

Agricultural Education Retention and Disposal Schedule

Responsible public authority: Queensland Agricultural Training Colleges

Queensland Disposal Authority Number (QDAN)	704	Version	1
Date of approval	18 September 2014		
Approved by State Archivist	Darren Crombie		
QSA File Reference	QSA14/457		

Scope of retention and disposal schedule

This schedule applies to the core business records of the Queensland Agricultural Training Colleges (QATC) as well as the Board of the Queensland Agricultural Training Colleges, other related advisory boards and committees, and its predecessor agencies (Australian Agricultural College Corporation, Emerald Pastoral College, Emerald Agricultural College, Dalby Agricultural College, Longreach Pastoral College, the Australian College of Tropical Agriculture, Lower Burdekin Rural Education Centre, Burdekin Rural Education Centre and the Burdekin Agricultural College). It covers records relating to the provision of agricultural education, including production and commercial operations, property management, student administration, student services and vocational education and training.

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

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Queensland Agricultural Training Colleges is the responsible agency for the *Agricultural Education Retention and Disposal Schedule* at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts

Record Formats

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

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

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

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

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

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Queensland Agricultural Training Colleges should take measures to withdraw revoked disposal authorities from circulation.

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

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

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

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

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 704 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

Contents

1. COMMUNITY RELATIONS.....	5
2. CORPORATE GOVERNANCE	6
3. FINANCIAL MANAGEMENT	10
4. HUMAN RESOURCE MANAGEMENT	12
5. MUSEUM OBJECT MANAGEMENT	13
6. AGRICULTURAL PRODUCTION AND COMMERCIAL OPERATIONS	15
7. PROPERTY MANAGEMENT	26
8. STUDENT ADMINISTRATION.....	27
9. STUDENT SERVICES	34
10. VOCATIONAL EDUCATION AND TRAINING DELIVERY	39

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

For other records relating to Community Relations refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

Reference	Description of records	Status	Disposal action
1.1	COMMUNITY PROGRAMS <i>The activities associated with running and/or participating in programs which benefit the broader community. Includes programs such as Anzac Day and Australia Day commemoration activities, Clean-up Australia Day, Campdrafts, etc. Also includes the organisation and running of workshops and seminars open to the public. Excludes award and non-award courses or units or government funded assistance programs.</i>		
1.1.1	Community programs organised by the QATC Records relating to community programs organised and run by the QATC.	Temporary	Retain for 2 years after last action.
1.1.2	Participation in external community programs Records relating to community programs organised and run by other organisations where members or students of the QATC are participants.	Temporary	Retain for 1 year after last action.
1.2	VISITS <i>The activities involved with arranging and facilitating visits to QATC property by individuals or groups from external organisations. Excludes visits by the Governor, Premier, or other dignitaries.</i> <i>For records relating to visitors books and visits by the Governor, Premier, or other dignitaries refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i>		
1.2.1	External visitors Records relating to the arrangements for visits by external visitors.	Temporary	Retain for 1 year after last action.

2. CORPORATE GOVERNANCE

The function of applying broad systematic management planning and governance for the organisation. Includes the activities involved in developing, promoting, and advising in accountable, ethical, and efficient business practices. Also includes the development, monitoring, and reviewing of business plans, strategic plans, corporate mission, and other long-term organisational plans and strategies, high level organisational planning and organisational performance management. The formulation and amendment of legislation which provides the legislative basis for the organisation, and the auditing of operations and performance are also included under this function.

For records relating to quality issues and reviews of governance refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

Reference	Description of records	Status	Disposal action
2.1	<p>BUSINESS PRACTICE</p> <p><i>The activities associated with developing, purchasing, selling and marketing products and services. Includes responsible and ethical business behaviour and practice in accordance with legislation and standards.</i></p> <p><i>For records relating to court proceedings and litigation refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
2.1.1	<p>Fair Trading</p> <p>Records relating to the buying, selling and marketing of goods and services in a responsible and ethical manner.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • orders • notices related to contraventions of legislated requirements. 	Temporary	Retain for 7 years after last action.
2.2	<p>COMMITTEES</p> <p><i>The activities associated with the management of committees, boards and councils, etc. (internal and external). Includes the committee's establishment, appointment or election of members, terms of reference, proceedings, minutes, reports, agendas etc.</i></p> <p><i>For records relating to other internal or external committees refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
2.2.1	<p>Committee records - Governing boards and significant committees</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	Records relating to the Board of the Queensland Agricultural Training Colleges established under Section 21 of the <i>Queensland Agricultural Training Colleges Act 2005</i> . Includes other high-level committees or boards.		
2.2.2	<i>Animal Ethics Committees</i> Records relating to Animal Ethics Committees which oversight QATC care and usage of animals as required under Section 91 of the <i>Animal Care and Protection Act 2001</i> . Includes research and teaching usage proposals, assessments, approvals and related documents.	Temporary	Retain for 7 years after last action.
2.2.3	<i>Internal boards and committees - Minor</i> Records relating to other QATC committees. Includes the Academic Appeals Committee and corporate and local consultative committees.	Temporary	Retain for 7 years after last action.
2.2.4	<i>Student Councils</i> Records relating to Student Advisory Councils or Student Representative Councils and their committees.	Temporary	Retain for 5 years after last action.
2.3	CORPORATE IDENTITY <i>The activities relating to the development and protection of the name, logo or seal of QATC.</i> <i>For records relating to the QATC Style Manual refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i>		
2.3.1	<i>Development and protection</i> Records relating to development and protection of QATC's corporate identity objects including: <ul style="list-style-type: none"> the design and format of objects, e.g. letter head, testamurs, common seal, logo registration and custody of seal, logo, trademarks, business names, applications, etc. 	Permanent	Retain permanently.
2.3.2	<i>Use of seal</i> Records relating to the use, including requests for use, of the QATC seal.	Temporary	Retain for 7 years after last action.
2.3.3	<i>Use of identity objects</i>	Temporary	Retain for 7 years

