

Agriculture Retention and Disposal Schedule

Responsible public authority: Department of Agriculture and Fisheries

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Scope of retention and disposal schedule

This schedule applies to the research, development, growth and regulatory compliance of primary industries (excluding mining) across a range of agriculture areas including animal management, chemical and contaminant management, field crop and food management, horticulture and pest and disease management and environment and natural resources.

This schedule is to be used in conjunction with the [General Retention and Disposal Schedule for Administrative Records](#) (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

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

Record formats

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

Authority

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of Agriculture and Fisheries should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN119 v.1 - Administrative records (previously 97/0041)
- QDAN198 v.1 - Canegrowers records (previously 97/0120)
- QDAN231 v.1 - Inspector of Stock registers (previously 97/0153)
- QDAN241 v.1 - Visiting scientists records (previously 97/0163)
- QDAN266 v.1 - Queensland Sugar Corporation records (previously 98/0001)
- QDAN302 v.1 - Queensland Sugar Corporation records (previously 98/0037)
- QDAN413 v.2 – Laboratory records of veterinary testing laboratories
- QDAN442 v.1 – Sugar industry films
- QDAN461 v.1 - Cotton Marketing Board
- QDAN496 v.1 - Animal and plant health services
- QDAN499 v.1 - Queensland Canegrowers Council
- QDAN507 v.2 - Queensland Dairy Authority
- QDAN508 v.1 - Queensland Sugar Limited
- QDAN526 v.1 - Sugar Cane Prices Board
- QDAN540 v.1 - Farm Financial Counselling
- QDAN564 v.1 - Grainco

- QDAN590 v.1 - Townsville Office
- QDAN627 v.1 - Atherton Tableland Maize Marketing Board
- QDAN640 v.1 - State Wheat Board
- QDAN692 v.1 - Queensland Brands and Earmarks Directories

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

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

Records created before 1950

Records described in QDAN 719 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [*Pre-1950s public records*](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

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

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1. COMMON AGRICULTURE ACTIVITIES

These activities are common across all agriculture related functions and can be used to sentence or dispose of records that are classified under any agriculture 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 the core business functions (later in the schedule). "See also" references are provided to these unique records classes under relevant activities in core business functions.

Reference	Description of records	Status	Disposal action
1.1	<p>ACCREDITATION</p> <p><i>The activities associated with granting formal recognition that a person or organisation is certified as competent to carry out specific tasks or provides a certified measurement of an organisation's quality and performance. Accreditation usually has a safety and quality aspect i.e. organisations are certified as accredited organisations with appropriate quality management measures and procedures to ensure safety risks are managed.</i></p>		
1.1.1	<p>Applications</p> <p>Records relating to applications for agriculture related accreditation including, but not limited to, accreditation for:</p> <ul style="list-style-type: none"> • meatworks facilities • controlled saleyards • plant assurance certification • laboratory facilities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • assessment criteria and checklists • facility plans • information notices and approval conditions • periodic accreditation reports. 	Temporary	Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled, rejected or withdrawn.
1.2	<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for advice records relating to financial management</i></p>		

Reference	Description of records	Status	Disposal action
	<i>matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i>		
1.2.1	<p>Records relating to the provision of agriculture related advice where the advice is not related to a specific enforcement or monitoring action or case file. Includes, but is not limited to, advice on:</p> <ul style="list-style-type: none"> • animals and animal management • husbandry and welfare programs • chemical and contaminant management programs • agriculture industry programs • environmental and natural resource management programs • field crop management programs • food management and safety programs • horticulture management programs • pest and disease programs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets • copies of policies, standards and procedures. 	Temporary	Retain for 7 years after action completed.
1.3	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		
1.3.1	<p>Agreements – proceeded with</p> <p>Records relating to agriculture related agreements between the department and other entities that proceed including, but not limited to, agreements relating to:</p> <ul style="list-style-type: none"> • sale or dealing of animals and animal management • husbandry and welfare programs and activities 	Temporary	Retain for 7 years after agreement terminated or expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • provision of goods and services for agriculture and veterinary chemicals and contaminants • chemical and contaminant management plans and processes • agriculture industry development • provision of services for environment and natural resources • field crops management, including activity, field trial and inspection agreements • horticulture management programs • provision of services for pest and disease management. <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. <p><i>See also reference number 1.3.2 for records relating to agreements that do not proceed.</i></p>		
1.3.2	<p>Agreements - not proceeded with</p> <p>Records relating to agriculture related agreements between the department and other entities that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. <p><i>See also reference number 1.3.1 for records relating to agreements that proceed.</i></p>	Temporary	Retain for 2 years after decision not to proceed.
1.4	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008 and delegations appointing departmental officers as</i></p>		

