

Heritage Conservation retention and disposal schedule QDAN 741 v1

Authorised 06 April 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records relating to the heritage protection of natural and built environments (including World Heritage listings), and the conservation of built environments created by the Department of Environment and Heritage Protection.

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 Heritage Conservation retention and disposal schedule authorises the disposal of records related to heritage conservation of built and natural environments, created by Department of Environment and Heritage Protection. It applies to records created in any format, unless otherwise specified in the class description. For the conservation management and maintenance of natural environments generally, or natural areas in particular, for example, national and marine parks, please see other Environment schedules.

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

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use.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

Revoked schedules include:

- QDAN 502 (sections relevant to heritage conservation)
- QDAN 653 (sections relevant to heritage conservation).

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 State Archives website under [Destroy](#).

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: 06 April 2017

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1. COMMON ACTIVITIES

These activities are common across all heritage conservation related functions and can be used to sentence or dispose of records that are classified under any heritage conservation 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). These are covered by the relevant activity under heritage conservation related functions, later in the schedule.

Disposal authorisation	Description of records	Retention period & trigger
1.1	<p>ADVICE</p> <p><i>The activities associated with preparing and communicating advice, providing information and guidance to the public as individuals, 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>Advice – significant*</p> <p>Records relating to the provision of significant heritage conservation related advice where the advice is not related to a specific enforcement or monitoring action or case file. Includes, but is not limited to, advice on:</p> <ul style="list-style-type: none"> • heritage criteria, applications, listings and reviews • conservation products, trades and specialist activities, including time period appropriate supplies and techniques • development approvals and exemptions, including third party advice or agency development advice • archaeological and historical connections • cultural heritage conservation, including custodianship, ownership and possession, handling, existence and location of Aboriginal or Torres Strait Islander cultural heritage and human remains • world heritage status, e.g. <i>wet tropics area</i> • maritime historical places, e.g. <i>shipwrecks</i> • international standards, e.g. <i>UNESCO Convention</i>. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice on state assessed development applications (agency advice) 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • advice correspondence • research notes, advice notices, fact sheets. <p>See Regulatory Enforcement for Records relating to issuing directives, orders, fines, penalties or exemptions for heritage conservation related offences and matters</p> <p>See Monitoring and Surveillance for records relating to monitoring and administering compliance of licensees. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i></p>	
1.1.2	<p>Advice – other~</p> <p>Records relating to the provision of other heritage conservation related advice not covered by reference 1.1.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advice on state assessed development applications (agency advice) • advice correspondence • research notes, advice notices, fact sheets. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
1.2	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services. Includes memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General Retention and Disposal Schedule (GRDS) for records relating to the negotiation, establishment, maintenance and review of agreements relating to financial management and agreements about the performance of agency functions between the public authority and other government entities.</i></p>	
1.2.1	<p>Agreements – significant*</p> <p>Records relating to the establishment, negotiation, maintenance, review and variation of significant heritage conservation related agreements between the department and other entities including, but not limited to:</p> <ul style="list-style-type: none"> • conservation projects 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • development partnerships • joint management and cooperative arrangements, <i>e.g. with Aboriginal and Torres Strait Islander people, with landholders</i> • heritage place ownership and conservation responsibilities, <i>e.g. public access and conservation provisions</i> • wet tropics heritage management, <i>e.g. variation/exemption agreements of Wet Tropics Management Plan controls, cooperative financial, scientific, technical or other assistance for management of world heritage areas</i> • research, preservation and cataloguing programs, <i>e.g. national environmental science programs, fungi biodiversity, Riversleigh fossil database</i> • international conventions, <i>e.g. UNESCO world heritage management</i> • cultural heritage studies or plans where the department is a sponsor • negotiations between the State and Commonwealth relating to regional funding, sponsorship, contributions and individual projects, <i>e.g. Natural Heritage Trust Extension</i> • Aboriginal and Torres Strait Islander cultural heritage • partnerships with Aboriginal and Torres Strait Islander cultural heritage bodies. <p>Includes significant agreements that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding • consultation records. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i></p>	
1.2.2	<p>Agreements – proceeded with – other~</p> <p>Records relating to heritage conservation related agreements between the department and other entities that proceed not covered by reference 1.2.1</p>	7 years after agreement terminated or expired.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding • consultation records. <p>~ Refer to <i>Appendix: Definition of Significant Versus Other</i>.</p>	
1.2.3	<p>Agreements – not proceeded with – other~</p> <p>Records relating to heritage conservation related agreements between the department and other entities that do not proceed.</p> <p>Excludes significant agreements that do not proceed. See 1.2.1</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. 	2 years after decision not to proceed.
1.3	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees. Includes determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p>See the <i>General Retention and Disposal Schedule (GRDS)</i> for employment history.</p>	
1.3.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors, authorised or accredited to undertake heritage conservation compliance related activities including, but not limited to:</p>	7 years after appointment ceased.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • authorised officers • conservation officers • investigations • monitoring and enforcement of breaches of legislation. <p>Includes resignations, disqualifications, provision and return of identification cards, removals from office, election to positions (where appropriate).</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 allocation. 	
1.4	<p>AUTHORISATION</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights. Includes rejected and withdrawn applications.</i></p>	
1.4.1	<p><i>Granted rights – Aboriginal and Torres Strait Islander cultural heritage</i></p> <p>Records relating to the granting of heritage conservation related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> • measures to avoid or minimise harm to Aboriginal and Torres Strait Islander cultural heritage sites • permits and other authorisations previously approved under previous relevant legislation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation applications (successful) • renewals, changes and releases • transfers and surrenders • cancellations and terminations • assessments and information notices 	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • submissions and referrals • consultation records, as appropriate. 	
