular</li> </ul> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.3 Master curricular development material – Retain for 7 years after action completed</p>
4.6.4	<p><b><i>Training course guides, presentations, assessment and supporting materials</i></b>  Records relating to developing, delivering and assessing of training courses for training qualifications in fisheries management and to develop fisheries industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections,</p>	<p><b>Background/business process:</b>  Training course records are created in training processes.  Illustrative process:</p> <ul style="list-style-type: none"> <li>• Review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools (e.g. workbooks) , test training session plan, review training session plan</li> </ul> <p><b>Business requirements:</b>  Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>investigations and prosecutions training under fisheries related legislation.</p> <p><b>Disposal action</b> – Retain for 7 years after training course superseded.</p>	<ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.4 Training course guides, presentations, assessment and supporting materials – Retain for 7 years after training course superseded  <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16254            Final copy of presenters' training aids and notes, and participant materials – Destroy 5 years after action completed</p>
4.6.5	<p><b>Skills development support programs, materials and resources</b></p> <p>Records relating to developing, delivering and assessing skills development support programs in fisheries management training such as coaching, mentoring, job shadowing and other programs, strategies, learning experiences.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>            Skills development support program records are created in fisheries industry labour support processes.            Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify labour shortages, identify job entry requirements, identify job applicant types, identify likely job applicants, identify barriers to job entry, identify programs to remove barriers, develop programs, run programs</li> <li>Source jobs, source job applicants, match job applicants to jobs, provide application support, administer applicable program elements.</li> </ul> <p><b>Business requirements:</b>            Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.5 Skills development support programs, materials and resources – Retain for 7 years after action completed.</p>

Function No	Title	Scope Note
5	<b>FISHERIES PROTECTION</b>	<i>The function of monitoring compliance with and enforcing fisheries legislation for commercial and recreational fisheries, including the monitoring of compliance with quotas and vessel monitoring legislation. Also includes the management of the shark control program and compliance services performed on behalf of the Great Barrier Reef Marine Park Authority, Queensland Transport and Australian Fisheries Management Authority (AFMA).</i>
<b>Activities</b>		
5.1 Audit 5.2 Enforcement 5.3 Investigations 5.4 Prosecution		



Ref. No	Description of record and retention period	Justification for retention period
5.1	<b>Audit</b>	
5.1.1	<p><b>Significant *</b> Records relating to conducting audits of fisheries protection related management facilities and professions, including quality assurance audits to monitor compliance to relevant legislation, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p>Significant audits may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• commercial and recreational fisheries</li> <li>• vessel monitoring</li> <li>• quotas</li> <li>• shark control program</li> <li>• compliance services performed on behalf of other authorities e.g. on behalf of Great Barrier Reef Marine Park Authority (GBRMPA), state authorities, national fisheries authorities.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b> Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report.</li> </ul> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 -Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 9.1.1 Audits-significant recommendations and findings – Retain permanently.</p>