Reference	Description of records	Status	Disposal action
	<i>representatives of the Chief Executive Officer in meetings of the Board and similar bodies.</i>		
1.4.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake agriculture related activities including, but not limited to:</p> <ul style="list-style-type: none"> • animal management duties e.g. registering animals • chemical and contaminant management enforcement and certification • tuberculosis (TB) testing of stock • stock brands and earmarks registration • investigations • monitoring and enforcement of breaches of legislation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments including temporary appointments • qualifications and experience statements • records of termination, variations or resignation • investigations and background checks • conditions allocation. 	Temporary	Retain for 7 years after appointment ceased.
1.5	<p>AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights. Includes rejected and withdrawn applications.</i></p>		
1.5.1	<p>Granted rights</p> <p>Records relating to the granting of agriculture related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> • tuberculosis (TB) testing • managing environment and natural resources • pest and disease management and quarantine • introduction of pest, plant and insects into Queensland <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • renewals 	Temporary	Retain for 7 years after authorisation ceased or expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • transfers and surrenders • releases • changes • cancellations and terminations • assessments • information notices • submissions and referrals to Queensland Biological Control Authority (QBCA) and the Agriculture and Resource Management Council of Australia and New Zealand (ARMCANZ). 		
1.5.2	<p><i>Unsuccessful and withdrawn applications</i> Records relating to unsuccessful and withdrawn applications for agriculture related authorisations. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful or withdrawn) • assessments • information notices. 	Temporary	Retain for 2 years after authority refused or withdrawn.
1.6	<p>CLAIMS MANAGEMENT <i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the department.</i></p>		
1.6.1	<p><i>Compensation claims</i> Records relating to claims for compensation for costs, damage or loss incurred under agriculture related legislation including, but not limited to:</p> <ul style="list-style-type: none"> • destruction or disposal of stock • veterinary services • damage to crops or stock • chemical contamination • pest and disease management and control. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments 	Temporary	Retain for 7 years after claim determined.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • compensation claim applications/requests • notifications • claim approvals, advice payments • Gazette notices. 		
See Also:	<p>Compensation - exotic diseases <u>9.2.1 Pest and Disease Management – Claims Management</u></p>		
See Also:	<p>Rewards – fire ants <u>9.2.2 Pest and Disease Management – Claims Management</u></p>		
1.7	<p>COMPLAINTS <i>The activities associated with handling complaints and working towards informal and voluntary resolution and conciliation of complaints. See <u>Investigations</u> for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p>		
1.7.1	<p>Complaint resolution Records relating to handling, mediating and conciliating agriculture related complaints including, but not limited to:</p> <ul style="list-style-type: none"> • animal management and welfare • pest and disease management and control. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint investigations • complaint resolution reports • complaint referrals to a court or tribunal. 	Temporary	Retain for 7 years after action completed.
1.8	<p>DECLARATIONS <i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		
1.8.1	Records relating to agriculture related declarations made by the department including, but not limited	Temporary	Retain for 7 years

Reference	Description of records	Status	Disposal action
	<p>to:</p> <ul style="list-style-type: none"> • apiary (beekeeping) quarantine areas • chemical and contaminant management and control • chemical prohibition • dangerous or hazardous chemicals or areas • stock routes • pest quarantine areas and boundaries • disease outbreaks including emergency outbreaks and declarations of target organisms and agent organisms • pests and exotic diseases. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices • gazette notices and public advertisements • product recall notices. 		after action completed.
1.9	<p>DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>		
1.9.1	<p>Significant *</p> <p>Records relating to planning and implementing significant business development initiatives designed to support the agriculture industry and assist its growth including, but not limited to:</p> <ul style="list-style-type: none"> • environmental and genetic initiatives • environment and natural resources. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact studies • feasibility studies • site investigation reports • stakeholder consultation. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	* Refer to Appendix : Definition of Significant Versus Other		
1.9.2	<p>Other ~</p> <p>Records relating to planning and implementing other business development initiatives designed to support the agriculture industry and assist its growth.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact studies • feasibility studies • site investigation reports • stakeholder consultation. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.10	<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p> <p><i>See Inspections for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See Monitoring and Surveillance for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>		
1.10.1	<p>Regulatory enforcement</p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for agriculture related matters under legislation including, but not limited to:</p> <ul style="list-style-type: none"> • holding stock shows and sales (or other gatherings of stock) • sale of unbranded cattle • breaches including condition breaches • seizing property or items • prescribed substances • destruction of agricultural produce • pest and disease management and control including declared pests 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • quarantine areas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 		
1.11	<p>EXTENSION SERVICES</p> <p><i>The activities associated with intensively targeting particular groups of industry members with particular needs to lift their productivity based on training, increased knowledge and use of resources. Includes visiting geographical regions and client locations identified as suitable for intensive work. Includes directing a strong flow of customised information and training at particular groups and clients. Includes building up their knowledge and to increasing their capacity to better manage and use the organisation's resources. Includes focusing on particular industries (industry bodies, producer groups, producers and associated input and output industries) and geographically defined communities for its clients. Includes working individually with producers and others where the work provides wider benefits for the industry, or the community as a whole.</i></p>		
1.11.1	<p>Specialised information products and services</p> <p>Records relating to the provision of specialised information products and services to identified industries and geographically defined communities to better manage and use the department's agriculture resources including industry bodies, producer groups and individual producers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • information notices, fact sheets and publications • training courses schedules and delivery notes • consultation records. 	Temporary	Retain for 7 years after action completed.
1.12	<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks and natural disasters.</i></p>		
1.12.1	<p>Significant *</p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on agriculture with consequences for human health and welfare including, but not limited to:</p> <ul style="list-style-type: none"> • animal diseases with potential or actual human transmission that involve human fatalities and/or serious human illness and injuries • severe impacts on environmental and/or natural resources • severe pest and disease outbreaks that require quarantining. <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>* Refer to Appendix: Definition of Significant Versus Other</p>		
1.12.2	<p>Other ~</p> <p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 1.12.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.13	<p>INSPECTIONS</p> <p><i>The activities associated with the making official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives relating to functions or legislative requirements. Often involves pre-set criteria, factors or checklists against which the inspection is made, and identifies standard offences or breaches of legislation which can be handled mostly via enforcement notices.</i></p> <p><i>See Investigations for incident-responsive assessments of offences or breaches of legislation requiring intensive investigation or not explored fully by inspections, and which often require escalation to prosecution for outcomes.</i></p> <p><i>See Enforcement for activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p>		
1.13.1	<p>Significant *</p> <p>Records relating to conducting significant agriculture inspections for compliance with legislation including, but not limited to:</p> <ul style="list-style-type: none"> • animal housing, transportation, conditions, feed and saleyards • audits of livestock on cattle stations, saleyards, feedlots and other areas used for raising and housing stock • testing and treating disease/suspected disease • transport, repair, alteration, sale, hire or disposal of agricultural and veterinary chemicals and contaminants equipment 	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • notifiable pests and diseases • pest and plant management, control and quarantine. Records may include, but are not limited to: <ul style="list-style-type: none"> • inspection notices • inspection assessments and reports • inspection notes. * Refer to Appendix: Definition of Significant Versus Other		
1.13.2	<p>Other ~</p> Records relating to conducting other agriculture inspections not covered by reference number 1.13.1. Records may include, but are not limited to: <ul style="list-style-type: none"> • inspection notices/requests • inspection assessments and reports • inspection notes. ~ Refer to Appendix: Definition of Significant Versus Other	Temporary	Retain for 7 years after action completed.
1.14	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p> <p><i>See Enforcement for activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p> <p><i>See Complaints for the management and handling of complaints not related to specific legislation.</i></p>		
1.14.1	<p>Significant *</p> Records relating to significant agriculture investigations involving offences under legislation including, but not limited to: <ul style="list-style-type: none"> • mistreatment of a large number of animals of major industry importance during international export • severe chemical and contaminant incidents • severe pest and disease outbreaks • severe crop damage or destruction. Records may include, but are not limited to:	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>		
1.14.2	<p>Other ~</p> <p>Records relating to investigating other agriculture offences under legislation not covered by reference number 1.14.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.15	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>		
1.15.1	<p>Granted licences and permits</p> <p>Records relating to approving and issuing agriculture related licences and permits including, but not limited to:</p> <ul style="list-style-type: none"> • stock and stock route activities • disease prevention and testing • apiaries, beekeepers and beekeeping • animal pathogens and biological preparations • holding stock with tuberculosis (TB) or suspected TB • chemical, chemical products, contaminants and prescribed substances management • field crops • commercial plant breeders rights 	Temporary	Retain for 7 years after licence/permit ceased or expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • germplasm and genetic material • cannabis seed suppliers and industrial cannabis researchers and growers. <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • information notices • renewals. 		
1.15.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful, refused and withdrawn applications for agriculture related licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments and information notices. 	Temporary	Retain for 2 years after licence/permit refused or withdrawn.
1.15.3	<p><i>Granted commercial licences</i></p> <p>Records relating to approving and issuing agriculture related intellectual property and commercialisation licences to approved individual and corporate candidates wishing to use or develop successful research and development designs, concepts or opportunities developed by the department or its partnerships, including but not limited to:</p> <ul style="list-style-type: none"> • commercial products, enablers and mechanisms • scientific and technological improvements • new products and selections • commercial plant breeders rights • germplasm and genetic modifications <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) 	Temporary	Retain for 25 years after licence/permit ceased or expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • assessments • information notices • renewals. 		
1.15.4	<p><i>Unsuccessful and withdrawn commercial licence applications</i></p> <p>Records relating to unsuccessful, refused and withdrawn applications for agriculture related intellectual property and commercialisation licences.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) • assessments and information notices. 	Temporary	Retain for 7 years after licence/permit refused or withdrawn.
1.16	<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		
1.16.1	<p><i>Monitoring licence holders and areas</i></p> <p>Records relating to monitoring and administering compliance of licensees with agriculture related legislation and licence conditions and monitoring community adherence to animal, wildlife, poultry and livestock practices and welfare. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • managing, moving, exporting and breeding animals • establishment and running of disease eradication and monitoring programs • organising owners of holdings or stock to carry out programs • inspecting, testing, treating and/or disposing of stock and saleyards • chemical and contaminants management and control • horticulture management and control • pest control measures and programs • declared pest populations and distribution • exotic disease eradication, control and prevention. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 		
1.17	<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i></p> <p><i>See Agreements for establishing, maintaining, reviewing and negotiating agreements that may arise from a partnership.</i></p>		
1.17.1	<p>Significant *</p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to agricultural management outcomes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.17.2	<p>Other ~</p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference number 1.17.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after partnership expires.
1.18	PLANNING		