1.4.2	<p><i>Granted rights – other~</i></p> <p>Records relating to the granting of other heritage conservation related authorisations which can enable ongoing maintenance and minor repair work.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> • cultural heritage exemptions and approvals • world heritage area authorisations. <p>Excludes authorisations regarding Aboriginal and Torres Strait Islander cultural heritage sites.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • authorisation applications (successful) • renewals, changes and releases • transfers and surrenders • cancellations and terminations • assessments and information notices • submissions and referrals • consultation records, as appropriate. <p>~ Refer to <i>Appendix: Definition of Significant Versus Other.</i></p>	7 years after authorisation ceased or expired.
1.4.3	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for heritage conservation related authorisations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful or withdrawn) • assessments • information notices. 	2 years after authority refused or withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
1.5	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. Includes claims for damages from exercise of inspectorate powers. Includes recovery of compliance costs incurred by the Department.</i></p>	
1.5.1	<p>Compensation claims – significant*</p> <p>Records relating to claims for compensation provided by the Department of Environment and Heritage Protection for costs, damage or loss incurred under heritage conservation related legislation including, but not limited to claims for:</p> <ul style="list-style-type: none"> • exercise of compliance officer actions and powers, <i>e.g. inspectorate actions which damage, remove or incur expenses for complainant</i> • exercise of chief executive powers, <i>e.g. declaration of state ownership of particular archaeological artefacts resulting in loss/expense for complainant</i> • regulatory compliance, <i>e.g. compensable expenses to comply with regulatory requirements incurred by complainant</i> • regulatory impacts, <i>e.g. restrictions or prohibitions under management plans on existing use of the land where landholders are injuriously affected</i> • other claims within legislated compensation parameters. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals, advice payments • Gazette notices. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: “Significant includes” records or classes that are significant by default.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.5.2	<p>Compensation claims – other~</p> <p>Records relating to claims for compensation provided by the Department of Environment and Heritage Protection for costs, damage or loss incurred under heritage conservation related legislation including, but not limited to claims for:</p> <ul style="list-style-type: none"> • exercise of compliance officer actions and powers, <i>e.g. inspectorate actions which damage, remove or incur expenses for complainant</i> • exercise of chief executive powers, <i>e.g. declaration of state ownership of particular archaeological artefacts resulting in loss/expense for complainant</i> • regulatory compliance, <i>e.g. compensable expenses to comply with regulatory requirements incurred by complainant</i> • regulatory impacts, <i>e.g. restrictions or prohibitions under management plans on existing use of the land where landholders are injuriously affected</i> • other claims within legislated compensation parameters. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals, advice payments • Gazette notices. 	7 years after claim determined.
1.5.3	<p>Cost recovery – heritage conservation value</p> <p>Records relating to claims for compensation brought by the Department of Environment and Heritage Protection for costs, damage or loss for various heritage conservation related items under heritage conservation related legislation, including, but not limited to claims for damage or loss of:</p> <ul style="list-style-type: none"> • built environments, including repairs and replacements of items, <i>e.g. buildings, out-buildings, landscaping, other fixtures and features</i> • natural environments, including restoration or rehabilitation of particular areas, <i>e.g. world heritage protected sites</i> 	7 years after claim determined.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • objects and items with historical value and significance to cultural heritage conservation outcomes, <i>e.g. pictures, prints, exhibits, artefacts, curios, objects of natural history, objects works of art, books, maps, manuscripts, documents, papers, etc.</i> • other items of value to various heritage trusts through their rarity, uniqueness or the information they provide. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications • notifications • claim approvals, advice payments • Gazette notices. 	
1.6	<p>CONSERVATION</p> <p><i>The activities involved in the preservation, protection, maintenance, restoration and, enhancement of properties, including buildings and land, and information resources and artefacts.</i></p>	
1.6.1	<p><i>Built and natural environments</i></p> <p>Records relating to the preservation, protection, restoration and enhancement of land, built and natural environments, places, sites and property, including:</p> <ul style="list-style-type: none"> • built environments, including repairs and replacements of items, <i>e.g. buildings, out-buildings, landscaping, other fixtures and features</i> • natural environments, including restoration or rehabilitation of areas, <i>e.g. world heritage protected sites, endangered habitats</i> • archaeological places, including marine sites, <i>e.g. maritime shipwrecks</i> • Aboriginal and Torres Strait Islander burial sites, including repatriation of Aboriginal and Torres Strait Islander burial remains • Aboriginal and Torres Strait cultural heritage sites • land management operations by landholders, land managers and other stakeholders • state heritage places, including amenities of heritage conserved lands, buildings and chattels and their surroundings 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • objects and items with historical and cultural heritage conservation value and significance, <i>e.g. pictures, prints, exhibits, artefacts, curios, objects of natural history, objects works of art, books, maps, manuscripts, documents, papers, etc.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • care, control and management of places • development or project-specific research into historical authenticity of designs, products, specifications, <i>e.g. colours, templates</i> • background research into national, historic, aesthetic, artistic, architectural or scientific interests, niche research into conservation techniques, products, tools and trades • maintenance activities and follow ups, including those with specialised conservation purposes and actions • time period product catalogues and recipes • specialist contractor information • background research • photographs, colour swathes and templates. 	
1.7	<p>CONTROL</p> <p><i>The activities associated with the creation, maintenance and evaluation of control mechanisms of business processes, and administering compliance to superordinate requirements and legislation, including obtaining licences and authorisations to conduct or oversee work critical to departmental functions, e.g. water entitlements and allocations required to operate recreational area in park functions, laboratory accreditation required for research work in environment functions. May specifically refer to the processes associated with the management of individual programs, e.g. control programs in managing pests and diseases, in particular ecosystems. Includes control registers, indexes, directories and other control mechanisms.</i></p> <p><i>See Registration for specific functional registers.</i></p>	
1.7.1	<p>Regulatory requisites</p> <p>Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (licences, accreditations, authorisations, permits, permissions, etc.) for the Department to conduct its heritage conservation functions and associated business processes. Typically includes processes administered under legislation not administered by the Department.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • equipment calibrations and certifications 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • rights, approvals and other authorities (not administered by Department) • development approvals • testing accreditation by the National Association of Testing Authorities (NATA) • other requisites approvals from other licensing agencies. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certification notices • licence notices • amendments and renewals • authority and approval notices. 	
1.8	<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>	
