

LAND RETENTION AND DISPOSAL SCHEDULE

Authorised 11 June 2019

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

Where printed, this reproduction is only accurate at the time of printing.
The [Queensland Government \(For Government\) website](#) should always be referred to for the current, authorised version.

Using this schedule

The Land retention and disposal schedule authorises the disposal of land management, Aboriginal and Torres Strait Islander land management, native title regulation, landscape management and vegetation management records created by Department of Natural Resources and Mines. It applies to records created in any format, unless otherwise specified in the class description.

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

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedules covering record classes described in this schedule are now superseded and previous versions should be removed from use.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

Revoked schedules include:

- QDAN653 (sections relating to various functions and activities managing land).

When this schedule should not be used

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

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

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

Schedule layout

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

Disposal

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

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

How we can help?

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

Approved by State Archivist: Mike Summerell

Date: 11 June 2019

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COMMON ACTIVITIES

These activities are common across all land and land-related functions and can be used to sentence or dispose of records that are classified under any land-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 land-related functions (later in the schedule).

Disposal authorisation	Description of records	Retention period & trigger
<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice providing information and guidance to the public as individual and business clients and industry members about matters within the scope of functional responsibility. Advice is often tailored to particular circumstances and can be upon request or as a proactive response to a perceived or known need for assistance. Includes offering opinions by or to the organisation as to an action or judgement. Include the process of advising.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for advice records relating to financial management matters, legislation formulated by other public authorities, general administrative matters and Crown law and legal advice.</i></p>		
1.1.1	<p><i>Lands advice – significant *</i></p> <p>Records relating to the provision of significant land-related advice where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • development impact advice • consultation run as an integral part and targeted operation of advice processes, including formal community consultation • native title and Aboriginal and Torres Strait Islander land matters • land management matters • landscape management • advice from land tribunals and courts about grounds for claimable lands. <p>Excludes advice relating to survey specifications and annual valuations. Also excludes council briefs and consultative group advice that does not relate to a specific business process.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • advice notices. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p> <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>Stakeholder engagement (1.27) for stakeholder consultation processes relating to the core responsibilities of the Department but which do not relate to a specific business process, e.g. consultation with Aboriginal representatives and associations on land-related matters</i> • <i>Value added services – client commissioned jobs (cases) for case files for commissioned advice. See 1.29.3.</i> <p><i>See Land management – valuation for advice relating to valuations. See 2.6.1.</i></p> <p><i>See Indigenous land management – claims management for advice about grounds for specific claims. See 3.1.1.</i></p>	
1.1.2	<p><i>Lands advice – other ~</i></p> <p>Records relating to the provision of other land-related advice, not covered by disposal authorisation 1.1.1. Includes advice provided to surveyors about survey specifications. Also includes advice provided to or by other advice/third party agencies for development and assessment processes.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • advice correspondence • advice notices. 	13 years after business action completed.
<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and outsourcing.</i></p>		
1.2.1	<p><i>Agreements – significant *</i></p> <p>Records relating to significant land-related agreements between the Department and other entities, or which are overseen, authorised or facilitated by the Department.</p> <p>Also includes selected agreements not proceeded with where agreement and negotiation processes have significance, e.g. <i>native title failed agreement negotiations kept in context of permanent successful</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>negotiation processes.</i></p> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander land use and native title related agreements, including right to negotiate agreements and expedited procedure process agreements • long-term impacts on land, such as agreements about infrastructure built on land • land mapping and surveying • landscape management • lease agreements • land resources • cooperative arrangements for managing natural resources, <i>e.g. Lake Eyre Basin agreements.</i> <p>Excludes:</p> <ul style="list-style-type: none"> • accreditation agreements • cost sharing arrangements with landowners • financial assistance agreements with Commonwealth Government relating to native title • State Minister determinations under <i>Commonwealth Native Title Act</i> (sections 36A and 42) as alternative to (unreached) native title related agreements. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts (sealed and unsealed) • variations • transfers • cancellation of agreements • memorandum of understanding <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p> <p><i>See Common activities – declarations for State Minister determinations under Commonwealth Native Title Act. See 1.9.1 and 1.9.2.</i></p> <p><i>See Landscape management – accreditation for farm management system agreements made during accreditation. See 2.2.1.</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
	<i>See Legacy records for Brigalow Corporation Agreements and Brigalow Land Scheme. See 7.2.1 and 7.2.2.</i>	
1.2.2	<p>Agreements – other ~</p> <p>Records relating to other land-related agreements between the Department and other entities that proceed, or which are overseen, authorised or facilitated by the Department, not covered by reference number 1.2.1. Includes financial assistance agreements with the Commonwealth Government relating to native title. Includes contracts (sealed and unsealed) that are not significant.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • cost sharing arrangements with landowners • agreements that do not proceed. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts (sealed and unsealed) • variations • memorandum of understanding. <p><i>See Land management – acquisition for the leasing of land or land rights. See 2.1.2</i></p>	25 years after agreement expires/ends.
1.2.3	<p>Agreements – cost sharing arrangements</p> <p>Records relating to cost sharing arrangements between the Department and landowners for the cost of approved soil conservation works undertaken.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • cost sharing agreements • variations. 	7 years after business action completed.
1.2.4	<p>Agreements – not proceeded with</p> <p>Records relating to land-related agreements between the Department and other entities, or which are overseen, authorised or facilitated by the Department, that do not proceed.</p> <p>Excludes significant agreements that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts 	7 years after decision to not proceed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. 	
<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the agency. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments. See the General retention and disposal schedule (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 representatives of the Chief Executive Officer in meetings of the Board and similar bodies.</i></p>		
1.3.1	<p><i>Authorised and accredited officers</i></p> <p>Records relating to the appointment of officers and inspectors authorised or accredited to undertake land-related activities including, but not limited to:</p> <ul style="list-style-type: none"> • investigations • monitoring and enforcement of breaches of legislation. <p>Also includes appeals of appointments by applicants as relevant.</p> <p>Excludes authorising Landcare consultants.</p> <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. <p><i>See Common activities – authorisation for authorising Landcare consultants. See 1.5.1.</i></p>	7 years after appointment ceased.
1.3.2	<p><i>Land trustees</i></p> <p>Records relating to the appointment of trustees to land trusts. Includes trustees managing Aboriginal and Torres Strait Islander land bodies and the appointment of auditors to conduct audits of land trust accounts.</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Also includes consultation with Aboriginal and Torres Strait Islander people to determine appointments in accordance with Aboriginal and Torres Strait Islander land-related legislation.</p> <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. 	
<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>		
1.4.1	<p>Significant *</p> <p>Records relating to conducting audits of land-related resources, plans, works, facilities, structures, occupations, rights, authorities, licences, permits, and holders of these rights, where significant recommendations and findings were made or resulted in significant changes to processes, policies and procedures. Includes:</p> <ul style="list-style-type: none"> • quality assurance audits to monitor compliance with authority and accreditation conditions • farm management system audits • land trust audits • audits of financial records of trustees • audits of scientific and technical investigation facilities • validation of monitoring/reporting information provided by holders of entitlements, rights, allocations, authorities, licences and permits etc. • re-audits. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • audit criteria and check sheets 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • audit reports • supporting documentation • notices of audit recommendations and findings. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p>	
1.4.2	<p>Other ~</p> <p>Records relating to conducting other audits of land and land-related resources, plans, works, facilities, structures, occupations, rights, authorities, licences, permits, and holders of these rights, not covered by reference number 1.4.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • audit criteria and check sheets • audit reports • supporting documentation • notices of audit recommendations and findings. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	7 years after action completed.
<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> <p><i>See Land management – acquisition for the acquisition or leasing of land or land rights. See 2.1.1 and 2.1.2.</i></p>		
1.5.1	<p><i>Granted land rights – significant *</i></p> <p>Records relating to assessing and approving significant land-related rights and authorities, covering Aboriginal and Torres Strait Islander land, native title, landscapes and vegetation.</p> <p>Also includes successful applications for incorporation of Aboriginal and Torres Strait Islander land claim associations and trusts and the conversion of existing rights from transitional arrangements for legislative changes.</p> <p>Includes relevant approvals for, or relating to, but not limited to:</p> <ul style="list-style-type: none"> • dealings with transferable, transferred and granted land, <i>e.g. issuing deed of grant to grantees for benefit of Aboriginal and Torres Strait Islander people, ancestors and descendants</i> 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • native title rights • developing cemeteries on trust land and handling human remains, <i>e.g. undertaking exhumations</i> • vegetation management, <i>e.g. clearing vegetation for special Aboriginal and Torres Strait Islander purposes</i> • vegetation management and forest practice codes • dealings, including allocation, of leased land and reserved land (for public purposes) • dealings of foreign ownership of land • closing roads (permanent and temporary road closures) • selling of land by the State at public auction, by tender or ballot • authorisation of place names. <p>Excludes Aboriginal and Torres Strait Islander land and native title claims. Excludes appeals of decisions regarding refusing and granting authorities. Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations • supporting documentation • ballot processes as part of authorisation activities, <i>e.g. ballot for broad scale clearing</i> • approval advice • permissions. <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i> <i>See Indigenous land management – claims management for Aboriginal and Torres Strait Islander land grants. See 3.1.1.</i> <i>See Native title regulation – claims management for native title grants. See 4.1.1.</i></p>	
1.5.2	<p>Granted land rights – other ~</p> <p>Records relating to assessing and approving other land-related rights and authorities, not covered by reference number 1.5.1.</p> <p>Includes approvals for, but not limited to:</p> <ul style="list-style-type: none"> • interference with permanent survey marks • exemptions to follow survey standards 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • auctioning land without an auctioneer's licence • authorising Landcare consultants (to handle Landcare applications) • handling Landcare applications (submitted by landholders to Australian Taxation Office) • notifications of assessable vegetation property maps (submitted to Registrar of Titles) • ballots for broad scale clearing. <p>Excludes granted native title rights and unsuccessful/withdrawn applications. Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting documentation • approval advice. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	
1.5.3	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for land related rights and authorisations. Includes unsuccessful and withdrawn applications for incorporation of Aboriginal and Torres Strait Islander land claim associations and trusts where these are not significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation applications (unsuccessful or withdrawn) • assessments and information notices. <p><i>See Authorisation – Granted land rights (significant) for unsuccessful and withdrawn applications for incorporation of Aboriginal and Torres Strait Islander land claim associations and trusts which are significant. See 1.5.1.</i></p>	7 years after authority refused or withdrawn.
1.5.4	<p><i>Appeals – authorisations</i></p> <p>Records relating to handling appeals of decisions made in approving, refusing, renewing and other actions associated with land-related rights and authorities.</p> <p>Includes internal judicial reviews of decisions and externally adjudicated cases through committees, courts and tribunals.</p> <p>Excludes appeals of land-related decisions for leases, licences and permits.</p> <p>Appeals include, but are not limited to:</p>	13 years after action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • reasons for refusal of application or renewal • authority conditions. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • appeals case papers • authorisation case papers • reports. <p><i>See Common activities – licensing for appeals of land-related decisions for leases, licences and permits. See 1.15.1.</i></p>	
1.5.5	<p><i>Electronic lodgement operators for land-related registers</i></p> <p>Records relating to authorising, renewing, suspending and revoking operators of electronic lodgements of registrations in land titles.</p> <p>Excludes operator registration data that relates to changes in the land titles register.</p>	25 years after authorisation lapses/expires/cancelled.
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p> <p><i>See Land management – claims management land resumption compensation claims and appeals. See 2.3.1.</i></p> <p><i>See Indigenous land management – claims management for Aboriginal and Torres Strait Islander land claims. See 3.1.1.</i></p> <p><i>See Native title regulation – claims management for native title claims. See 4.1.1.</i></p>		
1.6.1	<p><i>Significant *</i></p> <p>Records relating to significant claims for compensation for costs, damage or loss incurred under land-related legislation. Includes compensation claims for damage caused by inspectors and appeals of compensation claim decisions.</p> <p>Includes compensation claims for, but not limited to:</p> <ul style="list-style-type: none"> • significant events, accidents and incidents • safety or health matters and offences. <p>Excludes native title claims, Aboriginal and Torres Strait Islander land claims and land resumption</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>compensation claims. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments, claim approvals, advice payments • compensation claim applications/requests • notifications • appeals. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p>	
1.6.2	<p>Other ~ Records relating to other claims for compensation for costs, damage or loss incurred under land-related legislation, not covered by reference number 1.6.1. Includes compensation claims for damage to vegetation, landscapes, soils, etc. Also includes appeals of compensation claim decisions. Excludes native title claims, Aboriginal and Torres Strait Islander land claims and land resumption compensation claims. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals • appeals • advice payments. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	7 years after claim determined.
<p>COMPLAINTS <i>The activities associated with handling complaints and working towards informal and voluntary resolution and conciliation of complaints.</i></p>		
1.7.1	<p>Complaint resolution Records relating to handling, mediating and conciliating land-related complaints that do not proceed to compliance-related investigations, i.e. investigations of breaches of legislation etc.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Includes referring complaints to external bodies and complaint correspondence regarding valuers and surveyors.</p> <p>Complaints may include, but are not limited to:</p> <ul style="list-style-type: none"> • land care programs • landowners and interest holders • vegetation clearing • erosion or contamination of landscapes. <p>Excludes complaint processes of external boards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint investigations • complaint resolution reports. <p><i>See Common activities – disciplinary action for investigations into complaints about the conduct of land-related professions. See 1.10.1.</i></p>	
<p>CONTROL</p> <p><i>The activities associated with the creation, maintenance and evaluation of control mechanisms related to business processes. Includes administering compliance with superordinate requirements and legislation, for example obtaining licences and authorisations to conduct or oversee work critical to departmental functions. Includes control registers, indexes, directories and other control mechanisms. See Registration for specific functional registers.</i></p>		
1.8.1	<p><i>Scientific and technical investigations – legislative provisions and standards</i></p> <p>Records relating to the registration/accreditation of the Department, in accordance with legislative provisions and standards, to enable scientific and technical investigations to be conducted.</p> <p>Includes evidence of Department's compliance with accreditation and licensing conditions for scientific and technical investigations.</p> <p>Excludes equipment and instrumentation accreditation, calibrations and certifications.</p> <p>Excludes laboratory and testing accreditations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certification notices • licence notices 	Permanent. Retain by agency.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • amendments and renewals • authority and approval notices. <p><i>See Common activities – control (other) for equipment and instrumentation accreditation, calibrations and certifications and laboratory and testing accreditations. See 1.8.2.</i></p>	
1.8.2	<p>Other (than 1.18.1)</p> <p>Records relating to the Department’s compliance with other regulatory requirements to conduct land-related activities, not covered by reference number 1.8.1.</p> <p>Includes equipment/instrumentation accreditations, calibrations and certifications, as well as laboratory and testing accreditations.</p> <p>Excludes compliance with scientific and technical investigation legislative provisions and standards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • instruments, licences, accreditations, authorisations, certifications, permits, permissions, rights, approvals and other authorities etc. • amendments and renewals. 	7 years after business action completed.
<p>DECLARATIONS</p> <p><i>The activities associated with receiving or providing signed statements acknowledging details and conditions relating to the subject matter. Includes declarations of land areas as land designated for particular purposes which may transcend changes to ownership. Includes declaring projects, facilities and areas.</i></p>		
1.9.1	<p>Significant *</p> <p>Records relating to significant land-related declarations about policies, procedures, codes, areas, resources, land and other matters required to be declared by legislation.</p> <p>Significant declarations include:</p> <ul style="list-style-type: none"> • master sets of original gazette notices • land sales, <i>e.g. selling of land by the State at public auction, tender or ballot</i> • native title matters, including native title policy and procedures, and notifications, <i>e.g. right to negotiate, master procedures</i> • land valuations, including land parcels with separate valuations, <i>e.g. remaining part of a lot</i> • seashores as beach areas 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • land zonings, material changes of use • areas of high nature conservation importance • areas vulnerable to land degradation • wild rivers*, e.g. <i>wild river reports under Wild Rivers Act 2005</i> • ministerial determinations, including: <ul style="list-style-type: none"> ○ alternatives to (unreached) native title related agreements under <i>Commonwealth Native Title Act</i> (sections 36A and 42) ○ nominations of equivalent bodies, e.g. <i>offices, tribunals</i>, and establishing by/under law, by the State to the Commonwealth Government as having (the status of a body to perform specific functions or powers of the National Native Title Tribunal or the Native Title Registrar, in specified circumstances. Includes Commonwealth determination (by legislative instrument) of functions and powers of approved body • foreign ownership forfeitures and sales • available transferrable state land • freehold option land • areas of international conservation significance • special Aboriginal and Torres Strait Islander purposes • incorporation and dissolution of grantees as a land trust • Aboriginal and Torres Strait Islander community use areas (economic) with vegetation potential. <p>Excludes notices associated with wild river declarations.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • assessing applications for declarations • notifications and signed approvals • declaration notices • renewals • declaration revocations. <p><i>See Common activities – declarations (other) for wild river notifications. See 1.9.2.</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