Reference	Description of records	Status	Disposal action
	<p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
1.18.1	<p>Significant *</p> <p>Records relating to planning significant agriculture development initiatives, programs, strategies, priorities and activities for improved community outcomes. Includes preparing management plans and consultation processes with community and key stakeholders. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • chemical and contaminant management • environmental management e.g. soil salinification and erosion on a massive scale • field crop management • food and food safety management e.g. national food plans, national and state food incident response plans and food protection plans • horticulture management • pest and disease management and eradication • stock route management • declared pests management and control <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.18.2	<p>Other ~</p> <p>Records relating to planning agriculture development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number 1.18.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
1.19	<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
1.19.1	<p>Significant *</p> <p>Records relating to prosecuting significant agriculture related offences under legislation including precedent setting cases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	Permanent	Retain permanently.
1.19.2	<p>Other ~</p> <p>Records relating to prosecuting offences under legislation not covered by reference number 1.19.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	Temporary	Retain for 7 years after action completed.
1.20	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>		
1.20.1	<p>Investigations and prosecutions registers</p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under agriculture legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries 	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> register applications and releases. 		
1.20.2	<p><i>Licence holder registers</i> Records relating to registering agriculture related licensees and sub-licensees under relevant legislation including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. Includes licences for, but not limited to:</p> <ul style="list-style-type: none"> registered persons beekeepers scientific users (use animals for scientific purposes) approvals to conduct prohibited tests chemical and contaminant management licensees and sub-licensees <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> register entries register applications and releases statutory declarations. 	Temporary	Retain for 25 years after action completed.
See Also:	<p><u><i>Accreditations, licences, plans and property information - animal related</i></u> 2.2.1. <i>Animal Management – Registration</i></p>		
See Also:	<p><u><i>Animal identification registers</i></u> 2.2.2. <i>Animal Management – Registration</i></p>		
See Also:	<p><u><i>Hazard area declarations registers – land areas</i></u> 3.3.1 <i>Chemical and Contaminant Management - Registration</i></p>		
See Also:	<p><u><i>Chemical products and constituents registers</i></u> 3.3.2 <i>Chemical and Contaminant Management – Registration</i></p>		
See Also:	<p><u><i>Land area registers</i></u> 6.1.1 <i>Field Crop Management – Registration</i></p>		
See Also:	<p><u><i>Land title registry</i></u> 9.5.1 <i>Pest and Disease Management - Registration</i></p>		