1.8.1	<p><i>Declarations – significant*</i></p> <p>Records relating to significant heritage conservation related declarations made by the department including, but not limited to declarations of:</p> <ul style="list-style-type: none"> • state ownership of particular archaeological artefacts to protect cultural heritage significance and conservation • Aboriginal and Torres Strait Islander community use areas for appropriate Aboriginal and Torres Strait Islander and economic activities • protected areas. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: “Significant includes” records or classes that are significant by default.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.8.2	<p><i>Declarations – other~</i></p> <p>Records relating to other heritage conservation related declarations made by the department not covered by reference <u>1.8.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notifications and signed approvals • declaration notices. <p>~ Refer to <u>Appendix: Definition of Significant Versus Other</u>.</p>	7 years after business action completed.
1.9	<p>DEVELOPMENT</p> <p><i>The activities associated with encouraging development initiatives, often across various industries. Includes strategic planning and investment attraction to assist particular industries and the growth of the Queensland economy as a whole. Includes receiving, assessing, commenting and/or approving (or otherwise) development applications of proposed development projects.</i></p>	
1.9.1	<p><i>Development approvals</i></p> <p>Records relating to assessing applications for development approvals affecting significant Queensland places, determined under relevant heritage, conservation and planning legislation and outcomes for:</p> <ul style="list-style-type: none"> • places likely deserving cultural heritage recognition • places under assessment for heritage status • registered state heritage places • archaeological places • sites under assessment for archaeological investigations. <p>Assessment includes, but is not limited to:</p> <ul style="list-style-type: none"> • receiving advice from place owners of proposed development applications • assessing development impacts on archaeological artefacts/investigations of the place, e.g. does development destroy/reduce cultural heritage significance • issuing public consultation notices, requests for further information, assessing submissions and reports, soliciting council advice, making recommendations • assessing development applications under the Planning Act (State heritage places) for developments on State heritage places 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • refusing development applications where effect of approving development would be to destroy or substantially reduce the cultural heritage significance of a State heritage place • making decisions and development agreements with the owner and relevant assessment/concurrence agencies • issuing development approvals and development exemption certificates. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • development applications • feasibility and environmental impact studies • socio economic impact assessments • geological and site investigation reports • technical specifications and evaluations • surveying records and drawings • consultation records. <p>See Regulatory Requisites for development approvals not covered under legislation administered by the Department</p>	
1.9.2	<p><i>Natural and built environments – heritage conserved developments</i></p> <p>Records relating to developing structures, amenities and mechanisms for or related to heritage conserved lands, buildings, chattels and surroundings, and heritage listed natural environments by World Heritage Management Authorities.</p> <p>Includes acquiring, including purchasing, property to facilitate development works.</p> <p>Developments include, but are not limited to:</p> <ul style="list-style-type: none"> • protecting and augmenting natural environments for better conservation management outcomes • facilitating and enhancing appreciation/enjoyment of World Heritage Areas by the public • acquiring Aboriginal and Torres Strait Islander cultural heritage sites for preservation purposes • acquiring, including compulsory acquiring land, to manage, preserve or protect Aboriginal and Torres Strait Islander cultural heritage. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>Excludes property development, including acquisition and disposal activities, undertaken by the National Trust of Queensland and Newstead House Trust.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • construction plans • specifications • surveying records and drawings • background research • photographs, colour swathes and templates. <p>See <u>Property</u> for property disposed of by the Department.</p>	
1.9.3	<p><i>Land and property acquisitions and plans – not proceeded with</i></p> <p>Records relating to acquisition and planning improvement works for land and property related to heritage conserved lands, buildings, chattels and surroundings, and heritage listed natural environments where:</p> <ul style="list-style-type: none"> • works are not proceeded with • property is disposed of • property is not or was never state/authority/council/trust owned. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • property title • property purchase contract • property plans • development applications (successful/unsuccessful). 	25 years after business action completed.
1.10	<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, in a safe and approved manner. Excludes hazardous waste including asbestos and radioactive material.</i></p>	
1.10.1	<p><i>Property (land, buildings, chattels and surrounds)</i></p> <p>Records relating to disposing of properties of, or associated with, heritage conserved lands, buildings, chattels and surrounds, and heritage listed natural environments. Includes disposing property no longer</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>required to facilitate development works. Also includes by selling, donating, tender, auction, expression of interest. Includes disposing of land related rights such as leasehold.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • disposal approvals • property settlement papers • contracts • disposal registers. 	
1.10.2	<p><i>Evidence and waste</i></p> <p>Records relating to disposing of evidence and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Excludes hazardous waste including asbestos and radioactive material.</p> <p>Includes dealing with and disposing by selling, destroying and other means:</p> <ul style="list-style-type: none"> • seized and forfeited evidence • waste • personal property. <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • seized evidence summary sheets and seizure receipts • copies of enforcement orders and notices • disposal registers. 	7 years after business action completed.
1.11	<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 <u>Investigations</u> for making authorised, often responsive assessments of accidents, incidents or allegations relating to infringements, breaches or offences.</i></p> <p><i>See <u>Monitoring and Surveillance</u> for planning and undertaking compliance programs to monitoring the behaviour of licensees, entities and community members in general to identify enforcement actions required.</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
1.11.1	<p><i>Regulatory enforcement</i></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for heritage conservation related offences and matters under relevant legislation including, but not limited to:</p> <ul style="list-style-type: none"> • prioritising preservation, protection and damage prevention to heritage conserved places • securing decency, order and access to land and buildings • ensuring appropriate use, enjoyment and safety of heritage conserved places, <i>e.g. animal management, traffic, parking, camping, occupation</i> • enforcing heritage agreements and Planning and Environment Court orders to secure compliance, remedy defaults and deal with related/incidental matters • enacting interim protection orders (where development is happening/proposed) to maintain identified/nominated state heritage places, pending consideration of state registration processes • issuing non-development orders for heritage places damaged or destroyed by convicted owners, prohibiting development over a long term • issuing orders to stop work damaging or jeopardising cultural heritage significant places or in contravention of development approvals • issuing orders to start/conduct work on state heritage places, including: <ul style="list-style-type: none"> ○ essential maintenance work, <i>e.g. serious or irreparable damage or deterioration caused by weather, fire, vandalism, insects</i> ○ minor maintenance work, <i>e.g. refixing roofs or wall boards, removing fire hazards, boarding up insecure openings, pest control.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • check point and road closure information • enforcement action orders, assessments and reports • maps and photographs. 	7 years after business action completed.
1.12	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p>	