Reference	Description of records	Status	Disposal action
	Records relating to the application and approval to use QATC's identity objects e.g. logo.		after permission ceases.
2.3.4	Misuse Records relating to falsification or misuse of corporate identity e.g. fraudulent use of web content, falsified transcripts.	Temporary	Retain for 7 years after last action.
2.4	RISK MANAGEMENT <i>The activities relating to managing risk and reducing the risk of loss in relation to QATC property and equipment as well as minimising the risk to students. Includes insurance of property and managing risk to visitors and members of the general public.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i> <ul style="list-style-type: none"> • compensation and rehabilitation of Corporation personnel • risk management including insurance and litigation. 		
2.4.1	Legal claims settled without litigation (minors) Records relating to legal claims, in relation to minors, which have been finalised without litigation including: <ul style="list-style-type: none"> • professional negligence • public liability compensation. 	Temporary	Retain for 30 years after claim settled.
2.4.2	Legal claims settled without litigation (adults) Records relating to legal claims, in relation to adults, which have been finalised without litigation including: <ul style="list-style-type: none"> • professional negligence • public liability compensation • damage to or caused by vehicles and property. 	Temporary	Retain for 7 years after claim settled.
2.4.3	Notification of injury claims (minors) Records of notifications of accidents or injury to students, visitors or the general public, in relation to minors, which do not initially proceed to litigation.	Temporary	Retain for 30 years after last action.
2.4.4	Notification of injury claims (adults)	Temporary	Retain for 7 years

Reference	Description of records	Status	Disposal action
	Records of notifications of accidents or injury to students, visitors or the general public, in relation to adults, which do not initially proceed to litigation.		after last action.
2.4.5	<i>Claims - fidelity guarantee and fraud</i> Records relating to claims of fidelity guarantee and coverage for fraud.	Temporary	Retain for 7 years after last action.

3. FINANCIAL MANAGEMENT

The function of managing the public authority's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures; financial planning; budgeting; obtaining and distributing grants; managing funds and revenue; resource allocation and accountability. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

For other records relating to Financial Management refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

Reference	Description of records	Status	Disposal action
3.1	<p>FUNDS MANAGEMENT</p> <p><i>The activity of managing the funds of a public authority in an efficient and economical manner by ensuring an effective system of internal controls is in operation. Includes investments and loans.</i></p> <p><i>For records relating to the establishment and ongoing management of loan and investment accounts refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
3.1.1	<p>Trusts— perpetual or under a will</p> <p>Records relating to perpetual trusts or trusts established under a will for the purposes of the QATC. Includes records documenting the establishment of the fund and legal documents defining terms of the trust.</p>	Permanent	Retain permanently.
3.1.2	<p>Trusts – established by QATC</p> <p>Records relating to trust funds established by QATC. Includes records documenting the establishment of the fund and legal documents defining terms of the trust.</p>	Temporary	Retain for 7 years after the disbursement of all assets/funds.
3.1.3	<p>Trusts - management</p> <p>Records relating to management of the fund such as fund maintenance and transaction reports including:</p> <ul style="list-style-type: none"> • periodic reports • batching records • incorrect calculations reports • processing/reporting request forms • processing/updates or file maintenance run lists 	Temporary	Retain for 7 years after the last financial year to which the records relate.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• trial balances• stores and materials daily/ trail/ current balances and balance comparison.		

4. HUMAN RESOURCE MANAGEMENT

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to people rather than to Industrial Relations. Also includes arrangements for staff travel.

For other human resource management records including records relating to staff excellence awards and staff misconduct (including academic misconduct) refer to the Queensland State Archives General Retention and Disposal Authority for Administrative Records.

Reference	Description of records	Status	Disposal action
4.1	STAFF COMPETENCE <i>The activity of demonstrating the competencies, qualifications, skills and knowledge of staff that deliver training and assess competences in accordance with National Skills Standards Council (NSSC) or other approving bodies' standards, policies and determinations.</i>		
4.1.1	Staff profiles Records relating to the competence of training delivery and assessment staff (i.e. staff profiles) including, but not limited to: <ul style="list-style-type: none"> • curriculum vitae • evidence checks • certified copies of qualifications and certificates • mentoring arrangements • professional development.. Includes staff not directly employed by the QATC but delivering training and assessment at QATC through contract arrangements including co-provider agreements.	Temporary	Retain for 3 years from the date of ceasing employment or contract.
4.2	STAFF EXCHANGES <i>The activity of cooperating with other organisations to provide staff with opportunities to develop, teach or research at another organisation while maintaining their substantive appointment.</i>		
4.2.1	Arrangements Records relating to arrangements for staff exchanges.	Temporary	Retain for 3 years after arrangements expire.

5. MUSEUM OBJECT MANAGEMENT

The function of managing objects or collections of objects which are classed as museum objects. Includes pieces of art, artefacts, private records, photographic collections, museum specimens and other objects which are owned by, in the control of or on loan to the QATC.

For records relating to gifts, donations, bequests and the valuation of collection assets refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

Reference	Description of records	Status	Disposal action
5.1	ACCESS <i>The activities relating to access to, and use of, the museum objects.</i> <i>For records relating to loans or the use of items in exhibitions refer to 5.4 Exhibitions and 5.5 Loans.</i>		
5.1.1	Access and use Records relating to the access and use of museum objects. Includes applications for access, access conditions and registers of access.	Temporary	Retain for 6 months after last action.
5.2	COLLECTION MANAGEMENT <i>The activities relating to the management of the museum collection including acquisition, cataloguing and description of museum objects and the final de-accessioning and disposal of museum objects no longer required by QATC. Includes the establishment, maintenance, review and negotiation of agreements.</i>		
5.2.1	Acquisition, registration and disposal Records relating to the management of museum objects, including: <ul style="list-style-type: none"> • acquisition through purchase, gift, donation or bequest • registration • disposal through sale, transfer, auction, destruction, repatriation or de-accessioning. Records may include, but are not limited to: <ul style="list-style-type: none"> • acquisition or accession registers • records documenting the purchase, source and provenance of items, including agreements • terms and conditions of gifts, donations and bequests, and 	Permanent	Retain permanently by the QATC.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> catalogues, inventories, electronic control systems, indexes and registers. 		
5.3	CONSERVATION <i>The activities relating to the preservation, protection, maintenance, restoration and enhancement of museum objects.</i> <i>For records relating to the conservation of buildings and grounds refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i>		
5.3.1	Environmental monitoring and control Records relating to monitoring and control of conditions of exhibition and storage spaces. Includes activities such as temperature, pest and humidity control and monitoring.	Temporary	Retain for 10 years after last action.
5.3.2	Maintenance and storage Records relating to maintenance and storage of museum objects.	Temporary	Retain for 5 years after disposal of item.
5.3.3	Restoration and conservation Records relating to restoration and conservation of museum objects	Temporary	Retain until disposal of item.
5.4	EXHIBITIONS <i>The activities relating to the use of museum objects in displays for the purpose of informing or educating the viewer, or promulgating the activities, services, projects or programmes of QATC.</i> <i>For records relating to arrangements for the organisation of, or participation in exhibitions including brochures and publicity refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i>		
5.4.1	Curating an exhibit Records relating to curation including invitations to exhibit, liaison with donors and/or lenders, and opening of displays.	Temporary	Retain for 5 years after exhibition.
5.5	LOANS <i>The activities relating to the loaning and borrowing of museum objects from the QATC. Includes the formal documentation setting out conditions, rights and responsibilities of both parties.</i>		
5.5.1	Loan arrangements Records relating to loan arrangements including legal contracts.	Temporary	Retain for 13 years after contract expires.