1.9.2	<p>Other ~</p> <p>Records relating to other land-related declarations, not covered by reference number 1.9.1. Other includes declarations made about, but not limited to:</p> <ul style="list-style-type: none"> • land-related gazettals • vegetation management-related gazettals • land valuation roll directions, <i>e.g. suppression directions for valuation registers (roll) information</i> • land registry notifications • place name notifications • land mapping and surveying requirements, <i>e.g. survey standards and guidelines</i> • water-related notifications relating to land, <i>e.g. relating to Water Act 2000</i> • landscape management matters and notifications • soil conservation notifications • vegetation management matters and notifications • vegetation management code development and issue notifications • wild river notifications associated with wild river declarations* • agricultural, animal husbandry, aquaculture or grazing activities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessing applications for declarations • notifications and signed approvals • declaration notices • renewals • declaration revocations • gazette notices and public advertisements. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>*Declarations (significant) for wild river declarations. See 1.9.1.</i> • <i>Registration for registration of native title related determinations. See 1.24.6.</i> 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<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> <p><i>See Common activities – Licensing for the licensing of land and land-related property and activities. See 1.15.1.</i></p> <p><i>See Land management – accreditation for the accreditation of land-related systems, organisations and individuals. See 2.2.1</i></p>		
1.10.1	<p><i>Proceedings against holders of land-related rights, authorities, accreditations, licences and permits</i></p> <p>Records relating to identifying problems, referring and investigating disciplinary action-related complaints, and initiating disciplinary proceedings against holders of land-related rights, allocations, authorities, licences and permits.</p> <p>Investigations may include allegations of misconduct, incompetence or negligence in performance or actions taken outside scope or conditions of licence, authority or permit etc.</p> <p>Includes referring relevant issues of non-compliance or disciplinary cases to other responsible bodies/ boards/committees, e.g. Valuers Registration Board Queensland, Surveyors Board of Queensland, etc.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • show cause notices • notices of intentions and proceedings, orders • supporting documentation, <i>e.g. copies of investigation case files</i> • submissions • summary of recommendations and findings • decision advice, <i>e.g. suspension notices, cancellation notices</i> • orders • appeals of decisions. 	25 years after claim determined.
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
<p><i>See Land management – disposal for disposal of land and land rights. See 2.4.1.</i></p> <p><i>See the General retention and disposal schedule for the disposal of hazardous waste.</i></p>		
1.11.1	<p>Property and waste</p> <p>Records relating to disposing of property and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> • property and waste • seized and forfeited evidence. <p>Excludes hazardous waste, including asbestos and radioactive material.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • disposal authorisations • destruction orders • evidence seizure receipts. 	7 years after business action completed.
<p>ENFORCEMENT</p> <p><i>The activities associated with identifying regulatory compliance issues within area and scope of enforcement parameters, and issuing enforcement notices, including infringement notices, directives, orders, fines, penalties and exemptions.</i></p> <p><i>See Inspections 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. See 1.14.1 and 1.14.2.</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. See 1.18.1.</i></p>		
1.12.1	<p>Regulatory enforcement</p> <p>Records relating to issuing directives, orders, fines, penalties, notices or exemptions for land-related matters under relevant legislation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • run-off coordination notice (soil conservation) • remedial action notices • compliance notices 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • warnings and other notifications of minor breaches of legislation (where prosecution will not be pursued in this matter) • referring reports of investigative leads, offences and designated incidents requiring further inspection or investigation to inspectors. <p>Records 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. 	
<p>INCIDENT AND EMERGENCY RESPONSES</p> <p><i>The activities associated with responding to incidents and emergencies, including disease outbreaks and natural disasters. See the General retention and disposal schedule for records of accidents and incidents on an agency's premises.</i></p>		
1.13.1	<p>Significant *</p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on land and State land.</p> <p>Significant incidents include, but are not limited to:</p> <ul style="list-style-type: none"> • natural disasters, <i>e.g. bushfires, earthquakes, droughts</i> • environmental consequences for human health and welfare, including human fatalities. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
1.13.2	<p>Other ~</p> <p>Records relating to other incidents, emergencies and natural disasters impacting on land and State land, not covered by reference number 1.13.1.</p> <p>Other includes landscape management incidents and incidents that occur entering land to conduct soil surveys.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • incident notifications • duration and post-incident reports • community advice notices, advertisements and publications. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	
<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. See Inspections for making official examinations often with pre-set criteria, factors or checklists to identify standard offences or breaches of legislation, which can be handled mostly via enforcement notices.</i></p>		
1.14.1	<p>Significant *</p> <p>Records relating to investigating significant events, accidents, incidents, infringements, allegations, matters and offences, associated with land, landscapes and vegetation under relevant legislation.</p> <p>Includes investigating complaints that lead to compliance-related investigations, i.e. breaches of legislation etc.</p> <p>Investigations include, but are not limited to:</p> <ul style="list-style-type: none"> • land-related breaches and offences under relevant land-related legislation, including the Land Act • land surveying and infrastructure mapping • land valuations • farm management systems • electronic register lodgement networks/operators compliance • soil conservation. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities – research for investigations of a scientific, technical or research nature. See 1.25.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.14.2	<p>Other ~</p> <p>Records relating to investigating other events, accidents, incidents, matters and offences, associated with land, landscapes and vegetation, not covered by reference number 1.14.1.</p> <p>Includes investigating complaints that lead to compliance-related investigations, i.e. breaches of legislation, etc.</p> <p>Other includes vegetation management breaches and offences under Vegetation Management Act.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	7 years after business action completed.
<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for records relating to internal and judicial reviews.</i></p> <p><i>See Land management – accreditation for the accreditation of land-related systems, organisations and individuals. See 2.2.1.</i></p>		
1.15.1	<p>Land and land-related property and activities</p> <p>Records relating to assessing and approving leases, licences and permits (rentals) for land, property and associated land-related activities under relevant legislation. Includes appeals of decisions relating to land-related leases, licences and permits.</p> <p>Land and land-related property and activities include, but are not limited to:</p> <ul style="list-style-type: none"> • trustee leases (construction, state or statutory body) • pastoral leases for Cape York Peninsula Region • lease entitlements for Aboriginal and Torres Strait Islander persons (pending granting, deferred granting or refusal of leases or surrendering of lease entitlements) • vegetation permits 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • trustee permits • temporary road closures • fencing licences • permits to occupy unallocated State land, reserves, roads, tidal influence land • running land ballots to determine lease, licence and permit holders for particular land offerings • applications to remove land improvements from lease or permit land. <p>Excludes internal and judicial review processes.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments • allocating and reviewing conditions • information notices. <p><i>See Common activities – authorisation for assessing and approving land-related authorities. See 1.5.1.</i></p> <p><i>See Land management – valuation for calculating of land-related prices, lease values and rents, e.g. land lease values, resource tenure rents, discounts, allowances, concessions, taxes. See 2.6.</i></p>	
1.15.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for leases, licences and permits for land, property and associated land-related activities. Includes refusals.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	7 years after business action completed.
<p>MAINTENANCE</p> <p><i>The activities associated with the upkeep, repair, servicing and preservation of equipment, machinery, etc.</i></p>		
1.16.1	<p><i>Maintenance programs</i></p> <p>Records relating to implementing land, landscape and vegetation maintenance programs for the control of flora and fauna across the State, where activities are not minor or routine.</p>	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Maintenance programs include, but are not limited to:</p> <ul style="list-style-type: none"> • land care programs and treatments, <i>e.g. erosion and sediment controls</i> • disease, insect, flora and fauna control mechanisms, <i>e.g. for foreign and/or damaging substances, including biological, chemical, mechanical, physical barriers, spraying, quarantines, vaccines, etc.</i> • landscapes maintenance • vegetation control. <p>Excludes maintenance of specific State-owned land as part of managing State land holdings.</p> <p>Excludes minor maintenance activities carried out as routine part of land ownership, such as mulching, water pumping and fire breaks, that are not part of wide scale programs and treatments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • program notices • service logs • site schematics and maps. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>Maintenance (State land) for maintaining parcels of State land. See 1.16.2.</i> • <i>Maintenance (routine minor maintenance) for activities carried out as routine part of land ownership. See 1.16.3</i> • <i>Mapping for maintenance of surveying and land marks. See 1.17.1 and 1.17.2.</i> • <i>Planning for developing plans and schedules for land, landscape and vegetation management control programs. See 1.20.1 and 1.20.2.</i> 	
1.16.2	<p>State land maintenance</p> <p>Records relating to maintaining parcels of State land, including maintenance of landscapes and vegetation on State land, where activities are not minor or routine.</p> <p>State land maintenance includes, but is not limited to:</p> <ul style="list-style-type: none"> • landscape treatments, <i>e.g. excavations, fills</i> • erosion and sediment control measures, <i>e.g. barriers, contours, overflow diversions</i> • water management, <i>e.g. maintenance of flow stations and gauges</i> • waterway diversions, <i>e.g. dams, weirs</i> 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • quarry material activities, <i>e.g. removal, repositioning.</i> <p>Excludes minor maintenance activities carried out as routine part of land ownership, such as mulching, water pumping and fire breaks, that are not part of wide scale programs and treatments.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • service logs • service instructions • contractor information. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>Maintenance (non-State land) for maintaining parcels of State land. See 1.16.1.</i> • <i>Maintenance (routine minor maintenance) for activities carried out as routine part of land ownership. See 1.16.3</i> • <i>Mapping for maintenance of surveying and land marks. See 1.17.1.</i> 	
1.16.3	<p><i>Routine, minor maintenance activities (State and non-State land)</i></p> <p>Records relating to minor maintenance activities carried out as a routine part of land ownership that are not part of wide scale programs and treatments. Includes routine activities that are regularly or continually carried out including, but not limited to:</p> <ul style="list-style-type: none"> • minor landscape treatments, <i>e.g. mulching</i> • routine fire control measures, <i>e.g. maintaining fire breaks</i> • regular water use, <i>e.g. water pumped from river.</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • service logs • service instructions • contractor information. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>Maintenance (maintenance programs) for planning, implementing, reviewing and decommissioning control programs for land across the State (See 1.16.1), and for State land (See 1.16.1 and 1.16.2), e.g. quarantines, weed barriers, pest control sprays, animal culls, vaccines, biological introductions.</i> 	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<p>MAPPING <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>		
<p>1.17.1</p>	<p>Significant * Records relating to mapping land, including inspecting and charting sites, completing aerial, assessment and other surveys, and identifying land areas to be mapped, managed, conserved or restored, where maps have significant value. Significant maps include, but are not limited to:</p> <ul style="list-style-type: none"> • maps of original and historical significance • maps and survey plans representing legislative requirements or administrative implementation of an Act • maps within regulatory map series • certified property maps of assessable vegetation (PMAV). <p>Includes, but is not limited to, mapping areas for:</p> <ul style="list-style-type: none"> • land formations and related geological purposes, <i>e.g. geological surveys</i> • land, waterways, waterway areas, watercourse boundaries, <i>e.g. rivers, wild river areas, tidal/non-tidal rivers and creeks, tidal foreshores</i> • high preservation areas, <i>e.g. wetlands</i> • special floodplain management areas • soil conservation areas • declared pest and operational areas, including rabbit districts, fence building lines and stock routes • water-dependent land uses, <i>e.g. fishing, boating and shipping access, working uses of waterfront.</i> <p>Records 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 A: Definition of Significant Versus Other See <i>Common activities</i>:</p> <ul style="list-style-type: none"> • <i>Registration for registering changes to boundaries, easements, maps etc. against registered land title.</i> 	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p>See 1.24.</p> <ul style="list-style-type: none"> • <i>Surveying for surveying land for the purposes of identifying, mapping titles information for inclusion in titles and related titles information registers, and identifying, creating, maintaining surveying information and State survey and mapping infrastructure and information. See 1.28.</i> 	
1.17.2	<p>Other ~ Records relating to mapping land, where maps have other values, not covered by reference number 1.17.1. Includes checked and approved baseline mapping data required for ongoing work. Records 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 A: Definition of Significant Versus Other.</p> <p><i>See Common activities – surveying for surveying processes such as maintenance of land markings, correction of surveying errors and survey marks and pre-lodgement examination/approval of survey plans. See 1.28.</i></p>	Whilst current and then 7 years after action completed.
<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		
1.18.1	<p>Monitoring land ownership, custodianship, certifications, registrations, rights and related matters</p> <p>Records relating to monitoring and administering compliance of landowners, rights holders, trustees and business owners to regulatory requirements for land matters and compliance of the community generally under relevant legislation.</p> <p>Land matters monitored include, but are not limited to:</p> <ul style="list-style-type: none"> • land-related registers • land titles and title related information 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • land survey plans and survey data • land-related rights including land/water rights and mining-related rights • land owners, rights holders and trustees <ul style="list-style-type: none"> ○ leases, licences and permits, <i>e.g. entitlements, allocations, permissions, authorities, licences and permits</i> ○ conditions of rights ○ Aboriginal and Torres Strait Islander land owners, rights holders and trustees ○ native title rights holders and trustees ○ activities of Aboriginal and Torres Strait Islander land bodies, <i>e.g. Aboriginal land claim associations</i> • foreign ownership of land • cleared/restored vegetation against certified property maps of assessable vegetation (PMAV) and property vegetation management plans (PFMP). <p>Excludes monitoring native title and Aboriginal and Torres Strait Islander land management.</p> <p>Excludes monitoring native title and Aboriginal and Torres Strait Islander land use reporting by the National Native Title Tribunal presiding members.</p> <p>Excludes monitoring land use and land-related licensee activity.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p><i>See Common activities – monitoring and surveillance for monitoring of native title and Aboriginal and Torres Strait Islander land management. See 1.18.2.</i></p> <p><i>See Common activities – monitoring and surveillance for monitoring native title and Aboriginal and Torres Strait Islander land use & land-related licensee activity. See 1.18.3.</i></p> <p><i>See Common activities – monitoring and surveillance for monitoring land use & land-related licensee activity. See 1.18.3.</i></p>	
1.18.2	<p><i>Monitoring native title and Aboriginal and Torres Strait Islander land use & land-related licensee activity</i></p> <p>Records relating to monitoring native title and Aboriginal and Torres Strait Islander land use. Includes</p>	13 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>administering compliance to regulatory requirements in relevant Aboriginal and Torres Strait Islander - related legislation, including <i>Aboriginal Land Act</i> and <i>Torres Strait Islander Land Act</i>.</p> <p>Excludes native title reporting by the National Native Title Tribunal (and presiding members).</p> <p>Excludes monitoring land use and land-related licensee activity not related to native title and Aboriginal and Torres Strait Islander land management.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p><i>See Common activities – monitoring and surveillance for monitoring native title and Aboriginal and Torres Strait Islander land use & land-related licensee activity. See 1.18.3.</i></p> <p><i>See Common activities – monitoring and surveillance for monitoring land use & land-related licensee activity. See 1.18.3.</i></p>	
1.18.3	<p><i>Monitoring land use and land-related licensee activity</i></p> <p>Records relating to monitoring land use and land-related licensee activity, including compliance of licensees with land-related legislation, licence conditions and monitoring community adherence to land management requirements.</p> <p>Land matters monitored include, but are not limited to:</p> <ul style="list-style-type: none"> • local government stock route networks • vegetation management, <i>e.g. practices of broad scale clearing, native forestry</i> • farm management systems • land management plans • water management plans • declared pest and operational areas maintained by boards and local governments, including rabbit districts, fence building lines and stock routes • place names, <i>e.g. appropriateness of names given community considerations (e.g. recent inappropriate infamy of persons honoured), posthumous honouring of naming places after deserving/notable citizens</i> • electronic conveying operators and activities for land titles registry and related registers • use of survey standards, <i>e.g. use of survey data and marks, boundary marking practices, land parcel</i> 	7 years after action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>notations and title identifiers, different survey calculations (e.g. curved boundaries, oddly shaped area dimensions), requirements of different survey types (e.g. identification surveys, large scale land development surveys, resurveying), use of natural boundaries, etc.</i></p> <ul style="list-style-type: none"> • maintenance of survey marks by other authorities. <p>Includes native title reporting by the National Native Title Tribunal (and presiding members). Excludes monitoring native title and Aboriginal and Torres Strait Islander land management. Excludes monitoring land ownership, custodianship, certifications, registrations, rights and related matters. Records include but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. <p><i>See Common activities – monitoring and surveillance for monitoring land ownership, custodianship, certifications, registrations, rights and related matters. See 1.18.1.</i></p> <p><i>See Common activities – monitoring and surveillance (for monitoring land use and land-related licensee activity) for monitoring native title and Aboriginal and Torres Strait Islander land management. See 1.18.2.</i></p>	
<p>PARTNERSHIPS</p> <p><i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government. Also includes private sector ventures with public sector organisations, and co-research or collaboration between interdepartmental units, departments or organisations.</i></p>		
1.19.1	<p>Significant *</p> <p>Records relating to managing joint operations by the State, with contracts, joint contribution of funds, time, co-research or collaboration arrangements or agreements made with other organisations (private sector and government), where partnerships have had significant contributions to outcomes relating to land.</p> <p>Significant contributions to outcomes includes, but is not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander land management matters • native title • land management matters • land mapping and surveying 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • landscape management • land resources • cooperative arrangements for managing natural resources. <p>Excludes partnership agreements and contracts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership communications • terms of reference • project plans • performance reports • funding proposals <p>* Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities – agreements for partnership agreements and contracts. See 1.2.1, 1.2.2 and 1.2.4.</i></p>	
1.19.2	<p>Other ~</p> <p>Records relating to managing other joint operations by the State with other organisations (private sector and government), not covered by reference number 1.19.1.</p> <p>Excludes partnership agreements and contracts.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • partnership communications • terms of reference • project plans • performance reports • funding proposals. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities – agreements for partnership agreements and contracts. See 1.2.1, 1.2.2 and 1.2.4.</i></p>	7 years after partnership expires.