Disposal authorisation	Description of records	Retention period & trigger
1.12.1	<p><i>Investigations – significant*</i></p> <p>Records relating to significant heritage conservation related offences under relevant legislation including, but not limited to:</p> <ul style="list-style-type: none"> • natural and built environments, places and properties • actions to endanger preservation and protection of heritage conserved places and environments • damage to or loss of heritage conserved places and environments • health and safety related incidents relating to the appropriate use, enjoyment and safety of heritage conserved places and environments by the community • contravention of heritage agreements, court orders, interim protection orders, non-development orders, stop work orders, work orders, maintenance orders. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>See <i>Cultural Heritage Conservation – Assessment for investigations into heritage worthiness and registration, including historical perspectives, cultural heritage validity, conservation requirements and other interests (national, historic, aesthetic, artistic, architectural or scientific etc.)</i>.</p> <p>* Refer to <i>Appendix: Definition of Significant Versus Other</i>.</p> <p>Exception to Definition: “Significant includes” records or classes that are significant by default.</p>	Permanent. Transfer to QSA after business action completed.
1.12.2	<p><i>Investigations – other~</i></p> <p>Records relating to investigating other heritage conservation related offences under relevant legislation not covered by reference <u>1.12.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation reports • interview transcripts • warrants. <p>~ Refer to <i>Appendix: Definition of Significant Versus Other</i>.</p>	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.13	<p>LICENSING</p> <p><i>The activities associated with granting or denying licensing instruments giving authority to undertake particular actions or occupations in line with the authority of the licensing instrument, and bestow special rights of ownership, financial responsibility and/or environmental accountability and other terms and conditions with the licence. Includes permits to own or use something or carry out particular actions. Includes but is not limited to licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests, etc.</i></p>	
1.13.1	<p><i>Granted licences and permits – significant*</i></p> <p>Records relating to approving and issuing licences and permits to undertake significant heritage conservation. Including:</p> <ul style="list-style-type: none"> • requesting more information, environmental impact assessments, alternatives, community impacts, consulting with other entities • applying conditions to permits, <i>e.g. limitations, rehabilitation, security monies</i> • submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits. <p>Significant heritage conservation may relate to, but is not limited to conservation occurring in:</p> <ul style="list-style-type: none"> • world heritage areas • high integrity zones • protected areas. <p>Granted licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> • infrastructure permits • scientific purposes permits • activity permits • domestic activity permits • heritage place permits. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments and information notices • renewals. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i>	
1.13.2	<p>Granted licences and permits - other~</p> <p>Records relating to approving and issuing heritage conservation related licences and permits in world heritage areas, high integrity zones and protected areas.</p> <p>Granted licences and permits include, but are not limited to:</p> <ul style="list-style-type: none"> • infrastructure permits • scientific purposes permits • activity permits • domestic activity permits • heritage place permits. <p>Includes:</p> <ul style="list-style-type: none"> • requests for more information, environmental impact assessments, alternatives, community impacts, consulting with other entities • applying conditions to permits, <i>e.g. limitations, rehabilitation, security monies</i> • submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits. <p>Excludes records related to significant heritage conservation related licences and permits. <i>See 1.13.1</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • assessments and information notices • renewals. <p>~ Refer to <u>Appendix: Definition of Significant Versus Other.</u></p>	7 years after licence/permit expires or ceases.
1.13.3	<p>Unsuccessful and withdrawn applications</p> <p>Records relating to unsuccessful and withdrawn applications for heritage conservation related licences and permits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful, refused and withdrawn) 	2 years after licence/permit refused/withdrawn.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> assessments and information notices. 	
1.14	<p>MAPPING</p> <p><i>The activities associated with analysing and representing spatial data in graphical form. Includes collecting spatial data, conducting field surveys and drawing maps. Mapping can be specified further by district, region, site, map, sheet series name, project map etc.</i></p>	
1.14.1	<p>Mapping – original and historically significant</p> <p>Records relating to maps of original and historical significance created in the purposes of cultural heritage conservation and world heritage site management.</p> <p>Includes maps of significant sites.</p> <p>Original and historically significant mapping areas include, but not limited to:</p> <ul style="list-style-type: none"> natural and built environments places and properties state heritage places environmental areas zones, including high integrity and protection areas flora and fauna habitat areas archaeological investigation sites, including digs rezoning surrounding properties boundaries, roads, waterways and other features. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> aerial photographs and maps survey plans and land descriptions property information reports. 	Permanent. Transfer to QSA after business action completed.
1.14.2	<p>Mapping – other~</p> <p>Records relating to creating maps, including inspecting, surveying, photographing and assessing sites, where maps have other values, and other importance for purposes of cultural heritage conservation and world heritage site management, including ongoing work.</p>	Whilst current and then 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"> • aerial photographs and maps • survey plans and land descriptions • property information reports. <p>~ Refer to Appendix: Definition of Significant Versus Other.</p>	
1.15	<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>	
1.15.1	<p>Monitoring licence holders and areas</p> <p>Records relating to monitoring and administering compliance of licensees with cultural heritage conservation and world heritage site management related legislation, licences and licence conditions.</p> <p>Monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> • natural and built environments • community information and complaints and information • community adherence to legislation and compliance requirements • activities of licence and permit holders • local government handling of local heritage register responsibilities • state of important areas and places (natural and built), including registered, vulnerable, endangered, high integrity, protected • effectiveness of on-ground operations. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 	7 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.16	<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>	
1.16.1	<p>Partnerships – significant*</p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to cultural heritage conservation and world heritage site management outcomes.</p> <p>Significant partnerships include, but are not limited to:</p> <ul style="list-style-type: none"> • heritage community partnerships • cooperative landholder arrangements in managing natural and cultural values of Cape York Peninsula • Aboriginal and Torres Strait Islander cultural heritage bodies. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: “Significant includes” records or classes that are significant by default.</i></p>	Permanent. Transfer to QSA after business action completed.
1.16.2	<p>Partnerships – other~</p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference 1.16.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. 	7 years after partnership expires.