6. AGRICULTURAL PRODUCTION AND COMMERCIAL OPERATIONS

The function of operating and managing facilities and resources that allow students to engage in agricultural operational environments as part of their training and/or provide opportunity for commercial exploitation to gain economic benefit. These activities must be operated in accordance with the relevant legislation, standards and guidelines. Includes, livestock, crop, pasture as well as chemical, pest and disease management. Also includes the production and sale of products generated by or derived from these activities. Includes records maintained in electronic systems and databases.

See Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to:

- property and facilities management including commercial facilities and agricultural property holdings (e.g. agreements with resource companies)*
- acquisition, maintenance and management of vehicles including vehicles used in production and commercial operations*
- marketing and advertising of commercial activities*
- routine administrative and financial records including records relating to financial resources used or gained in the production and sale of products.*

Reference	Description of records	Status	Disposal action
6.1	<p>ACCREDITATION AND REGISTRATION</p> <p><i>The activities associated with gaining and maintaining the necessary accreditation, registration, licences and permits for agricultural production and commercial operations in accordance with legislative and standards requirements. Includes accreditation, registration and licensing for the use, operation and management of abattoirs, irrigation equipment, livestock, disease and pest control, pasture and crops, land and water. Also includes issuance of Property Identification Codes (PIC) used to identify parcels of land used for agricultural purposes.</i></p> <p><i>For records relating to accreditation for acquisition, use and disposal of chemicals and drugs please refer to 6.5 - Chemical and Drug Handling.</i></p> <p><i>For records relating to notifications and returns for brands, earmarks, stud prefixes and stud animal registrations, please refer to 6.11 - Reporting.</i></p>		
6.1.1	<p>Accreditation – animals, meat processing, pastures and crops, and pest and disease control</p> <p>Records relating to accreditation, registration, licences or permits for:</p> <ul style="list-style-type: none"> acquisition, holding, treating, release, sale or disposal of animals, including records of Property Identification Codes (PIC) operating animal meat slaughtering and processing facilities (e.g. abattoirs and boning rooms), including Safe Food Production Queensland accreditation growth, maintenance, harvest, supply, collection, release, sale or disposal of crop, horticulture and plant material 	Temporary	Retain for 7 years after accreditation, registration, licence or permit lapses.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • pest and disease control measures including: <ul style="list-style-type: none"> ○ entry to or exit from areas which have been declared an infected place, restricted area or control area ○ to grow, move or hold specimens of noxious weeds. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • supporting information • approvals • licences/permits • certificates of health. <p>Excludes:</p> <ul style="list-style-type: none"> • registration of brands or earmarks or with breed/ers societies. <i>(Please refer to 6.1.6 – Registration – Brands, ear marks and stud prefixes)</i> • accreditation for acquisition, use and disposal of chemicals and drugs. <i>(Please refer to 6.5 – Chemical and Drug Handling).</i> 		
6.1.2	<p>Accreditation – natural resource management</p> <p>Records relating to accreditation, registration, licenses, permits or agreements as part of managing the land and natural environment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • land management agreements (such as 'Delbessie' agreements) • vegetation clearing applications and permits • water permits • allocations • entitlements • facility agreements • fire permits. <p>Excludes permits regarding contaminated land. <i>(Please refer to 6.8.1 – Contaminated</i></p>	Temporary	Retain for 10 years after accreditation, registration, licence, permit or agreement lapses.

Reference	Description of records	Status	Disposal action
	<i>land).</i>		
6.1.3	<p><i>Environmentally relevant activities – successful applications</i></p> <p>Records relating to successful applications for registration to conduct an environmentally relevant activity (ERA) (e.g. Feedlots) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approval, cancellation, transfer, amendment, renewal, suspension and surrender of registration certificates • development permits • environmental reports • local government notifications and decisions • written representations against a decision • audit statements, and • associated correspondence. 	Temporary	Retain for 7 years after registration ceases.
6.1.4	<p><i>Environmentally relevant activities – unsuccessful applications</i></p> <p>Records relating to unsuccessful applications for registration to conduct an environmentally relevant activity (ERA) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit statements • decision notices • environmental reports • notifications • representations against a decision. 	Temporary	Retain for 2 years after last action.
6.1.5	<i>National Livestock Identification System</i>	Temporary	Retain until data of animal sale/death has been entered