Ref. No	Description of record and retention period	Justification for retention period
5.1.2	<p><b>Other ~</b></p> <p>Records relating to conducting audits of fisheries protection related management facilities and professions, including quality assurance audits to monitor compliance to relevant legislation, not covered by reference number 5.1.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report.</li> </ul> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 9.1.2 Audits-other-observations and findings - Retain for 7 years after action completed</p> <p><i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16121 Final internal and external audit reports relating to the fisheries resources management function – Destroy 10 years after action completed</p> <p><i>National Archives of Australia Fisheries Research and Development Corporation 2006/00408296</i> Reference 13638 Final internal and external audit reports relating to the fisheries research and development management function – Destroy 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
5.2	<b>Enforcement</b>	
5.2.1	<p><b>Regulatory enforcement</b> Records relating to issuing directives, orders, fines, penalties or exemptions for fisheries related matters under relevant legislation, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• fishing, fish or fishery resources</li> <li>• fisheries</li> <li>• related commercial activities</li> <li>• catches and quotas</li> <li>• seizures, releases, takes, removals or destructions of fishery resources e.g. noxious, non-indigenous, diseased fish or resources</li> <li>• AIVR system notices, outages and exemptions e.g. Spanish mackerel - retained fish, transhipments, unloading, information requests, SM unit certificates, unused entitlements and restoration</li> </ul> <p>Includes issuing infringement</p>	<p><b>Background/business process:</b> Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• As part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>• Identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 – s. 108-109, 118, 125, 160A, 161-164, 178, 560, 563, 566, 568- 571, 573, 576-577, 581, 600S, 674, 678, 685- 686</i> <i>Fisheries (East Coast Trawl) Management Plan (Regulation) 2010 – s. 24</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.10.1 Regulatory enforcement – Retain for 7 years after action completed <i>National Archives of Australia Australian Fisheries Management Authority 2007/00204327</i> Reference 16142 Records documenting the collection and management of outstanding monies from fishing debtors – Destroy 7 years after action completed <i>State Records Authority NSW Primary Industries assistance, regulation and development FA258</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>notices, processing information and submissions from authority holders.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<ul style="list-style-type: none"> <li>• Reference 10.4.2 Records relating to seizure of fishing boats and motor vehicles connected with fisheries offences which results in forfeiture – Retain minimum of 10 years after last action, then destroy</li> <li>• Reference 10.4.3 Records relating to the seizure of fish, fishing gear and other things (other than boats or motor vehicles) connected with fisheries offences which results in forfeiture – Retain minimum of 7 years after last action, then destroy</li> <li>• Reference 10.4.4 Records relating to the seizure of fishing gear and other things connected with fisheries offences which does not result in forfeiture – Retain minimum of 2 years of last action, then destroy</li> </ul> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18</i> Reference 1.4.6 Records relating to monitoring for compliance regarding fisheries licences and permits conditions – Destroy 6 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
5.3	<b>Investigations</b>	
5.3.1	<p><b>Significant *</b> Records relating to significant fisheries protection investigations involving offences under relevant legislation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• fishing, fish or fishery resources</li> <li>• fisheries</li> <li>• related commercial activities</li> <li>• catches and quotas</li> <li>• vessel system anomalies e.g. AIVR.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b> Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under relevant legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 - s 13, 75- 76, 76T-U, 77- 79, 79A, 81- 83, 87-88, 88A,89- 92, 98-100, 104-107, 122-123, 145-148, 148A, 149-157, 170-176, 181-183, 215-216, 219 A, 220-221</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to fisheries and other properties</li> <li>• are required for long term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial contribution to community memory.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.14.1 Investigations-significant – Retain permanently</p> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18</i> Reference 1.7.1 Records relating to investigations of marine and freshwater pest and disease reports where there is major impact on the environment such as exotic freshwater fish found in Darwin stormwater drains – Permanent</p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.04.01 Investigations and inquiries concerning breaches of legislation, regulations or standards – Destroy 99 years after action completed, including legal action</p>
5.3.2	<p><b>Other ~</b></p> <p>Records relating to investigating other fisheries protection offences under relevant legislation not covered by reference number 5.3.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.14.2 Investigations-other – Retain for 7 years after action completed</p> <p><i>Northern Territory Disposal Schedule for Fisheries Management and Development Records of the Department of Primary Industry, Fisheries and Mines 2007/18</i> Reference 1.7.2 Records relating to investigations of marine and freshwater pest and disease reports where there is minor impact on the environment – Destroy 10 years after action completed</p> <p><i>Tasmanian Disposal Schedule for functional records of the Inland Fisheries Service DA 2440</i> Reference 01.04.02 Investigations and inquiries concerning breaches of legislation, regulations or standards which do not result in prosecution – Destroy 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
5.4	<b>Prosecution</b>	
5.4.1	<p><b>Significant *</b> Records relating to prosecuting significant fisheries related offences under relevant legislation including precedent setting cases.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b> Prosecution records are created when charging persons/parties with offences under relevant legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments. Significant cases include those that set a precedent or are the first of its kind. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case.</li> </ul> <p><b>Regulatory requirements:</b> <i>Fisheries Act 1994 - s 13, 75- 76, 76T-U, 77- 79, 79A, 81-83, 87-88, 88A, 88B, 89- 92, 98-100, 104-107, 122-123, 145-148, 148A, 149- 157, 170-176, 181-183, 215-216, 219A, 220-221</i></p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>• provide long term reference for generational change</li> <li>• set a precedent.</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.1 Prosecution-significant – Retain permanently</p>
5.4.2	<p><b>Other ~</b> Records relating to prosecuting offences under relevant</p>	<p><b>Background/business process:</b> See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>legislation not covered by reference number 5.4.1.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Fisheries and Forestry Division (DAF), (excluding Forestry) and including Queensland Boating and Fisheries Patrol, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.2 Prosecution-other – Retain for 7 years after action completed</p>



## Appendix: Definition of Significant Versus Other

### \* **Significant**

Significance may be determined by a number of factors:

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

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

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

### ~ **Other**

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

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

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

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