Reference	Description of records	Status	Disposal action
See Also:	<u>Declared pest permits registers</u> 9.5.2 Pest and Disease Management - Registration		
See Also:	<u>Accredited persons registers</u> 9.5.3 Pest and Disease Management - Registration		
See Also:	<u>Approvals, controls and exemptions registers</u> 9.5.4 Pest and Disease Management - Registration		
1.21	RESEARCH <i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research, etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i>		
1.21.1	Significant * Records relating to researching and enquiring into significant agriculture related research areas to discover facts, theories and principles that support improved community and agriculture industry outcomes and business activities. Records may include, but are not limited to: <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. * Refer to Appendix: Definition of Significant Versus Other	Permanent	Retain permanently.
1.21.2	Other ~ Records relating to researching and enquiring into research areas relating to animals or animal management activities not covered by reference number 1.21.1. Records may include, but are not limited to: <ul style="list-style-type: none"> • research reports and publications • original data 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> findings and observations. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>		
1.22	<p>REVIEWING AND EVALUATION</p> <p><i>The activities associated with conducting reviews, including re-evaluation or re-examination of products, processes, procedures, standards and systems, to establish their conformance to specifications or requirements following implementation. Includes recommendations and advice resulting from these reviews.</i></p>		
1.22.1	<p>Significant *</p> <p>Records relating to reviewing significant programs, plans, activities, initiatives, strategies, priorities, systems and processes for the agriculture sector including priorities for the eradication of pests and diseases and identifying potential cures or causes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> review reports and submissions consultation records. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
1.22.2	<p>Other ~</p> <p>Records relating to reviewing other programs, plans, activities, initiatives, strategies, priorities, systems and processes for the agriculture sector not covered by reference number 1.22.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> review reports and submissions consultation records. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.23	<p>STAKEHOLDER ENGAGEMENT</p> <p><i>The activities associated with conducting ongoing community engagement and consultative processes with stakeholders with an active, two way relationship and information flow, potentially crossing a wide range of issues and activities. Stakeholders can include countries, corporations, governments, associations, officials or persons. Includes correspondence and submissions from stakeholders about departmental legislation, policies, programs, projects, processes, procedures, etc.</i></p>		
1.23.1	<p>Significant *</p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	significant impact on the department's decisions to initiate, develop and operate agriculture initiatives. Records may include, but are not limited to: <ul style="list-style-type: none"> • reports • submissions • correspondence. * Refer to Appendix: Definition of Significant Versus Other		
1.23.2	<p>Other ~</p> Records relating to conducting consultative and engagement processes with external stakeholders not covered by reference number 1.23.1. Records may include, but are not limited to: <ul style="list-style-type: none"> • reports • submissions • correspondence. ~ Refer to Appendix: Definition of Significant Versus Other	Temporary	Retain for 7 years after action completed.
1.24	<p>TESTING AND IDENTIFICATION</p> <p><i>The activities associated with sampling, testing and diagnostic activities designed to confirm or exclude the presence of known or suspected objects or organisms. Includes testing, checking, measuring and calibrating instruments to correct standards. Includes laboratory, entomology and pathology tests; sample specimens; processing, transportation and storage.</i></p>		
1.24.1	<p>Significant *</p> Records relating to sampling, testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, 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. Includes processing, transporting and storing laboratory and pathology tests, and sample specimens, where test results are significant. Records may include, but are not limited to: <ul style="list-style-type: none"> • test reports, results and publications • field station data and reports • sample registers. * Refer to Appendix: Definition of Significant Versus Other	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.24.2	<p>Other ~ Records relating to sampling, testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, chemicals and other products where testing is not covered by reference number 1.23.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports, results and publications • field station data and reports • sample registers. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.24.3	<p>Test results previously collated into research and test reports Records relating to test results that have been previously collated into other research and test reports including sampling, testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, 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>	Temporary	Retain until reference ceases.
1.25	<p>TRAINING <i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>		
1.25.1	<p>Master curricular for formal qualifications (National Framework) Records relating to master curricular for training qualifications in agriculture for national training frameworks and to develop agricultural skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions in agriculture related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • master curricular. 	Temporary	Retain for 25 years after action completed.
1.25.2	<p>Master curricular not linked to formal qualifications Records relating to master curricular for training courses not formally linked to national training frameworks in agriculture and to develop agricultural skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under agriculture</p>	Temporary	Retain for 7 years after curricular superseded.

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

2. ANIMAL MANAGEMENT

The management and protection of animals, bees and related products. Includes animal ethics, health and welfare; the provision of veterinary, animal health and stock inspection services; scientific research, development and extension into animal health and welfare, livestock diet and nutrition, housing and management and genetics and reproduction. Includes administering programs to support sustainable livestock farming; assisting industry growth and development; encouraging businesses to adopt innovative practices, processes and products; and providing advice on production methods and business management to improve competitiveness. Includes wildlife and companion animals. Excludes aquatic animals.