Disposal authorisation	Description of records	Retention period & trigger
	~ Refer to <i>Appendix: Definition of Significant Versus Other.</i>	
1.17	<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>	
1.17.1	<p>Planning – significant*</p> <p>Records relating to planning significant cultural heritage conservation and world heritage site management initiatives, programs, strategies, priorities and activities for improved community outcomes. Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant planning includes, but is not limited to:</p> <ul style="list-style-type: none"> • built places under construction deserving cultural heritage recognition as part of current notable industry activity, awards and public opinion, <i>e.g. distinctive/innovative architecture, architect, use of materials</i> • changing maintenance requirements, assisting recovery construction planning or removing heritage status and planning controls from places based on large scale irretrievable damage and loss, <i>e.g. flood event damage to whole neighbourhoods of heritage listed houses</i> • archaeological investigations and digs to enhance knowledge about Queensland history and places • environmental care initiatives, programs and management plans, <i>e.g. pest eradication programs, fire management</i> • maritime care initiatives and programs for heritage/natural environments <i>e.g. Great Barrier Reef, shipwrecks</i> • facilities, functions and promotions that enhance the use, status and knowledge of cultural and natural heritage icons, <i>e.g. themed/costumed dances at Government House, bicentennial trails, walking tracks and trails, learning landscapes, field trips.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans, strategies • planning reports • implementation programs and schedules. 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i></p>	
1.17.2	<p>Planning – other~</p> <p>Records relating to planning other cultural heritage conservation and world heritage site management initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference 1.17.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p>	7 years after business action completed.
1.18	<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. Also includes case appeals of prosecuted matters.</i></p>	
1.18.1	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant heritage conservation related offences under relevant legislation including precedent setting cases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.18.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other heritage conservation related offences under relevant legislation not covered by reference 1.18.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>~ Refer to Appendix: Definition of Significant Versus Other.</p>	7 years after business action completed.
1.19	<p>REGISTRATION</p> <p><i>The activities associated with receiving, processing, granting and refusing applications for registration of objects, people, businesses, entities or legal instruments in electronic and/or physical registers for particular purposes as required by business and legislation. Includes purposes of process control, unique identification and public search requirements. Includes registering flora, fauna, people, land and geographical features. Includes registering licence holders, maps, licence areas, and investigation and prosecution cases and outcomes.</i></p>	
1.19.1	<p>Investigations and prosecutions registers</p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under heritage conservation related legislation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. 	25 years after business action completed.
1.19.2	<p>Heritage registers – places and areas</p> <p>Records relating to registering places and areas with cultural or natural heritage conservation values for Queensland.</p> <p>Queensland heritage registers, include but are not limited to:</p> <ul style="list-style-type: none"> • registers of state heritage places, archaeological places, protected areas and other places and areas of significance • places and areas information including locations, boundaries, descriptions, history, heritage agreements, exemptions, recommendations 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • cultural heritage significance, archaeological criteria or significance to protected areas • assessment information, including: <ul style="list-style-type: none"> ○ historical evolution/pattern, rare, uncommon or endangered aspects of cultural history, potentially yielding information, principal characteristics of particular classes of cultural places, aesthetics, creative/technical achievements, strong/special community/cultural associations, special association with particularly important persons, groups or organisations in history heritage register (entry, removal, destroy place), extending time for decisions • making decisions about entries on heritage register (entry, removal, destroy place), extending time for decisions • applications, releases, changes • relevant cross references and information from local heritage registers. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases. <p><i>See Assessment for records relating to the process of examining and determining all values and resources of an area or site against a set criteria. Includes native title assessments and cultural heritage assessments.</i></p>	