Disposal authorisation	Description of records	Retention period & trigger
<p>PLANNING</p> <p><i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents, i.e. plans. Includes formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p>		
1.20.1	<p>Significant *</p> <p>Records relating to planning significant land-related initiatives, programs, strategies, priorities and activities for improved community outcomes in the management of land. Includes specific planning-related research conducted as an integral part and targeted part of the planning process and stakeholder consultation. Includes, but is not limited to, planning for:</p> <ul style="list-style-type: none"> • land mapping and surveying • land planning, including State land plans and uses of State land • landscape planning • vegetation uses, including uses of native forests and State vegetation plan • regional and local government planning impacts on State land • soil conservation, including State plans, regional, property/landowner and project (soil area) plans • construction plans for works assisting implementation of State plans, e.g. <i>soil conservation measures</i> • planning relating to whole of government valuations. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • community consultation • community and landowner objections to plans • planning reports • plan revocations • implementation programs and schedules. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>authorisation (1.5) and licensing (1.15) for assessing submitted management plans for areas of high</i> 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>nature conservation value or vulnerable to land degradation</i></p> <ul style="list-style-type: none"> • <i>research for research conducted for its own sake. See 1.25.</i> • <i>stakeholder engagement for consultation processes and stakeholder relationship management focussed on eliciting stakeholder contributions important to the work of the Department in wide-ranging, holistic or topical subjects and portfolio responsibilities, e.g. opinions and knowledge contributions of Aboriginal representatives and associations to land and land-related topics. See 1.27.</i> <p><i>See Land management – acquisition for acquisition of land assisting implementation of State plans, e.g. to enable construction of works for soil conservation measures. See 2.1.</i></p>	
1.20.2	<p>Other ~</p> <p>Records relating to planning other land-related initiatives, programs, strategies, priorities, activities for improved community outcomes in the management of land, not covered by reference number 1.20.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	7 years after business action completed.
<p>POLICY AND STANDARDS</p> <p><i>The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making as the basis from which the organisation's operating procedures are determined.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for records relating to the development of policies, standards, guidelines, procedures, processes and research methodologies.</i></p>		
1.21.1	<p>Master land management practices</p> <p>Records relating to master policy, standards, guidelines and procedures required by legislation that relate to land management practices, including but not limited to Land Act.</p> <p>Includes, but is not limited to master set of:</p> <ul style="list-style-type: none"> • land policy • land practice manual and procedures • land title practice manual 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • native title procedures • guidelines for right to negotiation processes • State valuation service (SVS) practice manual • survey standards and guidelines • research methodologies and processes for significant research, including scientific and technical investigations • scientific handbooks and manuals (internal) • landscape management procedures • vegetation codes • native forest practice codes. <p>Excludes sets that are not master sets. Excludes developing masters. Records include but are not limited to:</p> <ul style="list-style-type: none"> • master sets of research methodologies and process charts • practice manuals. <p><i>See Common activities – policy and standards for research methodologies and processes. See 1.21.2 & 1.21.3.</i></p>	
1.21.2	<p><i>Significant * research methodologies and processes</i></p> <p>Records relating to significant research methodologies and processes for land-related research, including scientific and technical investigations. Includes scientific handbooks and manuals (internal). Excludes master sets. Excludes developing masters. Records include but are not limited to:</p> <ul style="list-style-type: none"> • methodologies • process charts • practice manuals. <p><i>See Common activities – policy and standards (master land management practices) for master sets. See 1.21.1.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.21.3	<p>Other ~ research methodologies and processes</p> <p>Records relating to other research methodologies and processes for land-related research, including scientific and technical investigations, not covered by reference number 1.21.2. Includes scientific handbooks and manuals (internal).</p> <p>Excludes master sets.</p> <p>Excludes developing masters.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • methodologies • process charts • practice manuals. <p>See <i>Common activities – policy and standards (master land management practices) for master sets. See 1.21.1.</i></p>	25 years after business action completed.
<p>PROSECUTION</p> <p><i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of relevant Court with jurisdiction over such matters. Includes overseeing appeals of prosecutions. Includes case appeals of prosecuted matters.</i></p>		
1.22.1	<p>Significant *</p> <p>Records relating to prosecuting significant offences under relevant land-related legislation, including appeals.</p> <p>Significant includes precedent setting cases/appeals.</p> <p>Records 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 A: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
1.22.2	<p>Other ~</p> <p>Records relating to prosecuting other offences under relevant land-related legislation, not covered by reference number 1.22.1.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	
<p>PROTECTION – ENVIRONMENTAL</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>		
1.23.1	<p>Significant *</p> <p>Records relating to significant environmental management, sustainability and responsible resource programs and operations associated with land-related issues.</p> <p>Includes programs and operations focussed on:</p> <ul style="list-style-type: none"> • land degradation, <i>e.g. erosion</i> • impacts of human habitation and land impacting industries, <i>e.g. agriculture, mining</i> • landscapes/ecologies/ecosystems • catchments • vegetation • flora and fauna, including wildlife management programs. <p>Excludes monitoring for compliance purposes, <i>e.g. monitoring to initiate enforcement, investigating and prosecuting actions.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • performance reports • environmental impact assessments • environmental studies and data. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities – monitoring and surveillance for monitoring for compliance purposes. See 1.18.</i></p>	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
1.23.2	<p>Other ~</p> <p>Records relating to managing performance of other environmental management, sustainability and responsible resource programs and operations associated with land-related issues, 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"> • performance reports • environmental studies and data. <p><i>~ Refer to Appendix A: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering 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 Land management – registration for pre-1994 land ownership records</i></p>		
1.24.1	<p>Enforcement, monitoring, investigations and prosecutions registers</p> <p>Records relating to keeping registers of compliance enforcement, monitoring, investigations and prosecutions, including results of investigating and prosecuting offences, under relevant land-related legislation.</p> <p>Includes registration of land-related:</p> <ul style="list-style-type: none"> • enforcement orders • compliance-related notifications, <i>e.g. compliance notices, notifications of locations of forest practices in freehold land and Aboriginal and Torres Strait Islander land (except native forests)</i> • investigations (offences) • prosecutions (offences) • appeals. <p>Excludes registration of native forest practices, and relevant notifications of locations of forest practices in native forests.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries 	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • applications for removal of particulars from register • approvals • refusals. 	
1.24.2	<p><i>Enforcement, monitoring, investigations and prosecutions registers – native forests</i> Records relating to keeping registers of compliance enforcement, monitoring, investigations and prosecutions, including results of investigating and prosecuting offences, for native forests under Vegetation Management Act. Includes registration of land-related:</p> <ul style="list-style-type: none"> • enforcement orders • compliance-related notifications, <i>e.g. notifications of native forest practices submitted (under s.20A Vegetation Management Act 1999)</i> • investigations (offences) • prosecutions (offences) • appeals. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries • applications for removal of particulars from register • approvals • refusals. 	Permanent. Transfer to QSA after business action completed.
1.24.3	<p><i>Research registers</i> Records relating to keeping registers of research related to land and land-related management matters under relevant legislation. Includes registration of land-related:</p> <ul style="list-style-type: none"> • research, <i>e.g. research into Aboriginal and Torres Strait Islander land management issues for particular land areas</i> • Aboriginal and Torres Strait Islander cultural information, including traditional land management practices and uses, <i>e.g. hunting and gathering patterns, bush tucker species</i> • history and evidence of Aboriginal and Torres Strait Islander land settlements and movements, 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>including timelines</p> <ul style="list-style-type: none"> • Aboriginal sacred sites, including burial of human remains • Aboriginal and Torres Strait Islander people and familial connections to land. <p>Includes registers of scientific and technical investigations. Excludes the registration of investigations with compliance enforcement and monitoring natures. Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries • applications for removal of particulars from register • approvals • refusals. 	
1.24.4	<p><i>Land-related roles and occupations register</i></p> <p>Records relating to registering land-related roles and occupations including, but not limited to:</p> <ul style="list-style-type: none"> • land care consultants. <p>Includes registration of role/occupational licence applications, renewals, transfers, releases, changes, cancellations, and termination. Excludes land valuers and surveyors. Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications, renewals, transfers, releases, changes, cancellations, and termination • statutory declarations. 	7 years after licence expired/lapsed.
1.24.5	<p><i>Surveyors and valuers' registers/registrations</i></p> <p>Departmental convenience copies of records made by the Board of Surveyors and the Valuers Registration Board of Queensland (and including all subsequent entity name changes) relating to the registration of surveyors and valuers (which are retained permanently by these bodies). Excludes registration records used as documentary support or evidence for other business processes and included in their files/cases. Dispose as per other business process files/cases. Records include but are not limited to:</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • applications • approvals • registrations. <p><i>See Legacy records 7.7.1 for registration records of surveyors and valuers made under previous administrative arrangements (where Department was responsible entity).</i></p>	
1.24.6	<p><i>Land-related registers</i></p> <p>Records relating to registering land and land-related information in accordance with relevant legislation, including Aboriginal and Torres Strait Islander land, native title rights, landscapes and vegetation-related information, rights, resources, plans and areas.</p> <p>Includes applications, renewals, extensions, conversions, amendments, amalgamations, transfers, releases, changes, cancellations, and terminations.</p> <p>Includes registers of:</p> <ul style="list-style-type: none"> • land titles and related information, <i>e.g. boundaries, areas and associated mapping/surveying data; caveats or encumbrances on land titles</i> • survey plans • valuations • land owners • land trusts • Aboriginal and Torres Strait Islander land, <i>e.g. transferable and claimable land and interests and dealings</i> • native title • Aboriginal and Torres Strait Islander land and native title claims • landscapes and vegetation plans • vegetation resources • holders of land/water-related rights, <i>e.g. entitlements, allocations, permissions, authorities, licences and permits</i> • leasehold land • reserves 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • State forests and timber reserves • nature conservation areas • specified national parks • freehold land • unallocated State land • State housing leases • approved plans • notings (identifiers of plan and survey information) • any other registers included in the land registry. <p>Includes:</p> <ul style="list-style-type: none"> • issuing and cancelling evidentiary documents and regulatory certificates, <i>e.g. certificates of title</i>. <p>Excludes:</p> <ul style="list-style-type: none"> • authorising, renewing, suspending and revoking operators of electronic lodgements • land ownership records dating prior to 1994 • supporting paper documents for digitised records • original evidentiary documents and regulatory certificates submitted as evidence to processes and registration, <i>e.g. original paper wills and testaments</i> • search enquiries • providing register roll and information to relevant persons and authorities, <i>e.g. valuation register roll to State revenue commissioner, administering authorities, relevant local governments</i> • registers for land-related research, including scientific and technical investigations. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations, declarations, schedules and notices • original paper inputs submitted for the purpose of registering, and effecting changes in the registered information, including registration, transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlement, <i>e.g. original paper documents submitted for registering land</i> 	