Reference	Description of records	Status	Disposal action
2.1	<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p> <p><i>See Investigations for formal assessments that may result in the disposal of property, commodities or products.</i></p>		
2.1.1	<p>Evidence, products, animals, carcasses and waste</p> <p>Records relating to disposing of evidence, products, animals, animal carcasses and other waste seized under enforcement, inspection and investigation activities.</p> <p>Includes issuing stock destruction notices; transferring and disposing of stock; publishing intention to sell; selling seized and detained stock; enforcing notices issued by local governments of destruction of stock straying upon roads and land that are diseased or suspected to be diseased. Includes seizure orders for removing and disposing of stock, products, animal carcasses, pathogens and biological preparations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations and certificates • destruction orders • evidence seizure orders, receipts and notices • stock destruction, transfer or disposal notices • publication notices • enforcement notices issued by local governments. 	Temporary	Retain for 7 years after action completed.
2.2	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p> <p><i>See Registrations under Common Activities for other registers.</i></p>		
2.2.1	<p>Accreditations, licences, plans and property information - animal related</p> <p>Records relating to registering animal related accreditations, licences, plans and information against land areas, property and premises, including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. Includes the registration of:</p> <ul style="list-style-type: none"> • apiary classification • veterinary premises and registration-related inspections of premises, fittings and equipment • registered places, tags, thresholds, property changes, stock status and registered place status (chemical residue status, disease status or HGP status) • accredited meatworks, saleyards and feedlots. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent	Retain permanently.
2.2.2	<p>Animal identification registers</p> <p>Records relating to registering animal identification information and making national livestock identification information systems available for public inspection under relevant legislation including:</p> <ul style="list-style-type: none"> • applications • renewals • transfers • releases • changes • surrenders • cancellations • terminations • establishing and maintaining registers for the prevention, control and eradication of disease • registering tags 	Temporary	Retain for 25 years after action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • stock movements and untagged stock • transfer, reuse or recycling of tags • untagged travel permits for cattle, goats, pigs or sheep. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 		
2.2.3	<p>Brands and earmarks registers</p> <p>Records relating to registering animal brands and earmarks including special brands for use in local governments, departments, statutory bodies, nominees and the Queensland Police Service and apiary marks and brands.</p>	Permanent	Retain permanently.
2.3	<p>VACCINATIONS</p> <p><i>The activities associated with administering antigenic material (vaccines) to produce immunity to diseases and prevent or ameliorate the effects of infections by pathogens. Includes running immunisation campaigns and mass vaccination programs.</i></p>		
2.3.1	<p>Vaccination programs</p> <p>Records relating to processing applications authorising vaccination programs including:</p> <ul style="list-style-type: none"> • processing notices of reactions to vaccines under approved vaccination programs, and advice given to the chief inspector • monitoring compliance and effectiveness of vaccinations, vaccination programs and serological performance of commercial flocks vaccinated under alternative programs • vaccination of flocks of fowl against Newcastle disease by commercial flock owners under approved programs under legislation • details of alternative programs and evidence from vets as to the efficacy of programs. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • vaccine samples and inventories • client treatment histories • vaccination results and statistics. 	Temporary	Retain for 7 years after action completed.

3. CHEMICAL AND CONTAMINANT MANAGEMENT

The management of the use of agricultural chemicals, including pesticides, herbicides, stock and veterinary chemicals and maintenance of an approved register of chemicals, assessing product applications, specifying conditions of use and maximum residue limits. Also includes; extension services of the department, the assessment and testing of chemicals, heavy metal and organochlorin residues and contaminants; and incident response management.

Reference	Description of records	Status	Disposal action
3.1	<p>DISCIPLINARY ACTION</p> <p><i>The activities associated with investigating complaints relating to conduct of licence holders, and initiating show cause or disciplinary proceedings for licensee to explain why licence should not be suspended or cancelled. Includes action taken against the licensee after decision has been made, including suspension or cancellation of licences and confiscation of physical licence identifications.</i></p>		
3.1.1	<p>Licensee disciplinary action</p> <p>Records relating to show cause notices issued to licensees for offences under legislation with potential for disciplinary action. Includes records created by the Agricultural Chemicals Distribution Control Board prior to licences being approved by the chief executive officer following enactment of relevant legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • show cause notices • submissions • decision notices. 	Temporary	Retain for 7 years after claim determined.
3.2	<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
3.2.1	<p>Significant*</p> <p>Records relating to significant maps created for the purpose of inspecting and surveying sites for chemicals and contaminants including maps of sites of significant perpetual contaminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.2.2	<p>Other ~</p> <p>Records relating to inspecting and surveying sites for the purpose of managing chemicals and contaminants not covered by reference number 3.2.1 including mapping areas, surveying and mapping boundary locations, and completing aerial surveys and assessment surveys.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain whilst current and then for 7 years after action completed.
3.3	<p>REGISTRATIONS</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p> <p>See Registrations under Common Activities for other registers.</p>		
3.3.1	<p>Hazard area declarations register - land areas</p> <p>Records relating to registering areas declared to be hazardous including related information and area plans, applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent	Retain permanently.
3.3.2	<p>Chemical products and constituents registers</p> <p>Records relating to registering chemical products and constituent information and making it available for regulatory requirements, public inspection and internal use under legislation including the <i>Agricultural and Veterinary Chemicals Code Act 1994</i>. Includes processing applications for registration of chemical products or active constituents for proposed or existing chemical products; proposed variations of particulars or conditions of instructions for use; container label instructions for chemical products; establishing and maintaining registers; applications, renewals, transfers, releases, changes,</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	surrenders, cancellations and terminations. Records may include, but are not limited to: <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 		
3.4	<p>RISK MANAGEMENT</p> <p><i>The activities associated with implementing and maintaining management controls, including risk management tools and appropriate policies, procedures and practices, to minimise risks, limit adverse outcomes and achieve desirable results. Includes identifying, analysing, assessing, treating and monitoring risk in all areas of the organisation's operations and business.</i></p>		
3.4.1	Records relating to assessing, implementing and maintaining risk management reviews, profiles and registers for chemical and contaminant management processes. Records may include, but are not limited to: <ul style="list-style-type: none"> • risk assessments • risks logs • hazardous materials information sheets and reviews. 	Temporary	Retain for 7 years after action completed.

4. DEVELOPMENT OF AGRICULTURE INDUSTRY

The function of encouraging and facilitating the establishment, growth and development of competitive Queensland industries by attracting investment, commercialisation of new ideas, processes, goods & services, and fostering domestic and international growth of existing and emerging State industries. Includes strategic industry related policy, competition and structural adjustments, industry sustainability, and development of new business opportunities for rural communities. Also includes cooperative projects to support change in the operation of business ventures; developing strategies to help rural enterprises and communities adjust to changing commercial conditions, improving profitability and competitiveness; and providing industry advice and training assistance.