Reference	Description of records	Status	Disposal action
	Records relating to the National Livestock Identification System (NLIS) for identification and traceability of livestock. Includes records of the registration and disposal of NLIS tags including the tags themselves.		into the NLIS database.
6.1.6	Registration – Brands, earmarks and stud prefixes Records relating to the registration of brands, earmarks and stud prefixes and suffixes. Includes applications, registration certificates and records of transfer, cancellation and re-allotment of brands.	Permanent	Retain permanently by the QATC.
6.1.7	Registration certificates – Stud animals Records relating to the registration, of individual stud animals with Breed/ers Societies or Associations. Includes registration certificates issued by the society or association.	Temporary	Retain until animal dies or is transferred to another owner then return to relevant Breed/ers Society or Association.
6.2	AGRICULTURAL PRODUCT MARKETING <i>The activities associated with the marketing and sale of agricultural products including animals, wool and other products produced by the QATC.</i>		
6.2.1	Market development Records relating to evaluating potential markets and clients including feasibility studies and pricing strategies	Temporary	Retain for 3 years after last action.
6.3	ANIMAL MANAGEMENT <i>The activities associated with the breeding, care, use, protection and disposal of animals and animal body parts or specimens for training, agricultural production and commercial operations in accordance with statutory requirements.</i>		
6.3.1	Care of animals Records relating to the management, maintenance and care of animals, including: <ul style="list-style-type: none"> • acquisition • administration of lethality tests • breeding • care (including veterinary treatment medical records) 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • disease and pest control • handling • housing storage documentation • disposal of animal remains or specimens • quarantine. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notices • orders • registers • records of sold, purchased or introduced livestock • livestock feeding • treatment records. 		
6.4	ANIMAL PRODUCT PROCESSING <i>The activities associated with to the use, operation and management of animal product processing operations including abattoirs, slaughterhouses and boning rooms.</i>		
6.4.1	<i>Slaughtering and butchering operations</i> Records relating to the operation and monitoring of animal slaughtering and butchering facilities. Includes the recording of livestock processed and other data as required to comply with the relevant legislation and licensing requirements.	Temporary	Retain for 7 years after last action.
6.4.2	<i>Food production</i> Records relating to hazard management systems used in all stages of food production in accordance with relevant legislation, standards and guidelines. Records may include, but are not limited to: <ul style="list-style-type: none"> • risks • control measures • recording of animal products processed. 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
6.5	<p>CHEMICAL AND DRUG HANDLING</p> <p><i>The activities associated with the management and use of chemicals, poisons and drugs in agricultural production and commercial operations. Includes records relating to the use of chemicals in fertilizing and spraying crops and land.</i></p> <p><i>For records relating to hazardous materials and waste refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
6.5.1	<p>Acquisition and disposal – controlled chemicals</p> <p>Records relating to prescribed, proscribed or controlled chemicals used in training delivery and commercial operations for agricultural and veterinary purposes in accordance with:</p> <ul style="list-style-type: none"> • <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> • <i>Agricultural and Veterinary Chemicals (Qld) Act 1994</i> • <i>Agvet Code of Queensland.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register of chemicals • acquisition • chemical usage in fertilising and spraying crops and land • storage • disposal. <p>Excludes hazardous materials and waste records. (Please refer to 6.8.1 – Contaminated land).</p> <p>(Please refer to Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to hazardous materials and waste).</p>	Temporary	Retain for 7 years after last action.
6.5.2	<p>Acquisition and disposal – non-controlled chemicals</p> <p>Records relating to chemicals, specimens, drugs and poisons used in training delivery and commercial operations which are not prescribed, proscribed or controlled by specific regulations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acquisition 	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • storage • disposal. 		
6.5.3	<p>Acquisition and disposal –drugs and poisons</p> <p>Records relating to the acquisition, storage and disposal of controlled or restricted drugs or poisons kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 5 years after disposal of drugs or poisons.
6.5.4	<p>Clinical waste</p> <p>Records relating to the management of clinical and related waste in accordance with the <i>Environmental Protection (Waste Management) Regulation 2000</i>. Includes waste management plans.</p>	Temporary	Retain for 5 years after last action.
6.6	<p>COMPLAINTS</p> <p><i>The activities associated with the management of complaints, including the handling of investigations into complaints, responses delivered and received and resulting outcomes.</i></p>		
6.6.1	<p>Complaints – animals, natural resources and plants</p> <p>Records relating to complaints concerning the management of animals, natural resources and plants.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • complaint register • investigation • response/outcome. <p><i>(Please refer to Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to complaints that have a major impact on policy and procedures).</i></p>	Temporary	Retain for 7 years after last action.
6.7	<p>MONITORING AND COMPLIANCE</p> <p><i>The activities associated with monitoring compliance with mandatory or optional legal, regulatory or quality standards or requirements relating to agricultural production and commercial operations. Includes compliance with legislation, national and international standards, and licencing or agreement obligations.</i></p>		

Reference	Description of records	Status	Disposal action
6.7.1	<p>Monitoring – animals, pastures, crops and natural resources</p> <p>Records relating to the monitoring of natural resources, such as water quality assessments, animal welfare and the management of crops, horticulture and other plant material. Includes checks by internal or external officers and records relating to non-compliance and action taken.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • seizure directions and consent • receipt • notifications • information notices • directions • orders • appeals • on-farm audits • regular surveys conducted as part of land management agreements (e.g. Delbessie Agreements). <p>Excludes monitoring of contaminated land. (<i>Please refer to 6.8.1 – Contaminated land</i>).</p>	Temporary	Retain for 7 years after last action.
6.8	<p>NATURAL RESOURCE MANAGEMENT</p> <p><i>The activities associated with the care and management of naturally occurring resources including soil, water and vegetation and the ecosystems they make up, to support economic and sustainable agricultural environments. Includes management of soil erosion, contaminated land, salinity, water quality, vegetation, protected species, weeds and pests.</i></p> <p><i>For records relating to property management refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
6.8.1	<p>Contaminated land</p> <p>Records relating to the management of contaminated land, including land where hazardous chemicals have been used in concentration (e.g. animal dip sites).</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> disposal permits notices investigation reports site management plans. 		
6.8.2	<p>Natural resource conservation</p> <p>Records relating to management, conservation and restoration of natural resources, including soil, water, vegetation and protected species and management of fires. Also includes records relating to the management and eradication of factors contributing to the degradation of natural resources such as erosion, salinity, poor water quality, weeds and pests.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> notices orders restoration plans. 	Temporary	Retain for 7 years after last action.
6.9	<p>PASTURE AND CROP CARE</p> <p><i>The activities associated with the planting, growth, maintenance, use, protection and disposal of plant material or specimens including crops, pastures, grains and horticultural products for training, agricultural production and commercial operations in accordance with statutory requirements. Includes grain and fodder treatment records and crop, pasture and paddock treatment records.</i></p>		
6.9.1	<p>Care of pastures and crops</p> <p>Records relating to crop, pasture, grains, horticulture and other plant material management.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> acquisition care contracts disposal of plant material remains or specimens grain and fodder treatment handling 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • housing storage documentation • management plans • operational manuals • propagation • quarantine • sales • usage register. 		
6.10	<p>PLANNING</p> <p><i>The activities associated with planning and feasibility studies relating to the management of agricultural production and commercial operations. Includes business plans, production plans, cropping strategies, environmental management plans, land and water management plans, etc.</i></p> <p><i>For records relating to planning for the acquisition and development of property and premises including pastoral holdings, farms and commercial facilities refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
6.10.1	<p><i>Production and operations</i></p> <p>Records relating to planning activities associated with agricultural production and commercial operations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • area management plans • off-site emergency plans • vegetation management plans • water management plans • environmental risk management plans <p><i>See reference number 6.8.1 for the management of contaminated land.</i></p>	Temporary	Retain for 10 years after last action.
6.11	<p>REPORTING</p> <p><i>The activities associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation. Includes briefings, discussion papers, proposals, reports, reviews and returns.</i></p> <p><i>For records relating to accreditation and registration of brands, earmarks, stud prefixes and stud animals please refer to 6.1 – Accreditation</i></p>		

Reference	Description of records	Status	Disposal action
	<i>and Registration.</i>		
6.11.1	Management and Legislative Reporting Management reporting records including weekly, monthly and annual production reports. Includes reporting made in accordance with legislative requirements	Temporary	Retain for 7 years after last action.
6.11.2	Notifications – Breed/ers Societies Copies of reports, returns and notifications regarding registered stud animals requested or required by Breed/ers Societies or Associations.	Temporary	Retain for 1 year after animal dies or is transferred to another owner.
6.11.3	Returns Records relating to the lodgement of returns including brand returns. <i>(Please refer to Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to the payment of levies).</i>	Temporary	Retain for 5 years after last action.
6.12	TRANSPORTATION <i>The activities associated with the transport or travel of animals, plants, plant material, fodder and other items used in agricultural production and commercial operations, in accordance with statutory requirements.</i>		
6.12.1	Transport – Animals or plants Records relating to the transport of harvested pastures, crops and other plant based products and the transport of animals (live or slaughtered) including: <ul style="list-style-type: none"> travelling stock and stock routes notices and agreements relating to stock owned by QATC notices and agreements relating to stock owned by others travelling on or near QATC land. notices, directions or certificates issued under the <i>Plant Protection Act 1989</i> Records may include, but are not limited to: <ul style="list-style-type: none"> travel permits national vendor declaration waybills. 	Temporary	Retain for 7 years after last action.