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>titles.</i></p> <p><i>See Common activities – authorisation for records of electronic lodgement operators for land-related registers. See 1.5.5</i></p> <p><i>See Common activities – registration for records of:</i></p> <ul style="list-style-type: none"> • <i>research registers for land-related research, including scientific and technical investigations. See 1.24.3</i> • <i>search enquiries. See 1.24.7</i> • <i>original evidentiary documents and regulatory certificates submitted as evidence to processes and registration, e.g. original paper wills and testaments. See 1.24.8</i> • <i>supporting paper documents for digitised records. See 1.24.9</i> • <i>providing register roll and information to relevant persons and authorities, e.g. valuation register roll to State revenue commissioner, administering authorities, relevant local governments. See 1.24.11.</i> <p><i>See Land management:</i></p> <ul style="list-style-type: none"> • <i>registration for pre-1994 land ownership records. See 2.5.1</i> • <i>valuation for calculating of land-related prices, e.g. rent. See 2.6.2.</i> <p><i>See Native title regulation – registration for searches of native title registers. See 4.2.1.</i></p>	
1.24.7	<p>Search enquiries</p> <p>Search enquiries of registers and register transaction entries conducted on various land and land-related registers, including those relating to land, Aboriginal and Torres Strait Islander land, landscapes and vegetation.</p> <p>Includes searches:</p> <ul style="list-style-type: none"> • of registers, but not limited to those registers, covered by reference number 1.24.5 • to obtain titles and title-related information for dependent processes • supporting other related government information repositories for land relevant information. <p>Excludes native title-related searches.</p> <p>Excludes providing valuation register roll and information to relevant persons and authorities.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • search enquiries, requests • register data extracts 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> certificates. <p>See <i>Common activities – registration for provision of valuation register roll and information to relevant persons and authorities. See 1.24.11</i></p> <p>See <i>Native title regulation – registration for searches of native title registers. See 4.2.1.</i></p>	
1.24.8	<p>Original evidentiary documents</p> <p>Original evidentiary documents required for registration processes, including for the purpose of registering land titles and title-related information. Also includes original paper records submitted as evidence for transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements in all land and land-related registers.</p> <p>Excludes land ownership records dating prior to 1994 and supporting paper documents for original paper records submitted.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> original paper wills and testaments licences, leases, permits, authorities original contracts and deeds. <p>See <i>Land management – registration for pre-1994 land ownership records. See 2.5.1.</i></p> <p>See <i>Land-related registers (1.24.6) for digitised copies of original evidentiary documents.</i></p>	Return original record to owner after copying and lodgement.
1.24.9	<p>Physical source records (for digitised records)</p> <p>Physical source records that have been digitised to support titles registration processes.</p> <p>Includes registration, transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements in land and land-related registers.</p> <p>Includes, but is not limited to, supporting paper documents submitted for:</p> <ul style="list-style-type: none"> registering land titles and title-related information registering development approvals and cancellations (copies) received by the Land Registrar for submission to and registration by the Registrar of Titles. Survey plans <p>Excludes:</p> <ul style="list-style-type: none"> original evidentiary and regulatory documents submitted that should be returned to their owner 	28 days after the accuracy of the digitised image has been verified.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> determinations of unimproved values of land, setting dates for valuations and making alterations to valuations records of entries into the land valuation register. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> statutory declarations. <p><i>See relevant record class for the retention period of the digitised images</i></p> <p><i>See Disposal Authorisation 2074 (General Retention and Disposal Schedule) for digitisation disposal requirements for all other records</i></p>	
1.24.10	<p><i>Federal registries</i></p> <p>Records relating to applications submitted to federal bodies for the registration, update, transfer or removal of land and land-related registration records from federal registers of information.</p> <p>Includes applications for:</p> <ul style="list-style-type: none"> native title determinations revised native title determinations expedited procedure objections (native title) future act determinations (native title) compensation claims Aboriginal and Torres Strait Islander land use agreements transfer of records. <p>Also includes applications submitted by the Department as a government/negotiation party.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> register applications and releases statutory declarations. 	Permanent. Transfer to QSA after business action completed.
1.24.11	<p><i>Information provision/suppression</i></p> <p>Records relating to determining provision or non-provision of land and land-related information, in land-related registers under relevant legislation by the Department, or by others at the request of the Department. Includes:</p> <ul style="list-style-type: none"> valuation roll suppression directions protecting aspects of register, <i>i.e. register information</i> 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • approving, refusing, renewing and cancelling suppression directions • providing register information to relevant persons and authorities, <i>e.g. valuation register roll to State revenue commissioner, administering authorities, relevant local governments</i> • distributing register excerpts, certified extracts and rolls of register information, <i>e.g. valuation notices</i> • requesting and receiving statements of every land area and land interest owned by a person, <i>e.g. land valuation returns.</i> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • register excerpts and certified extracts • register rolls (copy) • suppression directions. <p><i>See Land management – valuation for valuation information provision/suppression case determinations. See 2.6.1.</i></p>	
1.24.12	<p><i>Unimproved values of land registrations</i></p> <p>Records relating to the determination of the unimproved value of land. Includes supporting documents setting dates for valuations and for valuation alterations.</p> <p>Excludes actual register entries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • fixation of dates • alteration of valuations. <p><i>See Common activities – registration for actual register entries. See 1.24.6.</i></p>	1 year after being added to Land Valuation Register.
1.24.13	<p><i>Vegetation compliance notices for titles register</i></p> <p>Records relating to copies of compliance notices issued to persons given to Registrar of Titles, including notices advising compliance notices had been complied with, withdrawn or terminated.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance notices (copies) • withdrawal and termination notices • removal notices. <p><i>See Common activities – enforcement for compliance notices issued in enforcement activities. See 1.12.1.</i></p>	28 days after the accuracy of the digitised image has been verified.