Reference	Description of records	Status	Disposal action
4.1	<p>RURAL SKILLING</p> <p><i>The activities associated with running skills and labour programs aimed at developing and improving skills and labour in rural primary industries to ensure a continuous labour supply capable of meeting the ongoing demand for rural and primary industry skills.</i></p>		
4.1.1	<p>Records relating to developing and implementing skills development programs and other employment initiatives aimed at improving skills and labour in rural primary industries to ensure continuous supply capable of meeting ongoing demand.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • skills audits • training programs • labour data and analysis. 	Temporary	Retain for 7 years after action completed.

5. ENVIRONMENT AND NATURAL RESOURCES

The function of responding to external conditions, circumstances and influences surrounding and/or affecting the development and/or life of organisms, plants, animals and humans, and including the need for control, conservation and regulation. Also refers to the management of natural systems from a broad perspective and includes the long term manifestations of weather often impinging on the environment and resulting in wider ramifications such as natural disasters and climate change which directly affect primary industries.

Reference	Description of records	Status	Disposal action
5.1	<p>ENVIRONMENTAL PROTECTION</p> <p><i>The activities involved in protecting the environment and natural resources to ensure sustainable and responsible resource development efforts over a long term basis.</i></p>		
5.1.1	<p>Significant *</p> <p>Records relating to managing the 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 programs; 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 and sanctuaries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies • environmental data. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 25 years after action completed.
5.1.2	<p>Other ~</p> <p>Records relating to managing performance of other environmental management programs and operations not covered by reference number 5.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental studies • environmental data. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
5.2	<p>RISK MANAGEMENT</p>		

Reference	Description of records	Status	Disposal action
	<i>The activities associated with implementing and maintaining management controls, including risk management tools and appropriate policies, procedures and practices, to minimise risks, limit adverse outcomes and achieve desirable results. Includes identifying, analysing, assessing, treating and monitoring risk in all areas of the organisation's operations and business.</i>		
5.2.1	<p>Records relating to assessing, implementing and maintaining risk management reviews, profiles and registers for environmental and natural resources programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • risk assessments • risks logs • information sheets and reviews. 	Temporary	Retain for 7 years after action completed.

6. FIELD CROP MANAGEMENT

The function of researching, growing, farming, harvesting, milling, producing, assisting industry growth and development, protecting the commercial production and management of field crops, pastures and related products. Major activities relate to the breeding, cultivation, improvement, irrigation, protection and the management of field crops and pastures; commercialisation of new selections and varieties; environmental protection systems; and seeding and fertilisation systems. Includes extension services and scientific research into field crop and pasture agronomy, breeding, cropping, cultivators, entomology, pathology, plant quarantine fertiliser spraying, wheat quality and field trials and evaluations, gene mapping, quality and improvement programs, molecular markers, new varieties and nutrition; harvest and post-harvest handling; supply chain management; soil dry land salinity and water management; and farming production technologies relating to field crop and pasture production, storage and transportation.

Reference	Description of records	Status	Disposal action
6.1	<p>REGISTRATIONS</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p> <p><i>See also Registrations under Common Activities (1.0) for other registers.</i></p>		
6.1.1	<p>Land areas registers</p> <p>Records related to registering applications and submissions received under legislation including, but not limited to the <i>Sugar Industry Act 1999</i> including mortgages, caveats and area plans, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent	Retain permanently.

7. FOOD MANAGEMENT

The function of researching, identifying, developing and protecting new and existing whole and processed food markets for the Queensland agribusiness sector, both primary and food-related secondary industries. Includes the identification and enhancement of health and consumer quality attributes that add value to Queensland tropical and sub-tropical agribusiness food industry sectors, and researching and developing methods to ensure food quality and safety. Includes food products made from horticulture, aquaculture, seafood, cereals, meat and dairy produce and related products and services.

Reference	Description of records	Status	Disposal action
7.1	<p>QUALITY MANAGEMENT</p> <p><i>The activity of checking methods and technology for the production of food meets quality standards. Quality management is a method for ensuring that all the activities necessary to design, develop and implement a product or service are effective and efficient with respect to the system and its performance.</i></p>		
7.1.1	<p>Food production</p> <p>Records relating to developing quality management tools, checking methods and technology for food production to meet quality standards including consultation with community and key stakeholders.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • quality manuals • food production and testing records • reports and publications. 	Temporary	Retain for 7 years after action completed.

8. HORTICULTURE MANAGEMENT

The management and development of the horticulture industry which includes the commercial production of lifestyle, fruit, nut, vegetable, viticulture and other horticulture crops and products. Includes the breeding, cultivation, improvement, irrigation, production, protection and management of horticulture crops, commercialisation of new selections and varieties and scientific research into horticulture agronomy. Also includes administering programs to support the commercial production of horticulture crops, assisting industry growth and development, encouraging businesses to adopt innovative practices, processes and products, and providing advice on cultivation methods and business management to improve competitiveness.

For other horticulture management activities, see [Common Activities \(1.0\)](#).

9. PEST AND DISEASE MANAGEMENT

The function of controlling pests, parasites and diseases in plants and animals. Includes exotic and endemic pests and diseases. Also includes disease identification; emergency response management; eradication programs; pest identification; quarantining of affected properties, plants and animals; movement and containment controls; and treatments and weed management systems diseases, pests and integrated pest management systems and the appointment of inspectors for this function.