1.19.3	<p><i>Heritage area management information registers</i></p> <p>Records relating to registering heritage conservation area management information and maintaining critical identification information.</p> <p>Registers include but are not limited to:</p> <ul style="list-style-type: none"> • all aspects of area management plan, including: <ul style="list-style-type: none"> ○ plan operations ○ land title information, <i>e.g. private land within area, prohibitions, permits</i> ○ implications for land titles, <i>e.g. plan requirements/restrictions</i> • all aspects of management activities, including: <ul style="list-style-type: none"> ○ environmental testing, <i>e.g. air and water quality</i> ○ environmental monitoring, <i>e.g. program timing, observations</i> • all aspects of the area, including: 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> ○ defining features, <i>e.g. waterways, roadways, boundaries</i> ○ important sites ○ flora and fauna, <i>e.g. habitats, numbers, movements.</i> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> ● register entries. ● register applications and releases. 	
1.19.4	<p><i>Licence holder registers</i></p> <p>Records relating to registering heritage conservation related licensees and sub-licensees under relevant legislation including licence holders operating in restricted areas.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> ● register entries ● register applications and releases ● statutory declarations. 	Permanent. Transfer to QSA after business action completed.
1.19.5	<p><i>Licences, permits and authorisations registers</i></p> <p>Records relating to registering heritage conservation related licences, permits and authorisations against land areas and property in natural and built environments, and maintaining registers.</p> <p>Licences, permits and authorisations include, but not are limited to:</p> <ul style="list-style-type: none"> ● world heritage area permits ● high integrity zone permits ● protected area permits ● infrastructure permits ● scientific purposes permits ● activity permits ● domestic activity permits ● heritage place permits 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • cultural heritage exemptions and approvals • world heritage management authorisations. <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	
1.19.6	<p><i>Development approvals, controls and exemptions registers</i></p> <p>Records relating to maintaining registers of development approvals, controls and exemptions for heritage conservation places, properties and areas.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • places likely deserving cultural heritage recognition • places under assessment for heritage status • registered state heritage places • archaeological places • sites under assessment for archaeological investigations. <p>Includes development approvals, development exemptions, heritage place immunities (portions exempt) and transfers, releases, changes, cancellations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	Permanent. Transfer to QSA after business action completed.
1.19.7	<p><i>Land title registration caveats/notations – land title registry</i></p> <p>Records relating to advising Registrar of Titles and Land Title Registry of dealings in relation to land and private land within the wet tropics management area, or other heritage conservation management areas.</p> <p>Includes:</p> <ul style="list-style-type: none"> • registering caveats and notations on land title registrations 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> • registering prohibitions where land is subject to management plan • repeal of management plan over private land • removing private land from the operation of management plan • removing particulars of land from registrar's records • transfers, releases, changes, cancellations. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • register entries • register applications and releases • statutory declarations. 	
1.20	<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. 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>	
1.20.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant heritage conservation related research areas to discover facts, theories and principles that support improved community and heritage conservation outcomes and business activities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><i>Exception to Definition: "Significant includes" records or classes that are significant by default.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1.20.2	<p>Research – other~</p> <p>Records relating to researching and enquiring into other research areas relating to heritage conservation management activities not covered by reference 1.20.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research reports and publications • original data • findings and observations. <p>~ Refer to Appendix: Definition of Significant Versus Other.</p>	7 years after business action completed.
1.21	<p>TRAINING</p> <p><i>The activities associated with training and developing skills, knowledge and resourcefulness of community clients and departmental staff. Includes all aspects of training and development internally and externally. Includes training courses, coaching, mentoring programs, job shadowing and other programs and strategies designed to actively engage individuals in learning experiences in order to improve their knowledge and skills.</i></p>	
1.21.1	<p>Community education programs</p> <p>Records relating to developing, delivering and reviewing of community education programs for heritage conservation management activities.</p> <p>Programs include but are not limited to:</p> <ul style="list-style-type: none"> • wet tropics • heritage. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • program and session outlines and content • program brochures and invitations • program schedules and presentations. 	7 years after program superseded.
1.21.2	<p>Training course guides, presentations, assessment and supporting materials</p> <p>Records relating to developing, delivering and assessing of training courses for heritage conservation management and to develop industry and compliance skills and knowledge in staff and clients</p>	7 years after training course superseded.