Disposal authorisation	Description of records	Retention period & trigger
<p>RESEARCH</p> <p><i>The activities associated with investigating or enquiring into a subject or area of interest and working creatively in a systematic way to increase and use knowledge to devise new applications, establish or confirm facts, reaffirm results of previous work, expand past work done in the field, solve new or existing problems, support theorems, develop new theories, test the validity of instruments, procedures, or experiments. Includes research and development (R&D). Includes research of better research methods and systems. Includes scientific, humanities, artistic, economic, social, business, practitioner research, etc. Includes supporting development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational research programs, projects, working papers, literature searches etc.</i></p>		
1.25.1	<p>Significant *</p> <p>Records relating to researching and enquiring into significant land-related research areas to discover facts, theories and principles to support improved outcomes and business activities for land management. Includes investigations, designs, experiments, measures and demonstrations to ascertain the nature and extent of a land-related problem throughout the State.</p> <p>Significant research includes, but is not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander land management issues, <i>e.g. traditional land care practices</i> • native title issues, <i>e.g. Aboriginal and Torres Strait Islander historical/traditional occupancy of land</i> • scientific and technical investigations and information discoveries • proposals, approvals, plans, analysis and assessments, <i>e.g. for research projects, scientific and technical investigations</i> • land ownership and tenure history, <i>e.g. land uses, rights</i> • landscape and vegetation management, <i>e.g. best practices, rehabilitation</i> • land management issues, <i>e.g. soil care, land care, salinity</i> • land-related aspects of environment management, <i>e.g. impact of land developments on surrounding ecology.</i> <p>Excludes:</p> <ul style="list-style-type: none"> • background research on native title matters • policy and standards about methodologies and processes for how research is conducted. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data, findings and observations. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • successful research proposals • research methodologies. <p>* Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>policy and standards for research methodologies and processes. See 1.21.2 and 1.21.3.</i> • <i>registration for registers of scientific and technical investigations and registers of land-related research, e.g. research into Aboriginal and Torres Strait Islander land management issues for particular land areas. See 1.24.3.</i> <p><i>See Landscape management – resource assessment for research and investigations into particular land areas for particular outcomes, e.g. State interest checks, environment impact studies, risk assessments. See 5.4.1.</i></p> <p><i>See Native title regulation – claims management for background research on native title claims. See 4.1.1.</i></p>	
1.25.2	<p>Other ~</p> <p>Records relating to researching and enquiring into other land-related research areas to discover facts, theories and principles to support improved outcomes and business activities for land management, not covered by reference number 1.25.1.</p> <p>Includes landscape management issues.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • background research on native title matters. • specific research conducted as an integral part and targeted part of another process, <i>e.g. research conducted for a specific planning project or program within the planning process.</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data, findings and observations • successful research proposals • research methodologies. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p> <p><i>See Native title regulation – claims management for background research on native title claims. See 4.1.1.</i></p>	25 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.25.3	<p>Background research</p> <p>Records relating to background research into land and land-related issues, including investigative forays to support and inform land management research, where useful information and data has already been included in land management research projects and topics.</p> <p>Includes background research into native title matters, which are not significant and are not related to specific native title claims.</p> <p>Excludes background research into native title matters and claims.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><i>See Common activities – reviewing and evaluation for reviews of background research into native title matters and claims. See 1.26.1.</i></p> <p><i>See Native title regulation – claims management for significant research on native title claims. See 4.1.1.</i></p>	Until business use ceases.
1.25.4	<p>Unsuccessful proposals</p> <p>Records relating to unsuccessful proposals and applications for research work/projects in land-related issues. Includes proposals/applications for:</p> <ul style="list-style-type: none"> • research • scientific and technical investigations • investigations, designs, experiments, trials, measures and demonstrations. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • research proposals • research applications and submissions • budget submissions • correspondence (including refusals). 	5 years after business action completed.

REVIEWING AND EVALUATION

The activities involved in subsequent re-evaluation or re-examination of processes, procedures, standards and systems to establish their conformance to specifications or requirements following implementation. Includes recommendations and advice resulting from these activities.