Reference	Description of records	Status	Disposal action
9.1	<p>AUDIT</p> <p><i>The activities associated with checking quality assurance and operational records in an official, systematic way to ensure they have been kept and maintained in accordance with agreed or legislation and standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits as well as recommendations for changes in policy and/or procedures as a result of an audit.</i></p>		
9.1.1	<p>Significant * recommendations and findings</p> <p>Records relating to audits of pests and disease management facilities and professions, including quality assurance audits to monitor compliance with pest and disease management legislation and re-auditing commercial risk management plan audits completed by inspectors, where significant recommendations and findings were made that result in significant changes to processes, policies and procedures.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit papers • audit reports • audit findings, recommendations, observations and actions. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
9.1.2	<p>Other ~ observations and findings</p> <p>Records relating to other audits of pests and disease management facilities and professions, including quality assurance audits to monitor compliance with pest and disease management legislation and re-auditing commercial risk management plan audits completed by inspectors, not covered by reference number 9.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit papers • audit reports • audit findings, recommendations, observations and actions. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	~ Refer to Appendix : Definition of Significant Versus Other		
9.2	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from exercise of inspectorate powers. Includes recovery of compliance costs incurred by the department.</i></p>		
9.2.1	<p>Compensation - exotic diseases</p> <p>Records relating to managing compensation funds and accounts for the payment of expenses for controlling, eradicating and preventing the spread of exotic diseases under relevant legislation including compensation payments for costs and expenses; revenue from sale of stores or equipment; distribution of surplus moneys and repayments into fund; closure of compensation fund for specific outbreaks, and the disbursement of payments and retention of future payments for undetermined claims pending settlement.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compensation claim applications • exotic disease information and notifications • claim approvals , advice and payments 	Temporary	Retain for 7 years after funding ceases.
9.2.2	<p>Rewards - fire ants</p> <p>Records relating to processing claims for rewards for the discovery and notification of fire ant colonies to the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reward claim applications/requests • fire ant discovery information and notifications • reward approvals, advice and payments. 	Temporary	Retain for 7 years after claim determined.
9.3	<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties & exemptions.</i></p> <p><i>See Inspections for making official examinations to check compliance and identify standard offences or breaches of legislation.</i></p> <p><i>See Investigations for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p>		

Reference	Description of records	Status	Disposal action
	See <i>Monitoring and Surveillance</i> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.		
9.3.1	<p>Disease protection – defined areas</p> <p>Records relating to enforcement actions on defined land areas covering individuals, companies, premises or properties for eradicating, controlling, checking or preventing the spread of exotic disease under relevant legislation including the disinfection, treatment and control of the movement of persons, animals, vehicles, vessels and things from declared infected areas, infected premises, restricted areas, standstill zones and control areas; supervised treatments of stock from infected properties at risk; seizure, detention, and disposal of animals, carcasses, animal products, animal pathogens, biological preparations, property and articles and the requisition of land, buildings, vehicles, vessels, equipment, and instruments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	Temporary	Retain for 7 years after action completed.
9.4	<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>		
9.4.1	<p>Significant*</p> <p>Records relating to inspecting, surveying, identifying and locating significant pest and disease management areas and facilities including surveying and mapping building lines, rabbit districts, animal-proof fencing, pest quarantine areas and boundaries, plans and maps for stock facilities and activities and completing aerial and assessment surveys.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
9.4.2	<p>Other ~</p> <p>Records relating to inspecting, surveying, identifying and locating other pest and disease management</p>	Temporary	Retain whilst current and then for 7 years

Reference	Description of records	Status	Disposal action
	<p>areas and facilities not covered by reference number 9.3.1. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>		after action completed.
9.5	<p>REGISTRATIONS</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p> <p><i>See Registrations under Common Activities for other registers.</i></p>		
9.5.1	<p><i>Land title registry</i></p> <p>Records relating to registering charges, caveats and notations on land title registrations for unpaid amounts relating to the pest control of declared pests including transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries and area maps • register applications and releases • mortgages, statutory declarations. 	Permanent	Retain permanently.
9.5.2	<p><i>Declared pest permits registers</i></p> <p>Records relating to registering declared pest permits under relevant legislation including transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
9.5.3	<p>Accredited persons registers</p> <p>Records relating to registering accredited persons under the <i>Plant Protection Act 1989</i> including transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations and proof of identity documents. 	Permanent	Retain permanently.
9.5.4	<p>Approvals, controls and exemptions registers</p> <p>Records relating to registering approvals, controls and exemptions for the movement, holding and processing of zones, properties, facilities, schemes, routes, licences, chemicals and other objects relevant to the treatment, movement, or clearing of stock to prevent and control the spread of pests and diseases e.g. meatworks, feedlots, saleyards, properties, persons, and programs. Includes providing access to and the inspection of registers and certified extracts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent	Retain permanently.
9.6	<p>VACCINATIONS</p> <p><i>The activities associated with administering antigenic material (vaccines) to produce immunity to diseases and prevent or ameliorate the effects of infections by pathogens. Includes running immunisation campaigns and mass vaccination programs.</i></p>		
9.6.1	<p>Records relating to producing, supplying, storing and administering vaccinations and vaccination programs including the manufacture of Tick Fever Centre vaccine batches.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • vaccine samples and inventories • client treatment histories • vaccination results and statistics. 	Temporary	Retain for 7 years after action completed.

10. LEGACY RECORDS

This section covers legacy records of the Department of Agriculture, Fisheries and Forestry.