7. PROPERTY MANAGEMENT

The function of managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments owned, rented or leased by QATC.

For other records relating to Property Management refer to the Queensland State Archives General Retention and Disposal Authority for Administrative Records.

Reference	Description of records	Status	Disposal action
7.1	HONOURING AND NAMING <i>The activity of honouring and recognising distinguished individuals or corporations by the dedication of memorials. Includes building names.</i>		
7.1.1	<i>Establishment of memorials</i> Records relating to the establishment, design, erection, management and removal of memorial plaques, monuments, benches, fountains, building names etc. Includes the naming of premises, buildings or grounds.	Permanent	Retain permanently.
7.2	TRAFFIC AND PARKING <i>The activity of controlling student, staff, contractor and visitor traffic and parking on QATC owned or controlled grounds.</i>		
7.2.1	<i>Management and control</i> Records relating to the management and control of traffic and parking. Includes public information notices, parking permits, public transport services, etc.	Temporary	Retain for 1 year after last action.
7.2.2	<i>Removal, detention and disposal of vehicles</i> Records relating to the removal, detention and disposal of illegally parked and abandoned vehicles. Includes notices to vehicle owners and public notices of sale.	Temporary	Retain for 1 year after last action.

8. STUDENT ADMINISTRATION

The function of administering student training from application for admission to completion or withdrawal from a course or unit. Includes non-accredited training.

For records relating to student administration policy and procedures refer to the Queensland State Archives General Retention and Disposal Authority for Administrative Records.

Reference	Description of records	Status	Disposal action
8.1	GRADUATION <i>The activities relating to the conferral of an academic award following the completion of course requirements.</i>		
8.1.1	Graduands Master record/s of QATC graduands. Includes register of all Australian Quality Framework (AQF) qualifications issued to graduates.	Permanent	Retain permanently
8.1.2	Graduation administration Records relating to the administration of a student's graduation including eligibility to graduate, notification to students of finalisation, progress statements and statements of results.	Temporary	Retain for 7 years after last action.
8.1.3	Graduation ceremonies Records relating to the administration of graduation ceremonies.	Temporary	Retain for 1 year after last action.
8.2	QTAC ADMISSIONS <i>The activities associated with the admission of students into courses offered by the QATC through the Queensland Tertiary Admissions Centre (QTAC).</i>		
8.2.1	QTAC – electronic file Queensland Tertiary Admissions Centre (QTAC) electronic file which includes academic results and all student course preferences	Temporary	Retain for 2 years after census date.
8.2.2	QTAC - offers Records relating to number of offers of places in courses based on Queensland Tertiary Admissions Centre (QTAC) data.	Temporary	Retain for 3 years after census date.

Reference	Description of records	Status	Disposal action
8.3	SCHOLARSHIPS, PRIZES, AWARDS AND BURSARIES <i>The activities associated with the provision and award of scholarships, prizes, trophies, awards and bursaries on academic merit or other grounds. Includes liaison with sponsors and prizes awarded by external organisations such as show societies.</i>		
8.3.1	Applications Individual applications for scholarships, prizes, awards and bursaries awarded by QATC.	Temporary	Retain for 2 years after the end of the appeal period.
8.3.2	Certificates, Ribbons and Trophies Certificates, ribbons and trophies awarded to the QATC, its products and/or students as prizes. Excludes perpetual trophies which must be returned in accordance with the awarding organisation's requirements.	Permanent	Retain permanently by QATC.
8.3.3	Determination of recipients Records relating to the determination of recipients of scholarships, prizes, awards and bursaries awarded by QATC.	Temporary	Retain for 5 years after award.
8.3.4	Establishment Records relating to the establishment, rules and conditions of scholarships, prizes, awards and bursaries awarded by QATC.	Permanent	Retain permanently.
8.3.5	Presentation ceremonies Records relating to arrangements for presentation ceremonies for scholarships, prizes, awards and bursaries awarded by QATC.	Temporary	Retain for 1 year after last action.
8.3.6	Recipient lists Master lists of recipients of scholarships, prizes, trophies, awards and bursaries, etc., whether awarded by QATC or an external organisation.	Permanent	Retain permanently.
8.4	STUDENT CONDUCT <i>The activities relating to the conduct and behaviour of students both academically and non-academically. Includes matters relating to the disciplining of student misconduct such as harassment, property damage or other forms of misconduct that do not involve academic studies. Also includes misconduct involving a breach by a student of academic standards which may involve plagiarism, falsifying results, cheating etc. and may include the imposition of a penalty.</i>		

Reference	Description of records	Status	Disposal action
	<p><i>For records relating to legal matters refer to Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p> <p><i>For records relating to grievances against students refer to Complaints and grievances – 9.2.1.</i></p>		
8.4.1	<p>Misconduct – not proven</p> <p>Records relating to instances where allegations of student misconduct, both academic and non-academic, were investigated and the misconduct not proven.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • allegations • investigations • disciplinary appeals. 	Temporary	Retain for 2 years after course completion or cessation.
8.4.2	<p>Misconduct – proven</p> <p>Records relating to instances where allegations of student misconduct, both academic and non-academic, were investigated and the misconduct proven/supported.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • allegations • investigations • charges • orders • determination of penalties • disciplinary appeals. 	Temporary	Retain for 7 years after course completion or cessation.
8.4.3	<p>Behaviour Management</p> <p>Records relating to behaviour management strategies and delegations. Includes codes of conduct or behaviour for students.</p>	Temporary	Retain for 7 years after last action.
8.4.4	<p>Misconduct – criminal investigations</p> <p>Records relating to interaction with external agencies regarding criminal or legal investigations into non-academic student misconduct.</p>	Temporary	Retain for 7 years after last action.
8.5	STUDENT FEES AND CHARGES		