Disposal authorisation	Description of records	Retention period & trigger
1.26.1	<p>Significant *</p> <p>Records relating to significant reviews conducted to identify improvements, establish trends and issues, and recommend solutions in the use of legislative provisions and the Departmental administration of land-related programs, projects, processes, practices and other matters. Includes matters relating to land, native title, Aboriginal and Torres Strait Islander land, landscapes and vegetation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • consultation run as an integral part and targeted operation of reviewing processes, including formal community consultation • reviews of provisions, processes and practices interacting with Commonwealth legislation such as the <i>Commonwealth Native Title Act 1994</i> • reviews of land registers. <p>Excludes reviews of native title claim applications and reviews of background research on native title claims.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • reports, review papers • submissions • correspondence. <p><i>See Common activities – stakeholder engagement for consultation processes and stakeholder relationship management focussed on eliciting stakeholder contributions important to the work of the Department in wide-ranging, holistic or topical subjects and portfolio responsibilities, e.g. opinions and knowledge contributions of Aboriginal representatives and associations to land and land-related topics. See 1.27.1 and 1.27.2.</i></p> <p><i>See Native title regulation – claims management for significant research on native title claims. See 4.1.1.</i></p>	Permanent. Transfer to QSA after business action completed.
1.26.2	<p>Other ~</p> <p>Records relating to other reviews of land-related programs, projects, processes, practices and matters, not covered by reference number 1.26.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • reports, review papers • submissions 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> correspondence. 	
<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>		
1.27.1	<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 significant impact on the department's decisions to initiate, develop and operate land-related initiatives.</p> <p>Significant includes consultation:</p> <ul style="list-style-type: none"> with Aboriginal and Torres Strait Islander people in accordance with Aboriginal and Torres Strait Islander land-related legislation required for codes development and review (<i>vegetation codes under Vegetation Management Act 1999</i>). <p>Excludes specific consultation run as an integral part and targeted operation of another process, including formal community consultation processes, <i>e.g. planning consultation, development project consultation, consultation with particular licensing or authorisation stakeholders as part of approval processes.</i></p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> reports submissions correspondence. <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
1.27.2	<p>Other ~</p> <p>Records relating to conducting other consultative and engagement processes with external stakeholders for land and land-related initiatives, not covered by reference number 1.27.1.</p> <p>Other includes:</p> <ul style="list-style-type: none"> consultation with non-Aboriginal and Torres Strait Islander or other stakeholders in native title matters 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>where consultation outcomes do not have a significant impact on native title matters</p> <ul style="list-style-type: none"> • consultation with regional bodies regarding native title-related impacts on land tenures • consultation on vegetation management issues not related to code development and review • general liaison with other organisations (professional associations, community groups, private sector organisations), field professionals, government departments and agencies on land and land-related issues • council briefs about local government issues, especially where general and non-specific business activity issues • consultative group advice, <i>e.g. Valuation reform reference group (VRRG)</i>, non-specific consultation advice. <p>Excludes specific consultation run as an integral part and targeted operation of another process, including formal community consultation processes, <i>e.g. planning consultation, development project consultation, consultation with particular licensing or authorisation stakeholders as part of approval processes.</i></p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p>~ Refer to Appendix A: Definition of Significant Versus Other.</p>	
<p>SURVEYING</p> <p><i>The activities associated with determining the position of points and the distances between them. Includes cadastral survey plan validation, the establishment of surveying standards for the state and the maintenance of the geodetic network. Also includes surveying undertaken by the Department for natural resource management purposes.</i></p>		
1.28.1	<p>Significant *</p> <p>Records relating to identifying and surveying land and its unique descriptive features and positional information for inclusion in land titles and related titles information registers and in State surveying and mapping infrastructure, frameworks and datasets. Includes identifying geodetic references and subsidiary framework identifiers and depicting spatial locations and permanent improvements.</p> <p>Significant includes:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • original and foundational surveying processes • survey plans representing legislative requirements or administrative implementation of an Act • state control surveys and secondary control surveys • maintenance of permanent survey marks • certified property maps of assessable vegetation (PMAV) • reports on changes to ambulatory boundaries for freehold and State land, including non-tidal rivers and creeks, tidal rivers and creeks, tidal foreshores • surveying, resurveying, changing and redefining of: <ul style="list-style-type: none"> ○ state and freehold land boundaries ○ land and water boundaries, <i>e.g. beach areas, coastal lands, riparian lands, rivers, tide affected land</i> ○ public beach access ○ area related title notations, caveats, easements and other regulatory constructs, <i>e.g. ambulatory boundaries, rolling easements</i> ○ community infrastructure locations, <i>e.g. roads, footpaths, power/water infrastructure</i> ○ shoreline changes/migration/erosion to boundaries and infrastructure. <p>Excludes appeals.</p> <p>Excludes referring survey information and lodging surveying plans and records to relevant land registers/registries.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • surveys, plans, drawings, reports <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p> <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>authorisation for authorisations relating to surveying. See 1.5.</i> • <i>registration for:</i> <ul style="list-style-type: none"> ○ <i>registering changes to boundaries, easements, maps etc. against registered land title. See 1.24.5</i> ○ <i>referring survey information and lodging surveying plans and records to relevant land registers/registries. See 1.24.6 and 1.24.10.</i> 	
1.28.2	<p>Other ~</p> <p>Records relating to maintaining land surveying identification and descriptive data and information on maps,</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>surveys, plans and supporting documentation, not covered by reference number 1.28.1.</p> <p>Other includes:</p> <ul style="list-style-type: none"> • secondary and supporting surveying processes for surveying land, where information and data has been used to update land titles and related titles information registers, and State surveying and mapping infrastructure, frameworks and datasets • maintenance of land markings, including survey marks (excluding maintenance of permanent survey marks) • correction of mapping/surveying errors • inspecting and validating survey marks maintained by other authorities • pre-examination and approval of survey plans to be lodged in registers (checking for adherence standards, etc.). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • surveys, plans, drawings, reports. <p><i>~ Refer to Appendix A: Definition of Significant Versus Other</i></p> <p><i>See Common activities – authorisations for authorisations relating to surveying. See 1.5.</i></p>	
1.28.3	<p>Appeals – surveying</p> <p>Records relating to handling appeals of land surveying information used to register and value land. Includes internal judicial reviews of decisions.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • appeals case papers • surveys, plans, reports. 	13 years after business action completed.
<p>VALUE-ADDED SERVICES – CLIENT COMMISSIONED JOBS (CASES)</p> <p><i>The activities of providing commissioned, value-added client services as jobs (cases) of surveying, valuation, advice, and testing and identification.</i></p>		
1.29.1	<p>Client case files for commissioned surveying</p> <p>Records relating to providing land surveying-related services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes, but is not limited to:</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • survey projects for other agencies • cartography (maps) for external clients. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • engagement brief • surveys, plans, reports. 	
1.29.2	<p><i>Client case files for commissioned valuations</i></p> <p>Records relating to providing valuation services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> • private valuations • land valuations • asset valuations • valuation tenders. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • engagement brief • valuations • calculations • land title and supporting titles information • reports. 	7 years after business action completed.
1.29.3	<p><i>Client case files for commissioned advice</i></p> <p>Records relating to providing advice services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • engagement brief • advice briefs 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • land title and supporting titles information • reports. 	
1.29.4	<p><i>Client case files for commissioned testing, analysis and calibrations</i></p> <p>Records relating to providing testing, analysis and calibration services to members of the public, including businesses and individuals, as contracted services. Includes handling client requested activities and resulting case files, within scope of engagement.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> • calibration services for external land surveyors • survey equipment calibration testing • heavy metal analysis • contaminant analysis • soil chemistry testing • soil fertility testing • effluent reuse analysis • alternative urban water supplies analysis. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • engagement brief • advice briefs • land title and supporting titles information • reports. 	7 years after business action completed.
<p>VISITS</p> <p><i>The activities associated with arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for all other visit records.</i></p>		
1.30.1	<p>Records relating to arranging visits for the direct or indirect advancement of land-related initiatives:</p> <ul style="list-style-type: none"> • from community members, other organisations, educational institutions and students to the Department organised by Department staff with a view to inform, educate or promote the services, operations and 	4 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>role of the Department</p> <ul style="list-style-type: none"> • by Department staff to other organisations with a view of obtaining information, knowledge and skills about areas of importance, interest or expertise relevant to the Department. <p>Excludes visits:</p> <ul style="list-style-type: none"> • by the Governor, the Premier, and other honorary guests and dignitaries, including delegations, consular officials, world leaders, the Prime Minister, federal parliamentarians • visits organised as commemorations or exhibitions • visitor books (ongoing logs signed by visitors as record of and/or commentary on their visit). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • visit itineraries, plans and guides • promotional materials • approval briefs • example documents and information. 	

LAND MANAGEMENT

The function of managing the State's land as defined by cadastral boundaries. Includes the authorisation of land tenure, the periodical valuation of land, the acquisition of land by the State for public purposes, the oversight of the acquisition of land by local government, disposal of state land, maintenance of state land, surveying, naming of places and the registration of freehold land and interests in freehold land. Also includes the coordination of the stock route network and implementation of the Queensland Stock Route Management Strategy.

Use LANDSCAPE MANAGEMENT for activities relating to physical land resources and their interaction with other ecological processes.

Use NATIVE TITLE REGULATION for the resolution of native title claims.

Use INDIGENOUS LAND MANAGEMENT for transfers, grants or claims of land under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991.

Disposal authorisation	Description of records	Retention period & trigger
<p>ACQUISITION</p> <p><i>The activities associated with acquiring items and property by means other than in accordance, with the State purchasing policy, e.g. donations and unsolicited gifts, publications or reference, material, etc. provided free of charge.</i></p> <p><i>See MAINTENANCE (1.16) for activities associated with holding and maintaining property.</i></p> <p><i>See DISPOSAL (2.4) for disposing of land or property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for records relating to internal and judicial reviews.</i></p>		
2.1.1	<p><i>Land and land rights</i></p> <p>Records relating to planning and managing the acquisition of land, associated with state interests, purposes and projects, or as a resolution of land-related conflicts between land owners or interest holders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • acquisition through purchase, compulsory acquisition (resumption), donation, sale, auction, tender, expressions of interest and changing areas and boundaries to effect acquisition of relevant parts • creation of easements • reserving land for public purposes • acquiring land-related improvements made to reserved land by trustees, owners or interest holders • appeals of land-related decisions, including appeals of value of land improvements by lessees, appeals of exclusions from land sale ballots. <p>Includes significant acquisitions, projects and proposals that do not proceed, e.g. <i>Traveston Crossing Dam</i>.</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Excludes non-significant acquisitions, projects and proposals that do not proceed.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • internal judicial review processes • leasing land • disposing land • developing leased land during leases. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • property settlements and contracts • geological and site investigation reports • surveying plans and maps. <p><i>See Land management:</i></p> <ul style="list-style-type: none"> • <i>acquisition for non-significant acquisitions, projects and proposals that do not proceed. See 2.1.3.</i> • <i>claims management for land resumption compensation claims. See 2.3.1.</i> • <i>disposal for disposal of land and land rights. See 2.4.1.</i> 	
2.1.2	<p><i>Leasing land and land rights</i></p> <p>Records relating to leasing land to facilitate development or activities associated with state interests, purposes and projects.</p> <p>Includes:</p> <ul style="list-style-type: none"> • the acquisition of land-related rights, such as entitlements, licences, authorities, etc. through the leasing of the land • development work carried out on leased land during lease including obtaining development work permissions from landowner and relevant authorities • leasing land from third parties for future developments, <i>e.g. dam sites.</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • property lease contracts • negotiations • certificates of entitlements, licences, authorities, etc. 	7 years after lease ceases/expires.

Disposal authorisation	Description of records	Retention period & trigger
2.1.3	<p><i>Land – plans not proceeded with</i></p> <p>Records relating to planning and managing the acquisition of land, including holding, and improving of land, associated with state interests, purposes and projects, or as a resolution of land-related conflicts between land owners or interest holders, where:</p> <ul style="list-style-type: none"> • plans and/or works are not proceeded with and the property has been disposed of, and any relevant state partnerships or relationships severed <p>or</p> <ul style="list-style-type: none"> • property is not, or was never, state-owned. <p>Excludes significant acquisitions, projects and proposals that do not proceed, e.g. <i>Traveston Crossing Dam</i>.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • property settlements and contracts • geological and site investigation reports • surveying plans and maps. <p><i>See Land management – acquisition for significant acquisitions, projects and proposals that do not proceed, e.g. Traveston Crossing Dam. See 2.1.1.</i></p>	25 years after business action completed.
<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>		
2.2.1	<p><i>Land-related systems, organisations and individuals</i></p> <p>Records relating to processing and approving applications for land-related accreditation including, but not limited to, accreditation for:</p> <ul style="list-style-type: none"> • surveyors. <p>Includes unsuccessful and withdrawn applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • assessment criteria and checklists 	7 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • information notices and approval conditions • periodic accreditation reports/checks. 	
2.2.2	<p>Appeals – accreditation</p> <p>Records relating to handling appeals of accreditation processes, including appealing decisions of rejections and approvals, <i>e.g. conditions</i>.</p> <p>Includes departmental records relating to judicial reviews of decisions.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • appeals case papers • accreditation case papers • reports. 	13 years after business action completed.
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p> <p><i>See Common activities – registration for claims registers. See 1.24.</i></p>		
2.3.1	<p>Land-related resumptions</p> <p>Records relating to resolving land resumption claims for compensation under land-related legislation including, but not limited to:</p> <ul style="list-style-type: none"> • land resumption claims for compensation for land resumed by Crown, local government or construction authorities • dealing with objections • discontinuations and revocations • granting advances on due compensation • granting unallocated state land exchanges, freehold leases • granting easements and transfers in lieu of compensation • taking resource interests (non-native title rights and interests). 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Includes appeals of land resumption-related and associated compensation claims.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • native title claims • claims for compensation relating to damage to land. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • resumption agreements • assessments, claim approvals, advice payments • compensation claim applications/requests • notifications, Gazette resumption notices. <p><i>See Common activities – claims management for compensation claims for costs, loss or damage. See 1.6.</i></p> <p><i>See Native title regulation – claims management for native title claims. See 4.1.</i></p>	
<p>DISPOSAL</p> <p><i>The activities associated with process of disposing of property or commodities no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Also includes arrangements for disposal of waste, as well as hazardous and radioactive material, in a safe and approved manner.</i></p>		
2.4.1	<p><i>Land and improvements – significant</i></p> <p>Records relating to disposing of land and improvements associated with:</p> <ul style="list-style-type: none"> • state interests, purposes and projects and no longer required • previously acquired land to resolve land-related conflicts no longer relevant between land owners or interest holders • reservations for public purposes no longer needed for purpose • reservations for forest entitlement areas. <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • disposing of by various means including selling, exchange, transfers, donation, sale, auction, tender, expressions of interest, ballot etc. • dealing with disposal of improvements made to reserved land by trustees, owners or interest holders, including the acquisition of improvements by other parties. <p>Records include but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • property settlements and contracts • survey plans and maps • disposal management plans, marketing and campaigns. <p><i>See Land management – acquisition for acquiring land-related improvements by the Department. See 2.1.1.</i></p>	
2.4.2	<p><i>Land and improvements – other</i></p> <p>Records relating to disposing of other land and improvements associated with:</p> <ul style="list-style-type: none"> • State interests, purposes and projects and no longer required • previously acquired land to resolve land-related conflicts no longer relevant between land owners or interest holders • reservations for public purposes no longer needed for purpose • reservations for forest entitlement areas. <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • disposing of by various means including selling, exchange, transfers, donation, sale, auction, tender, expressions of interest, ballot etc. • dealing with disposal of improvements made to reserved land by trustees, owners or interest holders, including the acquisition of improvements by other parties. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • property settlements and contracts • survey plans and maps • disposal management plans, marketing and campaigns. 	25 years after business action completed.
<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering 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 Common activities – registration for land-related registers dated from 1994 onwards. See 1.24.6.</i></p>		