Reference	Description of records	Date range	Status	Disposal action
10.1	<p>CHICKEN MEAT INDUSTRY COMMITTEE</p> <p><i>The Chicken Meat Industry Committee's main roles include: dispute resolution mechanisms; registration of contracts; facilitation of collective negotiations for agreements; industry advice and representation. The Chicken Meat Industry Committee was established under the Chicken Meat Industry Committee Act 1976 and abolished following changes to legislation in 2014. Responsibility for the public records of the Committee was transferred to the department.</i></p>			
10.1.1	<p>Chicken meat industry advice</p> <p>Records relating to advice to or about the chicken meat industry provided by the Chicken Meat Industry Committee.</p>	1976 - 2014	Temporary	Retain for 7 years after action completed.
10.1.2	<p>Chicken meat industry appointments</p> <p>Records relating to the appointment of mediators engaged to resolve disputes between chicken growers and chicken meat processors about agreements or proposed agreements under the repealed <i>Chicken Meat Industry Committee Act 1976</i>. Includes managing nominations, allocating conditions, and varying and terminating appointments.</p>	1976 - 2014	Temporary	Retain for 7 years after appointment ceases.
10.1.3	<p>Chicken meat industry - disputes - final decisions</p> <p>Records relating to final decisions of cases of dispute resolution between chicken growers and chicken meat processors about agreements or proposed agreements for supply or sale of chicken made under the repealed <i>Chicken Meat Industry Committee Act 1976</i>.</p>	1976 - 2014	Temporary	Retain 25 years after case resolved.
10.1.4	<p>Chicken meat industry - disputes - case histories and working papers</p> <p>Records relating to case histories and working papers of cases of dispute resolution between chicken growers and chicken meat processors about agreements or proposed agreements for the supply or sale of chicken under the repealed <i>Chicken Meat Industry Committee Act 1976</i> including organising referrals of disputes to mediation or arbitration by the Chicken Meat Industry Committee.</p>	1976 - 2014	Temporary	Retain for 7 years after case resolved.
10.1.5	<p>Chicken meat industry - agreements - register</p> <p>Records relating to the registration of chicken supply and sale agreements under the <i>Chicken Meat Industry Committee Act 1976</i> including processing applications for the registration of agreements made between chicken growers and chicken meat</p>	1976 - 2014	Permanent	Retain permanently.

Reference	Description of records	Date range	Status	Disposal action
	processors for the supply and sale of chickens.			
10.2	INSPECTOR OF STOCK - CLONCURRENCY <i>These records were transferred to Queensland State Archives in July 1997. Previously covered by QDAN97/0153.</i>			
10.2.1	Register of Prosecutions recording the names of primary producers and the Act that they were prosecuted under, the result of the prosecution and the fine/costs incurred.	30 Jun 1922 - 25 May 1966	Permanent	Retain permanently.
10.2.2	Dipping Register recording stock owner, type of stock, inspector's name and permit number, brand on animals, their origin, where they were spelled, stock deaths during move, number of deaths, number that arrived for dipping, health of the animals, treatment used, date of departure and destination and charges.	1 May 1947 - 28 Jun 1960	Permanent	Retain permanently.
10.3	COTTON MARKETING BOARD <i>These records were transferred to Queensland State Archives in March 2000. Previously covered by QDAN461 v.1.</i>			
10.3.1	Cotton Marketing Board registration/renewals correspondence with Commonwealth Trade Marks Office.	1924 - 1990	Permanent	Retain permanently.
10.3.2	Files, plans, correspondence, history and planning regarding the construction of the St George Cotton Ginney and the Biloela Cotton Ginney.	1972 - 1976	Permanent	Retain permanently.
10.4	QUEENSLAND CANE GROWERS COUNCIL <i>These records were transferred to Queensland State Archives in May 2000. Previously covered by QDAN499 v.1.</i>			
10.4.1	Registers of Minor Industrial Disputes.	1917 - 1974	Permanent	Retain permanently.
10.4.2	Registers of Sugar Industry Award Claims	1916 - 1986	Permanent	Retain permanently.
10.4.3	Registers of Sugar Industry Industrial Cases.	1925 - 1972	Permanent	Retain permanently.
10.4.4	General correspondence files.	1926 - 2000	Permanent	Retain permanently.
10.5	ATHERTON TABLELAND MAIZE MARKETING BOARD			

Reference	Description of records	Date range	Status	Disposal action
	<i>These records were transferred to Queensland State Archives in September 2005. Previously covered by QDAN627 v.1.</i>			
10.5.1	Annual reports and balance sheets.	1925 - 1995	Permanent	Retain permanently.
10.5.2	Annual redemption summaries.	1925 - 1988	Permanent	Retain permanently.
10.5.3	Wages and salaries registers including names.	1930 - 1952	Permanent	Retain permanently.
10.5.4	Black and white photographs of maize processing equipment.	1960s	Permanent	Retain permanently.
10.5.5	Athmaize – Maize Marketing Board corporate banner.	Undated	Permanent	Retain permanently.
10.6	BARLEY MARKETING BOARD, QUEENSLAND GRAIN HANDLING AUTHORITY AND STATE WHEAT BOARD <i>These records were transferred to Queensland State Archives in September 2005. Previously covered by QDAN640 v.1.</i>			
10.6.1	Barley Marketing Board annual reports.	1983 - 1991	Permanent	Retain permanently.
10.6.2	Queensland Grain Handling Authority organisational review.	1991	Permanent	Retain permanently.
10.6.3	Contracts documenting the dissolution of the State Wheat Board and the transfer of assets to Grainco Queensland Co-operative Association Limited.	1991 - 1992	Permanent	Retain permanently.
10.6.4	State Wheat Board wheat production statistics books.	1920 - 1958	Permanent	Retain permanently.
10.6.5	Wheat industry stabilisation book.	1942 - 1949	Permanent	Retain permanently.
10.6.6	Post-war planning and wheat industry stabilisation.	1944 - 1950	Permanent	Retain permanently.
10.6.7	Annual reports.	1980 - 1991	Permanent	Retain permanently.
10.6.8	Industry Restructure Working Party - report to growers.	1991	Permanent	Retain permanently.
10.7	QUEENSLAND BRANDS AND EARMARKS DIRECTORIES <i>Previously covered by QDAN692 v.1.</i>			
10.7.1	Queensland Brands Directory Published volumes of the Queensland Brands Directory. Directories can include hand	1903-1948	Permanent	Donate to the Australian

Reference	Description of records	Date range	Status	Disposal action
	written annotations and updates.			Stockman's Hall of Fame
10.7.2	<p><i>Queensland Sheep Brands and Earmarks Directory</i> Published volumes of the Queensland Sheep Brands and Earmarks Directory. Directories can include hand written annotations and updates.</p>	1898-1955	Permanent	Donate to the Australian Stockman's Hall of Fame.

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.