Reference	Description of records	Status	Disposal action
	<i>The activities involved in establishing and determining the fees and charges to be levied on students, including student contribution fees, resource fees, materials fees, industry/study tour fees, accommodation and meals charges.</i>		
8.5.1	Fee schedule Schedules of fees set.	Temporary	Retain for 10 years from year to which schedule relates.
8.5.2	Collection of fees Records relating to the administration and collection of tuition and other fees. Includes correspondence relating to outstanding fees, fines and non-payment.	Temporary	Retain for 7 years from end of last financial year.
8.6	ENROLMENT MANAGEMENT <i>The activity of managing all aspects of a student's enrolment through the creation of a student file.</i> <i>A Student File is an individually based file which may contain both administrative and assessment records / documents relating to a specific student's training, regardless of whether the training was delivered as an Internal or External student (Traineeship/Apprenticeship or Contract). This includes international students The Standards for VET Accredited Courses and its precedents (e.g. Australian Quality Training Framework - AQTF) specify the duration that student assessment records must be retained. Records relating to students who die before completing their accredited training course are treated the same as those who leave prior to completion of their course.</i>		
8.6.1	Summary student data Record comprising a summary of all student data maintained in an enterprise system (e.g. WINSAS) for the purpose of providing information on individual students and maintaining the "Qualifications Register" in accordance with the Australian Qualifications Framework (AQF). Information to be captured includes, but is not limited to: <ul style="list-style-type: none"> • enrolment • qualification/unit selection • assessment results • register of awards. 	Permanent	Retain permanently.
8.6.2	Student files – Historically significant Records relating to the enrolment of students at QATC whose enrolment is considered significant. Records may include, but are not limited to:	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> the first student enrolment of its kind students who have made major contributions to the community students who have achieved some considerable standing or notoriety. <p>Includes both the accredited training assessment and accredited training administration student files.</p>		
8.6.3	<p>Accredited training and assessment – Student file</p> <p>Records relating to the assessment, completion or cancellation of accredited training for a particular student.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> assessment items required as proof of attainment assessment results (excluding those captured permanently in the student enterprise system) assessment summary and cover sheets attendance/participation records/roll books cancellation of qualification notices completed Examination scripts and Assignments recognition of Prior Learning (RPL) documents user Choice participant training data vocational placement performance data withdrawals from course/units. <p><i>Excludes historically significant student files covered by reference number 8.6.2.</i></p> <p><i>Excludes records of student accredited training administration covered by reference number 8.6.4.</i></p>	Temporary	Retain for 30 years after last action.
8.6.4	<p>Accredited training administration – Student file</p> <p>Records relating to the administration of accredited training for a particular student.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> absentee forms admission and enrolment records 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • agreements (e.g. accommodation agreements, refund requirements, etc.) • appeals/complaints/grievances • completion notices and agreements • contracts • course selection forms, • fees and charges • induction Sheets • licences/approvals (e.g. weapons, driving, etc) • medical forms • notices • notification of prizes and awards • photographic images for ID cards, etc • probation, suspension or exclusion records • training plans • user choice records including agreements, evidence, compliance and participant eligibility data • vocational placement agreements and arrangements • warnings regarding unsatisfactory academic performance <p><i>Excludes:</i></p> <ul style="list-style-type: none"> • <i>historically significant student files covered by reference number 8.6.2.</i> • <i>records of student academic assessment and achievement covered by reference number 8.6.3.</i> • <i>counselling records covered by reference number 9.3.2</i> • <i>special arrangement records for students during training or assessment covered by reference number 9.4.2 and 9.4.3</i> • <i>clinical care records covered by reference 9.6.1 and 9.6.2</i> 		
8.6.5	<p><i>Non-accredited training – student file</i></p> <p>Records relating to students undertaking training that is not part of an accredited course</p>	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	<p>offered by the QATC.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• enrolment records• assessment records• attendance/participation records.		

9. STUDENT SERVICES

The function of providing services and support to students either by the QATC, or by another entity which has an agreement or contract with QATC. Includes services such as accommodation, orientation, counselling, access and equity. Some of these services may also be made available to staff.

For records relating to agreements with service providers and the collection of statistics refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

Reference	Description of records	Status	Disposal action
9.1	ACCOMMODATION SERVICES <i>The activities involved in providing places of residence for students, where the residence is managed by QATC. This excludes privately controlled and owned accommodation.</i> <i>See Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to:</i> <ul style="list-style-type: none"> • acquisition and management of residential buildings and facilities • setting of fees • staff accommodation. 		
9.1.1	Residential accommodation Records relating to the management of residential accommodation for students. Includes accommodation reports, complaints, tenancy or room bonds, etc.	Temporary	Retain for 2 years after last action.
9.2	COMPLAINTS <i>The activities associated with the handling and resolution of complaints or grievances made by students/clients. Includes handling complaints and appeals over perceived discrimination, or exclusion from a course, course results and/or assessment or those arising over peers or trainers. Also includes complaints regarding the provision of access to training opportunities.</i> <i>For records relating to student misconduct refer to '8.4 – Student Conduct'</i>		
9.2.1	Complaints and grievances (adults) Records relating to grievances or complaints made by adult students/clients including those in the nature of a sexual or physical harassment by QATC staff, contractors or other students. Includes handling of the complaints and appeals process.	Temporary	Retain for 7 years after last action.
9.2.2	Complaints and grievances (minors) Records relating to grievances or complaints made by minor students/clients including those in the nature of a sexual or physical harassment by QATC staff, contractors or	Temporary	Retain until the student/client is 25 years of age.

Reference	Description of records	Status	Disposal action
	other students. Includes handling of the complaints and appeals process.		
9.3	COUNSELLING <i>The activities associated with the provision of counselling on a range of personal and general issues to students including providing information and assistance to students relating to careers and graduate employment. These services may also be made available to staff. For complaints about discrimination and harassment refer to '9.2 – Complaints'.</i>		
9.3.1	Counselling – academic and career Records relating to the provision of advice regarding academic and career directions, suitability and prerequisite qualifications.	Temporary	Retain for 1 year after last action.
9.3.2	Counselling – personal and general (adults) Records relating to the provision of personal and general counselling to adults including referrals to external counselling services or related agencies. Excludes careers counselling.	Temporary	Retain for 7 years after last action.
9.3.3	Counselling – personal and general (minors) Records relating to the provision of personal and general counselling to minors including referrals to external counselling services or related agencies. Excludes careers counselling.	Temporary	Retain until the client is 25 years of age.
9.4	EQUITY AND DIVERSITY <i>The activities associated with ensuring that students regardless of attributes such gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the access to opportunities and conditions and to the courses or programmes of QATC and can expect to study in an environment that is free of discrimination or harassment. The activities associated with the acknowledgement of difference in background, religion and culture.</i> See Queensland State Archives General Retention and Disposal Schedule for Administrative Records for records relating to: <ul style="list-style-type: none"> • equal employment opportunities • funding applications. <i>For records relating to complaints about discrimination refer to '9.2 – Complaints'.</i>		
9.4.1	Program delivery Records relating to programs, strategies, processes and mechanisms devised to ensure	Temporary	Retain for 7 years after program ceases.