Disposal authorisation	Description of records	Retention period & trigger
2.5.1	<p><i>Pre-1994 land ownership records</i></p> <p>Records relating to land ownership dated prior to 1994, including those submitted as evidentiary documents for the purpose of registering or effecting changes to land ownership information. Includes, but is not limited to, registrations, transfers, amendments, amalgamations, releases, surrenders, revocations, transmissions and settlements.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • pre-1994 evidence of land ownership submitted and issued including original certificates of title, deeds of grant, leases, licences and permits • pre-1994 records of land titles and title information processes and registers. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • register applications and releases • original certificates of title • deeds of grant • leases, licences, permits, authorities. 	Permanent. Transfer to QSA after business action completed.
<p>VALUATION</p> <p><i>The activities associated with undertaking the statutory periodic valuation of the unimproved value of land within all local government areas. Includes the processing of objections to valuations.</i></p>		
2.6.1	<p><i>Land valuations</i></p> <p>Records relating to determining land valuations (<i>i.e. land values, rateable values, unimproved land values, site values</i>) and associated land-based values under relevant legislation. Includes, but not limited to, determinations of:</p> <ul style="list-style-type: none"> • statutory valuations • commissioned valuations, <i>e.g. clients</i> • annual valuations • maintenance valuations • whole-of-government valuations • rating valuations, <i>e.g. for local government rates</i> • valuations for other legislation, regulatory instruments and bodies, <i>i.e. other state agencies, federal and</i> 	Permanent. Retain by agency.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>local governments, e.g. land tax valuations, e.g. approved scheme land valuations, e.g. site valuations</i></p> <ul style="list-style-type: none"> • eligibility for value dependent activities. <p>Includes:</p> <ul style="list-style-type: none"> • assessing, reviewing, amending and approving land valuations • assessing, approving, amending, renewing, cancelling suppression directions for land valuation register/roll • assessing and approving information received from various parties, <i>e.g. the State revenue commissioner, land registrar (titles), Supreme Court registrar, public service officers, local governments, etc.</i> to be included in registers • requesting amendments from land registrar (titles), <i>e.g. removal of site improvement deductions from land title</i> • managing, assessing and approving applications and amendments from: <ul style="list-style-type: none"> ○ land valuation objections, reviews, and amendments ○ land valuation conferences to resolve valuation objections (including conference papers, offers, appointments, disclosures, information requests, actions) ○ defective valuation notices from appeal ○ amendments from appeals, further repeals, and appeal response amendments, <i>e.g. Land Court appeals, defective valuation appeal notices</i> ○ site improvement deductions (applications) from land owners (paid over eligible statutory periods) including transitional offsets ○ submissions from land owners to maintain currency of valuations • documenting decisions and advice from local government, groups and industry consultation supporting/rejecting exceptions (in unusual circumstances) to annual valuation requirements. <p>Excludes:</p> <ul style="list-style-type: none"> • handling appeals of valuations • handling appeals of Land Court decisions • valuation register. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • land valuation notices 	

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • calculations • submissions • decision notices by Valuer-General • market survey reports. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>declarations about valuation information. See 1.9.1.</i> • <i>registration for land-related registers, including registers of valuations and registers of information provision/suppression. See 1.24.1</i> 	
2.6.2	<p><i>Land-related prices and price structures</i></p> <p>Records relating to determining and reviewing prices and pricing structures, including rent, of land, property, products and services, including land leases, licences and permits.</p> <p>Includes:</p> <ul style="list-style-type: none"> • setting and adjusting rents for leases and licences, including factors (e.g. multipliers of rent payable), concessions, deferred rents (e.g. instalments or deferrals from natural disasters), designated set rents, minimum and maximum rents, discounts, allowances and taxes • reviews based on revocation of concessions, deferrals, discounts etc., due to changed circumstances • using pre-calculated valuations as an element to determine prices • prices and structures for trustee leases and permits. <p>Excludes:</p> <ul style="list-style-type: none"> • payments, reconciliations, overpayments, defaults and overdue penalties and interest on rent and instalments • determining land and property valuations. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports, financial statements and calculations • statistical data, <i>e.g. economic, environmental</i> • charts, graphs, tables and presentations. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
2.6.3	<p><i>Appeals – valuations</i></p> <p>Records relating to handling appeals of land valuations, including appealing decisions of valuation objection processes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • original valuation objection submission and related material, <i>e.g. reasons, calculations</i>. See 2.6.1. <i>Valuations</i> • records relating to content and merit of objections, and resulting judgements and changes to valuations. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • appeals case papers • surveys, plans, reports, • land titles, titles information. 	13 years after business action completed.

INDIGENOUS LAND MANAGEMENT

The function of managing land interests under the provisions of the Aboriginal Land Act 1991, and the Torres Strait Islander Land Act 1991. Includes the transfer of land that has been declared transferable from one trustee to a group of Aboriginal people or a group of Torres Strait Islander people as trustees to hold the land for the benefit of Aboriginal people or Torres Strait Islander people. Also includes the grant or lease of land that has been declared, claimable.

Use NATIVE TITLE REGULATION for the resolution of native title claims.

Disposal authorisation	Description of records	Retention period & trigger
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p> <p><i>See Common activities – registration for claims registers. See 1.24.1.</i></p>		
3.1.1	<p><i>Aboriginal and Torres Strait Islander land claims</i></p> <p>Records relating to resolving native title claims for land rights and compensation under land-related legislation.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander land dealings: <ul style="list-style-type: none"> ○ assessing expressions of interest for transferable land ○ referring and assessing applications submitted to Land Tribunals, including National Native Title Tribunal, (as government representatives) ○ vetting advice from Land Tribunals about grounds for claimable lands relating to specific claims ○ approving claims for claimable land and associated dealings ○ granting land to registered native title body corporates, land trust and Aboriginal and Torres Strait Islander corporations (under the <i>Corporations (Aboriginal and Torres Strait Islander) Act</i>) ○ transferring land • appeals of Aboriginal and Torres Strait Islander land claims, including transferable and claimable land • permitted dealings with transferred and granted land • consultation with Aboriginal and Torres Strait Islander people about claimable land. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Excludes:</p> <ul style="list-style-type: none"> • native title claims • land resumption compensation claims • claims for compensation relating to damage to land. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments, claim approvals, advice payments • compensation claim applications/requests. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>advice for non-specific advice. See 1.1.</i> • <i>claims management for compensation claims for costs, loss or damage. See 1.6.</i> <p><i>See Land management – claims management for land resumption compensation claims and appeals of decisions regarding compensation claims for land under Land Act. See 2.3.</i></p> <p><i>See Native title regulation – claims management for native title claims. See 3.1.</i></p>	

NATIVE TITLE REGULATION

The function of implementing the Commonwealth Native Title Act 1993 and administering the Native Title (Queensland) Act 1993 within the State. Includes the provision of policy advice on native title matters and the resolution of native title claims. Also includes the negotiation and facilitation of Indigenous Land Use Agreements (ILUAs) and Right to Negotiate (RTN), agreements.

Use INDIGENOUS LAND MANAGEMENT for transfers, grants or claims of land, under the provisions of the Aboriginal Land Act 1991 and the Torres Strait Islander Land Act 1991.

Disposal authorisation	Description of records	Retention period & trigger
<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from excise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p> <p><i>See Common activities – registration for claims registers. See 1.24.</i></p>		
4.1.1	<p><i>Native title claims</i></p> <p>Records relating to resolving native title claims for land rights and compensation under land-related legislation including the <i>Commonwealth Native Title Act 1993</i> and similar legislation, including but not limited to:</p> <ul style="list-style-type: none"> • native title claims, including: <ul style="list-style-type: none"> ○ submitting native title claims to the Federal Court ○ assessing native title compensation payable by the State ○ recording compensation payable by State ○ making reparations or payments as determined • appeals of native title claims • reviews of native title claim applications including significant background research on native title claims. <p>Excludes:</p> <ul style="list-style-type: none"> • background research into native title claims and matters that is not significant to claims • consultation with regions for native title input into land tenures • Aboriginal and Torres Strait Islander land claims 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • land resumption compensation claims • claims for compensation relating to damage to land. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments, claim approvals, advice payments • compensation claim applications/requests. <p><i>See Common activities:</i></p> <ul style="list-style-type: none"> • <i>claims management for compensation claims for costs, loss or damage. See 1.6.1 and 1.6.2.</i> • <i>stakeholder engagement for consultation with regions for native title input into land tenures. See 1.27.1 and 1.27.2.</i> <p><i>See Indigenous land management – claims management for Aboriginal and Torres Strait Islander land claims. See 3.1.1.</i></p> <p><i>See Land management – claims management for land resumption compensation claims and appeals of decisions regarding compensation claims for land under Land Act. See 2.3.1.</i></p> <p><i>See the General retention and disposal schedule for background research into native title claims and matters that is not significant to claims. See 1272.</i></p>	
<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> <p><i>See Common activities – registration for claims registers. See 1.24.</i></p>		
4.2.1	<p>Search enquiries – native title</p> <p>Search enquiries of native title-related registers, including searches requested by the Federal Court.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • search enquiries, requests • register data extracts • certificates. 	25 years after business action completed.

LANDSCAPE MANAGEMENT

The function of sustainably managing the State's natural resources from the perspective that the links between various landscape processes impact upon the condition and trend of natural resources as a whole, and focuses on the interaction of ecosystems. Includes research into and the management of; salinity, acid sulphate soils, land degradation, catchment, assessment and modelling, climate impacts, greenhouse gases, community based natural, resource management and mine site rehabilitation. Also includes activities relating to programs designed to achieve enhanced natural resource management outcomes and the development of community engagement and capacity building within natural resource management.

Includes activities relating to the application of the State interest check to local and regional planning schemes and strategies.