Disposal authorisation	Description of records	Retention period & trigger
	<p>(internally and externally), including inspections, investigations and prosecutions training under heritage conservation related legislation.</p> <p>Training may include, but are not limited to:</p> <ul style="list-style-type: none">• heritage trades• wet tropics environments. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• training course outlines and content• training course brochures and invitations• training schedules and presentations.	

2. CULTURAL HERITAGE CONSERVATION

The function of managing, protecting, enhancing and promoting the cultural heritage value of sites, places, buildings and landscapes. Includes recognition of the agreed traditional land access rights of Aboriginal and Torres Strait Islander peoples and promoting community wide respect for cultural heritage. Also includes the Queensland heritage register, restoration and maintenance of heritage properties, Heritage Council interaction, heritage permits, native title claims and heritage based tourism.

Disposal authorisation	Description of records	Retention period & trigger
2.1	<p>ASSESSMENT</p> <p><i>The process of examining and determining all values and resources of an area or site against a set criteria. Includes native title assessments and cultural heritage assessments.</i></p> <p><i>See other Environment schedules for impact assessment for evaluating the impacts of a development on the environment.</i></p>	
2.1.1	<p>Cultural heritage place merit for registration</p> <p>Records relating to assessing cultural heritage places for meritorious inclusion in Queensland heritage register, and assessing place values and worthiness for inclusion, given historical perspectives, cultural heritage validity, conservation requirements and other interests (national, historic, aesthetic, artistic, architectural or scientific etc.)</p> <p>Assessment includes, but is not limited to:</p> <ul style="list-style-type: none"> • assisting other entities responsible for assessment • assessing community and owner submissions to be made • inviting interested representations • making recommendations for inclusion or partial inclusion from Queensland Heritage Register and associated registers • refusing heritage place listing • determining exclusion from heritage listing • recommending excluding place from heritage register • recommending removal of places from registers • removing places from register. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • public advertisements • consultation records 	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• research, reports and recommendations• register entry requests. <p><i>See <u>Heritage registers – places and areas</u> for records relating to registering places and areas with cultural or natural heritage conservation values for Queensland.</i></p>	

3. WORLD HERITAGE MANAGEMENT

The function of identifying, negotiating and declaring areas for World heritage listing based on, their outstanding universal natural or cultural significance and which include the involvement of the organisation.

Includes the Australian fossil mammal sites (Riversleigh), Central Eastern, Rainforest Reserves (Australia) (CERRA), Fraser Island, Great Barrier Reef, and the Wet Tropics of Queensland.

Includes strategic issues such as proposed additions, management plans, capital works, joint Aboriginal and Torres Strait Islander management and tourism. Also includes dealing strategically with intergovernmental arrangements, committees, reporting, proposals and funding agreements.

See other Environment schedules for the management and maintenance of particular world heritage parks.

NOTE: A world heritage place is listed by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as of special cultural or physical significance. The site could be a forest, mountain, lake, island, desert, monument, building, complex, or city, etc. The world heritage list is maintained by the international World Heritage Programme administered by the UNESCO World Heritage Committee.

Disposal authorisation	Description of records	Retention period & trigger
	<p>NO ACTIVITIES For world heritage management related activities, use Common Activities.</p>	

Note: This schedule covers the heritage protection of natural and built environments, including world heritage listings, and the conservation of built environments. For the conservation management and maintenance of natural environments generally, or natural areas in particular, for example, national and marine parks, please see other Environment schedules.

4. LEGACY RECORDS

This section covers legacy records of the:

- Queensland Heritage Council and Board
- Wet Tropics Management Authority
- National Trust of Queensland and Board ^
- Newstead House Trust and Board ^
- Repealed process records
- Machinery of government changes – process records.

^ QDAN707 provides coverage for records relating to National and Heritage Trusts although records at 4.4 and 4.8 below have been included as legacy records due to QDAN707 providing insufficient coverage for these.

Disposal authorisation	Description of records	Date range	Retention period & trigger
4.1	Queensland Heritage Council		
4.1.1	Records relating to establishing the Queensland Heritage Council under <i>Queensland Heritage Act 1992 (section 2)</i>	1992 onwards	Permanent. Transfer to QSA after business action completed.
4.1.2	Records relating to operations to administer manage and conduct the affairs of the Queensland Heritage Council.	1992 onwards	<i>See records classes included in this schedule (Council).</i>
4.1.3	Records relating to decommissioning the Queensland Heritage Council.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.2	Wet Tropics Management Authority		
4.2.1	Records relating to establishing Wet Tropics Management Authority under <i>Wet Tropics World Heritage Protection and Management Act 1993 (section 6)</i> .	1993 onwards	Permanent. Transfer to QSA after business action completed.
4.2.2	Records relating to operations to administer manage and conduct the affairs of the Wet Tropics Management Authority.	1993 onwards	<i>See records classes included in this schedule (Authority).</i>
4.2.3	Records relating to decommissioning Wet Tropics Management Authority.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.3	Board (of Directors) of Wet Tropics Management Authority		