Reference	Description of records	Status	Disposal action
	equity and diversity. Includes provision of information.		
9.4.2	Special arrangements (adults) Records relating to special arrangements for individual students, who are adults, during training or assessment (for example to assist with a disability, language or learning skill need or in case of illness or extreme circumstances). Includes the provision of specialised equipment and media to students.	Temporary	Retain for 7 years after last action.
9.4.3	Special arrangements (minors) Records relating to special arrangements for individual students, who are minors, during training or assessment (for example to assist with a disability, language or learning skill need or in case of illness or extreme circumstances). Includes the provision of specialised equipment and media to students.	Temporary	Retain until the client is 25 years of age.
9.5	FOOD SERVICES <i>The activities associated with the provision of food and beverage catering services for students. These services may also be accessed by staff, contractors or visitors. Includes compliance with relevant standards of practice, food service to conferences etc.</i>		
9.5.1	Food services operated by QATC Records relating to refreshment and retail services at QATC campuses operated by the QATC. Includes records relating to compliance with standards of practice, licences and permits, inspections and outcomes.	Temporary	Retain for 3 years after last action.
9.5.2	Food services operated by lessees Records relating to refreshment and retail services at QATC campuses operated by lessees. Includes regular liaison with lessees to monitor operations.	Temporary	Retain for 7 years after last action.
9.5.3	Menus Records relating to the provision of food and beverage services (e.g. master copies of menus).	Temporary	Retain for 6 months after last action.
9.6	HEALTH SERVICES <i>The activities associated with the provision of medical and nursing services where the service is directly provided by the QATC or where for other reasons (such as an agreement) the QATC has a right to control the records.</i>		

Reference	Description of records	Status	Disposal action
9.6.1	<i>Clinical records (adults)</i> Records providing evidence of clinical care to an individual or group of adult patients.	Temporary	Retain for 10 years after last patient service provision or medico-legal action.
9.6.2	<i>Clinical records (minors)</i> Records displaying evidence of clinical care to an individual patient who is a minor.	Temporary	Retain for: 10 years from patient attaining 18 years of age AND 10 years after last patient service provision or medico-legal action.
9.6.3	<i>Service provision</i> Records relating to the provision of health services including agreements with service providers. Includes agreements between the QATC and service providers specifying ownership of client files.	Temporary	Retain for 7 years after expiry or cancellation of agreement.
9.7	ORIENTATION <i>The activities involved in facilitating students' familiarity with QATC, including its functions, services, policies and procedures.</i>		
9.7.1	<i>Orientation activities</i> Records relating to the arrangement of student orientation including activities such as open days and inductions.	Temporary	Retain for 2 years after year of orientation.
9.8	PARENTAL LIAISON <i>The activities relating to liaison with the parents or guardians of students/clients under 18 years of age (minors). Includes correspondence with parents and approvals by parents for students to undertake certain activities such as taking leave from the campus.</i>		
9.8.1	<i>Parental contact</i> Records relating to contact with a parent/guardian on any issues or concerns regarding	Temporary	Retain until the client is 25 years of age.

Reference	Description of records	Status	Disposal action
	the student. Includes general communication, reports or serious complaints about the care of a student who is a minor and parent/guardian permissions for a minor student to undertake certain activities.		
9.9	<p>RECREATIONAL ACTIVITIES</p> <p><i>The activities related to the provision of recreational, sporting and leisure activities for students. Excludes programmes run by external organisations.</i></p> <p><i>For records relating to grounds, premises or infrastructure (including hire of facilities to external organisation) refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p> <p><i>For records relating to injuries and compensation claims by students injured while involved in QATC sponsored recreational activities see reference number 2.4 – ‘Risk Management’ or refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
9.9.1	<p><i>Recreational activity provision</i></p> <p>Records relating to the provision of recreational facilities and activities for students. Includes the provision of information, facilities and equipment for recreational purposes.</p>	Temporary	Retain for 1 year after last action.

10. VOCATIONAL EDUCATION AND TRAINING DELIVERY

The function of facilitating and delivering vocational education and training. Includes developing & reviewing methods and technologies used in delivering vocational education and training that enable students to gain qualifications for various types of employment and specific skills to help them in the workplace. Also includes curriculum planning, development and evaluation, delivery, assessment and training resources.

Reference	Description of records	Status	Disposal action
10.1	ACCREDITATION AND REGISTRATION <i>The activities relating to the accreditation and registration of the QATC as a Registered Training Organisation (RTO) and vocational education provider of agriculturally focused training.</i>		
10.1.1	Vocational education accreditation Records relating to the accreditation and registration of QATC as a vocational education provider. Includes accreditation as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and accreditation and registration as a Registered Training Organisation (RTO). Records may include, but are not limited to: <ul style="list-style-type: none"> certificates notices recognition of vocational placement schemes (including placement registers) performance monitoring and auditing compliance assessments against mandated standards conditions. 	Temporary	Retain for 30 years after registration ceases
10.1.2	Scientific use registration Records relating to registration of the QATC as a 'Scientific User' under the <i>Animal Care and Protection Act 2001</i> . Includes the auditing and reporting of animal use statistics and approvals by the Animal Ethics Committee for the conduct of activities. Records may include, but are not limited to: <ul style="list-style-type: none"> scientific use registration certificate. 	Temporary	Retain for 7 years after registration expires.
10.2	ASSESSMENT		