Disposal authorisation	Description of records	Retention period & trigger
<p>ACCREDITATION</p> <p><i>The activities associated with granting formal recognition that a person or organisation is certified as competent to carry out specific tasks or provides a certified measurement of an organisation's quality and performance. Accreditation usually has a safety and quality aspect, i.e. organisations are certified as accredited organisations with appropriate quality management measures and procedures to ensure safety risks are managed.</i></p>		
5.1.1	<p><i>Land industries and resource-related systems, organisations and individuals</i></p> <p>Records relating to assessing systems, organisations and/or individuals for accreditation and certification as competent to fulfil roles in industries with land management responsibilities under relevant legislation. Includes assessment of farm management systems.</p> <p>Includes:</p> <ul style="list-style-type: none"> • applications, renewals, changes, suspensions, cancellation and terminations • appeals of accreditation decisions, <i>e.g. refusal, conditions.</i> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • accreditation applications and certificates • information notices and approval conditions • periodic accreditation reports. 	25 years after accreditation expired, surrendered, cancelled, rejected, withdrawn.
<p>CONSERVATION</p> <p><i>The activities involved in the preservation, protection, maintenance, restoration and, enhancement of properties, including buildings and land, information resources, and artefacts.</i></p>		
5.2.1	<p><i>Land, landscapes and associated natural resources</i></p> <p>Records relating to the preservation, protection, restoration and enhancement of land, landscapes and</p>	Permanent. Transfer to QSA after business action

Disposal authorisation	Description of records	Retention period & trigger
	<p>associated natural resources, environments, places and sites, including:</p> <ul style="list-style-type: none"> • natural landscapes, including restoration or rehabilitation of areas, <i>e.g. ecological important sites, mining rehabilitation sites</i> • land care operations by landholders, land managers and other interest holders. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • time period product catalogues and recipes • specialist contractor information • background research • photographs. <p><i>See Landscape management – restoration for rehabilitation of damaged sites. See 5.5.1.</i></p>	completed.
<p>MODELLING <i>The processes in designing, testing and evaluating sample model profiles of systems under analysis.</i></p>		
5.3.1	<p>Significant * Records relating to designing, testing and evaluating sample model profiles of significant land-related supply and distribution infrastructure and systems, and natural resource systems and elements, to test, illustrate or allow repeatable analysis of systems and elements. Includes modelling of:</p> <ul style="list-style-type: none"> • erosion • salinity • land care efforts. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports and data, <i>e.g. economic, environmental</i> • customised software and data analysis • charts, graphs, tables and presentations. <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
5.3.2	<p>Other ~</p> <p>Records relating to designing, testing and evaluating other sample model profiles of land-related supply and distribution infrastructure and systems, natural water resource systems and elements under analysis, to test, illustrate or allow repeatable analysis of systems and elements, not covered by reference number 5.3.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports and statistical data, <i>e.g. economic, environmental</i> • customised software and data analysis • charts, graphs, tables and presentations. <p><i>~ Refer to Appendix A: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
<p>RESOURCE ASSESSMENT</p> <p><i>The activities associated with assessing the condition and trend of the State's natural resources. Includes assessment of the impact upon the State's natural resources of proposed development applications, management plans and other proposals. Includes application of State interest check to local and regional planning schemes and strategies. Includes testing and analysis of soil, plant and water samples associated with resource assessments.</i></p>		
5.4.1	<p>Land and land-related resources</p> <p>Records relating to assessing the condition and trend of the State's land resources, including assessing:</p> <ul style="list-style-type: none"> • condition of vegetation to determine overall condition of State vegetation resources • impacts of proposed State developments, management plans and other proposals upon natural land resources • impacts of land and landscape management plans and proposals on State land and associated natural resources • impacts of regional planning and local government planning schemes on State land • best tenure, use and priority developments for State land, given state, regional and local planning strategies and policies and legislative objectives • success of land management strategies, plans and proposals, <i>e.g. land care programs.</i> <p>Includes resource assessments for:</p> <ul style="list-style-type: none"> • determining the condition of land resources, including testing and analysis of relevant resource samples, <i>e.g. soil, plant and water</i> 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • determining State interest positions for various legislative and policy positions taken by the Department • checking State interest is served by local government and regional planning schemes and strategies • using a range of diagnostic tools to assess condition of particular land parcels, land areas, and natural land-related resources • collecting current information/data to keep resource condition records up-to-date. <p>Also includes resource assessments conducted to respond to development applications submitted to the Department to which the Department provides advice.</p> <p>Excludes testing and analysis records.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • assessment criteria • test results and reports • summary of recommendations and findings • assessment reports • field samples, data sheets, registers and inventories • field station reports. <p><i>See Landscape management – testing and identification for testing and analysis of land resource elements, e.g. soil, plants, water, etc. as a separate testing activity supporting other business processes and activities, e.g. investigating environmental damage (for enforcement purposes) or client service provision. See 5.6.1 and 5.6.2.</i></p>	
<p>RESTORATION</p> <p><i>The activities associated with restoring contaminated and damaged sites from damage caused by licence holder activities or offences against legislation. Includes overseeing licence holders rehabilitate affected areas, and project managing contracted workers to remedy problems after licence holder has left site. Includes completing restoration work using security bond and compensation fund monies.</i></p>		
5.5.1	<p>Land areas</p> <p>Records relating to planning, undertaking, reviewing and approving remedial works for damaged land areas. Includes, but not limited to, the rehabilitation and restoration of:</p> <ul style="list-style-type: none"> • contaminated land, e.g. mining waste, chemical and fuel spills • soil erosion and sediment control areas 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • land subject to landslips/landslides • flood damage made to land and waterways • depleted tree and animal habitats • properties adjoining national parks and protected areas • acid sulphate soil areas on government-owned land • relevant land areas and projects conducted in community best interest and repairing and assisting local, state and federal government infrastructure initiatives. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • restoration drawings, plans, specifications • hazardous materials data sheets • project management schedules and progress reports • rehabilitation maintenance and handover documentation. 	
<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>		
5.6.1	<p>Significant *</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results are significant, including for purposes of, but not limited to:</p> <ul style="list-style-type: none"> • land, <i>e.g. salinity testing</i> • landscapes and vegetation, <i>e.g. soil, plant and water testing.</i> <p>Excludes sampling and testing records which are not significant, or have been collated or duplicated in research/test reports.</p> <p>Excludes client case files for commissioned testing, analysis and calibrations.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • sample registers. <p><i>* Refer to Appendix A: Definition of Significant Versus Other</i></p> <p><i>See Common activities – value-added services for client case files for commissioned testing, analysis and calibrations. See 1.29.4.</i></p> <p><i>See Landscape management – testing and Identification for sampling and testing records which are not significant, or have been collated or duplicated in research/test reports. See 5.6.3.</i></p>	
5.6.2	<p>Other ~</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or substances in test materials, where research or test results have other importance, and where testing is not covered by reference number 5.6.1.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. <p><i>~ Refer to Appendix A: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
5.6.3	<p>Collated research or test results</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results have been previously collated or duplicated into research and test reports.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • test reports and publications • field station data and reports • sample registers. 	Until business use ceases.

VEGETATION MANAGEMENT

The function of implementing a comprehensive framework for native vegetation management across the State to protect and maintain biodiversity, prevent land degradation and reduce, greenhouse gas emissions. Includes the development of policy and regional vegetation management codes to regulate the ongoing clearing of native vegetation and the implementation of a structural adjustment program based on financial assistance and incentives. Also includes the collection, management and dissemination of natural resources information on the state of native, vegetation, the monitoring of vegetation clearing and regulatory compliance, the investigation, of non-compliant incidents and the finalisation of restoration plans.

Use this function for the authorisation of Property Maps of Assessable Vegetation (PMAV) and the registration of Forest Practice Notices.

Disposal authorisation	Description of records	Retention period & trigger
<p>MODELLING</p> <p>The processes in designing, testing and evaluating sample model profiles of systems under analysis.</p>		
6.1.1	<p>Significant *</p> <p>Records relating to designing, testing and evaluating sample model profiles of significant vegetation-related systems and elements to test, illustrate or allow repeatable analysis of systems and elements.</p> <p>Includes modelling of:</p> <ul style="list-style-type: none"> • native vegetation growth • rehabilitation scenarios. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data • research reports and statistical data, e.g. <i>economic, environmental</i> • customised software and data analysis • charts, graphs, tables and presentations. <p><i>* Refer to Appendix A: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.
6.1.2	<p>Other ~</p> <p>Records relating to designing, testing and evaluating other sample model profiles of vegetation-related systems and elements under analysis, to test, illustrate or allow repeatable analysis of systems and elements, not covered by reference number 6.1.1.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • mathematical formulas and data 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• research reports and statistical data, <i>e.g. economic, environmental</i>• customised software and data analysis• charts, graphs, tables and presentations. <p><i>~ Refer to Appendix A: Definition of Significant Versus Other.</i></p>	

LEGACY RECORDS

This section covers legacy records of the Department of Natural Resources and Mines.

Disposal authorisation	Description of records	Date range	Retention period & trigger
OFFICE OF THE VALUER-GENERAL			
7.1.1	Office of the Valuer-General Records relating to the establishment and decommissioning of the Office of the Valuer-General, and strategic management and high level planning and reporting of the Office.		Permanent. Transfer to QSA after business action completed.
BRIGALOW SCHEME			
7.2.1	Brigalow Corporation Agreement Records relating to the Brigalow Corporation Agreement.	Post war	Permanent. Transfer to QSA after business action completed.
7.2.2	Brigalow Land Scheme Other records relating to the Brigalow Land Scheme including land scheme establishment, land maps, surveys, plans, registrations, authorisations.	Post war	Permanent. Transfer to QSA after business action completed.
BROADSCALE CLEARING BALLOT TRIBUNAL			
7.3.1	Broadscale Clearing Ballot Tribunal Records relating to establishment of the Broadscale Clearing Ballot Tribunal (and similarly named bodies with same functions), established under section 4.2.1 of <i>Integrated Planning Act 1997</i> , as a building and development tribunal. Records from 1997 to 2006 approximately, but not limited to.	1997 >	Permanent. Transfer to QSA after business action completed.
7.3.2	Broadscale clearing applications – successful	> 2006	Permanent. Retain by agency.
7.3.3	Broadscale clearing applications – unsuccessful and withdrawn	> 2006	7 years after business action completed.

Disposal authorisation	Description of records	Date range	Retention period & trigger
7.3.4	Broadscale clearing ballots	1997 to 2006	7 years after business action completed.
CHANGE OF OWNERSHIP OF LAND REGISTRATION FORMS – VALUATION ROLL			
7.4.1	<p><i>Change of owner details and other amendments of land registrations (valuations) in valuations rolls (pre-QVAS information) – amendments to valuation rolls (pre-1992)</i></p> <p>Records relating to forms and supporting documentation updating the valuation roll and land valuation registrations, <i>e.g. changes and corrections to valuations, owner details, change of address and other amendments.</i></p> <p>Includes details used by local government for distribution of rates and mortgage advice to land owners.</p> <p>Includes forms submitting changes and corrections to the valuation roll, including VG1s, VG7s, VG8s, VG48s, VG100s.</p>	Approximately 1975 to 1992	7 years after business action completed.
STATE VALUATION SERVICE STATISTICS (VARIOUS)			
7.5.1	<p><i>Statistical analysis – valuation databases</i></p> <p>Records relating to statistical analysis of valuation data from valuation-related systems including Queensland Valuation and Sales (QVAS) database and QVAS_IVAS databases where records cannot be reproduced electronically, including, for example:</p> <ul style="list-style-type: none"> • issue of annual land valuation 1998 to 2000 – land valuation amounts and percentage increases for local governments, local government localities and broad land use • various land use and zoning of rateable land – 1990 to 1999 – relating to all local governments and local government localities • sales statistics from VL23 and VG23 forms data – 1979 to 1996 – relating to all local governments and local government localities. 	Approximately 1979 to 2000 (but not limited to)	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Date range	Retention period & trigger
SURVEYING			
7.6.1	<i>Surveyor's field notebooks – dated 1870 onwards</i>	1870 onwards	Permanent. Transfer to QSA after business action completed.
REGISTRATION – SURVEYOR/VALUERS			
7.7.1	<p><i>Surveyors and valuers' registers/registrations (by Department, not boards)</i></p> <p>Records relating to registration of surveyors and valuers made in registers dated pre-administration by Boards. Boards include the Board of Surveyors, and Valuers Registration Board of Queensland (and all subsequent entity name changes). Includes post-board administration if administrative arrangements shift responsibility back to the Department.</p>	Date ranges as per administrative arrangements (varies with Board) and any post-dissolution of any Boards	Permanent. Transfer to QSA after business action completed.

APPENDIX A: 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.