Disposal authorisation	Description of records	Date range	Retention period & trigger
4.3.1	Records relating to establishing Board of Wet Tropics Management Authority under <i>Wet Tropics World Heritage Protection and Management Act 1993 (section 6)</i> .	1993 onwards	Permanent. Transfer to QSA after business action completed.
4.3.2	Records relating to operations to administer manage and conduct the affairs of the Board of Wet Tropics Management Authority.	1993 onwards	<i>See records classes included in this schedule (Council)</i> .
4.3.3	Records relating to decommissioning the Board of Wet Tropics Management Authority.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.4	National Trust of Queensland		
4.4.1	Records relating to establishing the National Trust of Queensland. <i>National Trust of Queensland Act 1963 (section 3)</i> .	1963 onwards	Permanent. Transfer to QSA after business action completed.
4.4.2	Records relating to operations to administer manage and conduct the affairs of the National Trust of Queensland under <i>National Trust of Queensland Act 1963</i> .	1963 onwards	<i>See QDAN 707 National and Heritage Trusts</i>
4.4.3	Records relating to decommissioning the National Trust of Queensland.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.5	Board (of Trustees) of National Trust of Queensland		
4.5.1	Records relating to establishing the Board of the National Trust of Queensland under <i>National Trust of Queensland Act 1963</i> .	1963 onwards	Permanent. Transfer to QSA after business action completed.
4.5.2	Records relating to operations to administer manage and conduct the affairs of the National Trust under <i>National Trust of Queensland Act 1963</i> .	1963 onwards	<i>See QDAN 707 National and Heritage Trusts</i>
4.5.3	Records relating to decommissioning the Board of the National Trust of Queensland.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.6	Council of National Trust of Queensland		
4.6.1	Records relating to establishing the Council of the National Trust of Queensland. <i>National Trust of Queensland Act 1963 s. 6</i>	1963 onwards	Permanent. Transfer to QSA after business action completed.
4.6.2	Records relating to operations to administer, manage and conduct the affairs of the Council of the National Trust of Queensland. <i>See QDAN 707 National and Heritage Trusts</i>	1963 onwards	<i>See QDAN 707 National and Heritage Trusts</i>

Disposal authorisation	Description of records	Date range	Retention period & trigger
4.6.3	Records relating to decommissioning the Council of the National Trust of Queensland.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.7	Country Branches of National Trust of Queensland		
4.7.1	Records relating to establishing the <i>National Trust of Queensland Act 1963 s. 13</i>	1963 onwards	Permanent. Transfer to QSA after business action completed.
4.7.2	Records relating to operations to administer, manage and conduct the affairs of the country branches of the National Trust of Queensland.	1963 onwards	<i>See QDAN 707 National and Heritage Trusts</i>
4.7.3	Records relating to decommissioning the Country Branches of the National Trust of Queensland.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.8	Board of Trustees of Newstead House Trust		
4.8.1	Records relating to establishing the Board of Trustees of Newstead House Trust under <i>Newstead House Trust Act 1939 (section 3)</i> .	1939 onwards	Permanent. Transfer to QSA after business action completed.
4.8.2	Records relating to operations to administer, manage and conduct the affairs of the Board of Trustees of Newstead House Trust.	1939 onwards	<i>See QDAN 707 National and Heritage Trusts</i>
4.8.3	Records relating to decommissioning the Board of Trustees of Newstead House Trust.	Upon decommission	Permanent. Transfer to QSA after business action completed.
4.9	Permits		
4.9.1	Permits to explore Records relating to permits to explore issued under section 28 of the repealed <i>Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987</i> . <i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.7</i>	1987 – 1996 (approximate)	Retain for 7 years after expiry of permit.
4.10	Cultural Heritage Body Registrations		

Disposal authorisation	Description of records	Date range	Retention period & trigger
4.10.1	<p>Cultural heritage bodies</p> <p>Records relating to the registration of a corporation as an Aboriginal or Torres Strait Islander cultural heritage body in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>. Includes records relating to the registration, cancellation and refusal of cultural heritage bodies.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.1</i></p>	2003 – approximate	Permanent. Transfer to QSA after business action completed.
4.10.2	<p>Cultural heritage studies – assessment</p> <p>Records relating to the assessment of an Aboriginal or Torres Strait Islander cultural heritage study, in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>, where the department is not the sponsor of the study.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.2</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.
4.10.3	<p>Cultural heritage studies – assessment (department sponsor)</p> <p>Records relating to the assessment of an Aboriginal or Torres Strait Islander cultural heritage study, in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is the sponsor of the study.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.3</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.
4.10.4	<p>Cultural heritage management plans – assessment</p> <p>Records relating to the assessment of Aboriginal or Torres Strait Islander cultural heritage management plans (CHMP) in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is not the sponsor of the plan.</p> <p><i>Previously under Queensland QDAN 653 Cultural Heritage Management Authorisation 1.5.4</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Date range	Retention period & trigger
4.10.5	<p>Cultural heritage management plans – assessment (department sponsor) Records relating to the assessment of Aboriginal or Torres Strait Islander cultural heritage management plans in accordance with the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i> where the department is the sponsor of the plan.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.5</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.
4.10.6	<p>Prior authorisation Records relating to applications for the approval of measures that avoid or minimise harm to cultural heritage that were previously approved under another Act prior to the commencement of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>. Includes designated landscape areas.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Authorisation 1.5.6</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.
4.10.7	<p>Entries in the Aboriginal and Torres Strait Islander cultural heritage register Entries comprising information about Aboriginal and Torres Strait Islander cultural heritage entered into the Aboriginal and Torres Strait Islander cultural heritage register in accordance with section 46 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Control 1.10.1</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.
4.10.8	<p>Entries in the Aboriginal and Torres Strait Islander cultural heritage database Anthropological, biogeographical, historical and archaeological information relating to Aboriginal and Torres Strait Islander cultural heritage and entered into the Aboriginal and Torres Strait Islander cultural heritage database in accordance with section 38 of the <i>Aboriginal Cultural Heritage Act 2003</i> or the <i>Torres Strait Islander Cultural Heritage Act 2003</i>.</p> <p><i>Previously under Queensland QDAN653 Cultural Heritage Management Control 1.10.2</i></p>	2003 – 2012 approximate	Permanent. Transfer to QSA after business action completed.

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

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

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