Reference	Description of records	Status	Disposal action
	<p><i>The activities and processes related to determining a student's progress towards stated goals and delineated competencies. Includes collecting evidence and making judgements on whether competencies or specified skills and knowledge have been achieved that will lead to the attainment of competence. Includes development of devices, procedures and sets of items which are used to measure ability, skill, understanding, knowledge or achievement.</i></p> <p><i>For records of completed assessments and assessment results for individual students refer to '8.6 – 'Enrolment Management'</i></p> <p><i>For assessment strategies refer to 10.7 - 'Training and Assessment Strategies'</i></p> <p><i>For records of administrative arrangements refer to 10.4.1 Administrative arrangements.</i></p>		
10.2.1	<p>Assessment instruments</p> <p>Master set of assessment instruments including exam questions, assignments, case studies, project work, RPL kits and observations/demonstrations. Includes records of validation and approval for use.</p>	Temporary	Retain for 30 years after cessation of delivery of course or unit.
10.2.2	<p>Assessment items - completed</p> <p>Original or bone fide copies of completed examination scripts and other forms of assessment completed by students.</p> <p><i>Excludes cover sheets and assessment items required as proof of attainment covered by reference number 8.6.3 (Student file).</i></p>	Temporary	Retain for 3 years from date of completion.
10.2.3	<p>Results – Appeals</p> <p>Records of appeals, grievances and complaints relating to examination / assessment results.</p>	Temporary	Retain for 7 years after course completion or cessation.
10.3	<p>COLLABORATIVE VENTURES</p> <p><i>The activities involved in managing collaborative ventures between QATC and other organisations including government, industry and community organisations where there is a formal arrangement or a significant contribution of resources and/or time by the organisations involved. Includes co-provider agreements and agreements to assist in research and other projects undertaken by external organisations. Also includes the provision of customised training services to external organisations such as corporate training and targeted training initiatives.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none"> <i>contracting external parties to deliver training and assessment services to the QATC</i> <i>liaison with external bodies or routine administrative and financial records.</i> 		
10.3.1	Establishment (under seal)	Temporary	Retain for 12 years after

Reference	Description of records	Status	Disposal action
	Records relating to the establishment and management of collaborative ventures involving contracts under seal. Includes memoranda of understanding, contracts and other agreements that establish relationships with entities external to QATC (e.g. agreements with other organisations both within Australia and overseas).		cessation of agreement.
10.3.2	<i>Establishment (other)</i> Records relating to the establishment and management of collaborative ventures involving contracts not established under seal. Includes memoranda of understanding, contracts and other agreements that establish relationships with entities external to QATC (e.g. agreements with other organisations both within Australia and overseas).	Temporary	Retain for 7 years after cessation of agreement.
10.4	COURSE/UNIT DELIVERY <i>The activities supporting the delivery of curriculum for accredited and non-accredited courses or units of competency. Includes development, control and review of curriculum and non-agricultural learning resources.</i> <i>For records relating to agricultural production learning resources such as horses, cattle and crops, etc. see Function 4 – ‘Production and Commercial Operations’.</i>		
10.4.1	<i>Administrative arrangements</i> Records relating to administrative arrangements for course/unit delivery. Includes administrative arrangements for examinations and assessments. Records may include but are not limited to: <ul style="list-style-type: none"> • venue bookings • timetabling • equipment bookings • assessment supervision/invigilation arrangements. 	Temporary	Retain for 1 year after last action.
10.4.2	<i>Curriculum approval - QATC</i> Records relating to the approval of course/unit curriculum developed by the QATC for accredited courses. Includes the approval and final content of course/unit curriculum.	Permanent	Retain permanently.
10.4.3	<i>Curriculum content</i> Records relating to the content of course/unit curriculum developed by the QATC or external organisations for accredited courses. Includes QATC records of the	Temporary	Retain for 30 years after course is withdrawn.

Reference	Description of records	Status	Disposal action
	development, control and review of course/unit curriculum. Excludes the approval and final content of QATC developed curriculum.		
10.4.4	Media recordings Audio/audio-visual recordings of lectures, seminars, workshops, etc.	Temporary	Retain for 6 months after last action.
10.4.5	Non award course delivery Records relating to arrangements and delivery of non-award courses/units.	Temporary	Retain for 7 years after course is withdrawn.
10.4.6	Resources and materials Resources and materials used in course and unit delivery (includes subject and course outlines/profiles, study guides, readings, self-assessment exercises, audio visual teaching aids, assignments and lecture notes). Excludes curriculum development and content records. <i>See reference number 10.4.2 and 10.4.3 (Course/Unit delivery) for curriculum development and content records.</i> <i>See Function 6 (Production and Commercial Operations) for agricultural production learning resources such as horses, cattle and crops, etc.</i>	Temporary	Retain for 2 years after last action.
10.4.7	Training delivery plans Records relating to training delivery including training plans and session plans.	Temporary	Retain for 5 years after last action.
10.5	PROSPECTUS AND HANDBOOKS <i>The activities relating to the development and publication of guides to courses and other information regarding QATC including the prospectus and student handbooks.</i>		
10.5.1	Duplicate set Duplicates of prospectus, handbooks and course guides.	Temporary	Retain until reference ceases.
10.5.2	Master set Master set of prospectus, handbooks and course guides. Includes information required to be made available to students/clients in accordance with legislation and standards.	Temporary	Retain for 30 years after Registered Training Organisation (RTO) registration period ceases

Reference	Description of records	Status	Disposal action
			and/or the last student has ceased studying with the organisation.
10.6	TIMETABLING <i>The activities associated with organising the structure and duration of training periods over the academic year including semester timings. Includes the organisation, control and scheduling of training and assessments/examinations for students.</i>		
10.6.1	Semester timings Records relating to the organisation and structure of the academic year. Including semester and other training period dates, key administrative and committee dates.	Temporary	Retain for 1 year after academic calendar superseded.
10.7	TRAINING AND ASSESSMENT STRATEGIES <i>The activities associated with developing, documenting and reviewing training and assessment strategies that meet the requirements of the relevant training package (or accredited course); are developed in consultation with industry stakeholders; are conducted in accordance with the principles of assessment and the rules of evidence; meet workplace and, where relevant, regulatory requirements and are systematically validated.</i> <i>For records relating to assessment processes see reference number 10.2 - 'Assessment'</i>		
10.7.1	Strategy approval Approved Training and Assessment strategy plans. Includes plans (outlining the approach to training and assessment), supporting documents/evidence and approvals.	Temporary	Retain for 30 years after cessation of course or unit delivery.
10.7.2	Strategy development Records relating to the development and formulation of Training and Assessment strategies. Includes proposal for plans, correspondence, briefing papers and discussion papers.	Temporary	Retain for 3 years after last action.
10.8	TRAINING EVALUATION <i>The activities relating to the collection of information and assessment of training processes, including course or unit evaluations, student or client surveys and employer surveys. Excludes data entered into external electronic or on-line systems.</i>		
10.8.1	Evaluation Outcome	Temporary	Retain for 3 years after last

Reference	Description of records	Status	Disposal action
	Records relating to the evaluation of training processes including, but not limited to: <ul style="list-style-type: none">• data collection records• competency completion reports• outcome evaluation report		action.