



Appraisal log

Mining Retention and Disposal Schedule QDAN 737 v2

Department of Natural Resources and Mines

Date: February 2017

JUSTIFICATION FOR INCREASE IN RETENTION PERIODS BETWEEN JURISDICTIONS

Justifications in the appraisal log show differences between retention periods for similar records of other jurisdictions and the mines sector. The following information is provided to support the increase in the mines sector retention periods rather than repeat the information throughout the document.

The business areas for the Department of Natural Resources and Mines include:

- Mine Safety and Health Services – includes inspectorates for coal mines, metalliferous mines, petroleum and gas, explosives, *Simtars (Safety in Mines Training and Research Station) and state-wide operations
- Service delivery for mining and coal, petroleum and gas operations
- Mines Policy (Lands and Mines Policy), including the Tenures Reform Taskforce

The Mines Inspectorate, Mines Policy and Service delivery areas are:

- accountable to the public for their actions – having effective mining policies and standards and easily accessible mechanisms for dealing with comments and handling complaints is essential
- working with mine operators and mining unions to ensure that mine workers are safe and healthy.

Currently, Queensland is widely recognised for its safety standards, capability in developing new and innovative technologies and strong commitment and vision for zero harm.

The business areas consider that the longer retention periods for record classes ensures they maintain their current standard, as well as achieve their vision. It indicates records will be available to assess their current performance and to make changes if and where necessary. Specifically, examples of where the longer retention assists these areas includes:

- In 2013, the Mines Inspectorate released a Consultation Regulatory Impact Statement detailing the most significant reforms to the mining safety and health regulatory framework since 1999 – 246 submissions were received which are currently under consideration. A Decision Regulatory Impact Statement is programmed for release in the future.
- 2013/2014 was a year of fatalities in the Australian mining industry with a total of 16 workplace deaths in mining during the year. This is the worst result experienced for a number of years and raised significant concern among regulators and mine operators. Queensland suffered two fatalities during this period. Both happened at underground mines. Improved training, competency and support of line supervisors were identified as key areas requiring attention. Engagement between the regulator and industry is also essential to ensure the regulatory framework supports the effective management and risk at mine sites.
- Enforcement options are recognised as ways to reduce the incidence of work-related injury and disease. Responsibility for compliance is with obligation holders (as defined by legislation). Departmental officers are responsible for ensuring the levels of risk are appropriate.
- Mines and quarries are targeted for inspection or investigation, where activities give rise to the most serious risks or where hazards are least controlled. Actions are focused on persons with obligations under legislation – whether employers, manufacturers, suppliers or others.
- In April 2014, land in Queensland was made available for petroleum and gas exploration. Industries covered include the petroleum, gas, greenhouse gas storage, underground coal gasification and geothermal exploration and production. These are all relatively new industries within Queensland. It's imperative that the department ensures the safety and health of people involved in the industry and who live in the communities.

* In 2013/2014 the Department opened virtual reality (VR) mine training facilities (known as Simtars) at Redbank to improve safety in the resources sector. It takes miners into an underground mine environment, allowing them to experience simulated emergency situations and identify the most appropriate responses to keep themselves and fellow workers safe. Simtars is a registered training organisation developing and delivering course material in accordance with the Australian Quality Training Framework.

Function	Scope note
1 COMMON ACTIVITIES	<i>These activities are common across all mining-related functions and can be used to sentence or dispose of records that are classified under any mining-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 Retention period & triggers (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under mining-related functions (later in the schedule).</i>
Activities	
1.1 Advice	1.11 Investigations
1.2 Agreements	1.12 Licensing
1.3 Appointments	1.13 Monitoring and Surveillance
1.4 Audit	1.14 Partnerships
1.5 Claims Management	1.15 Planning
1.6 Complaints	1.16 Prosecution
1.7 Declarations	1.17 Registration
1.8 Dispute Resolution	1.18 Research
1.9 Enforcement	1.19 Testing and Identification
1.10 Incident and Emergency Responses	1.20 Training

Disposal authorisation	Record class and retention period	Justifying the retention period
1.1	Advice	
1.1.1	<p>Mining advice</p> <p>Records relating to the provision of mining-related advice where the advice is not related to a specific enforcement or monitoring action, or mining case file, e.g. licences, claims, and leases.</p> <p>Mining advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • explosives (including fireworks) safety programs • mining regulatory programs • mining safety programs • petroleum and gas safety programs • employee health programs • occupational safety programs. <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<p>Background/business process:</p> <p>Advice records are created across many processes and in many roles, for example, developing mining and mining-based industries in regional areas, and providing customised advice to industry members and members of the public, potentially landholders, neighbours, community members and owners of mining rights. Advice is inclusive in a number of records classes, as well as an independent records class in its own right. Advice records class was sourced via file plan analysis with provision of advice crossing all mining resources and management processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice. <p>Regulatory requirements:</p> <p><i>Mining and Quarrying Safety and Health Act 1999 – s.125</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, where they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 4.3.3</i> Records providing advice to other organisations regarding NSW geoscience and exploration – Retain minimum of 5 years after last action, then destroy</p> <p><i>Northern Territory Disposal Schedule for Mining Management Records 2015/26 Reference 03.01.02</i> Records providing advice re: proposals to which there are no objections and/or where a</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>complex agency response is not required – Destroy 7 years after action completed</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 01.01.02 Records documenting advice received on environmental matters affecting land adjacent to leases – Destroy 15 years after action completed</p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 17726 Records documenting advice relating to the energy and mineral resources function – Destroy 7 years after last action.</p>
1.2	Agreements	
1.2.1	<p>Agreements – proceeded with</p> <p>Records relating to making agreements between mining and related industry players, e.g. setting up mining leasing or licensing processes, or with State as a vested party to fulfil regulatory requirements, e.g. safety compliance.</p> <p>Includes establishing, negotiating, maintaining, approving, reviewing, facilitating agreement conferences, and overseeing agreement processes, or drawing up agreements.</p> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • mining resources, including explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources • regulatory compliance, and safety and health requirements relating to mining resources. 	<p>Background/business process:</p> <p>Agreements are created during mining industry management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Mining resources, mining industry and related agreements</p> <p>Agreements between mining and related industry parties including, but not limited to:</p> <ul style="list-style-type: none"> • mining tenement parties, e.g. lease holders, authority holders • land owners. <p>Includes but not limited to:</p> <ul style="list-style-type: none"> • storage of petroleum, gas, explosives (including fireworks) • provision of mining industry related goods and services • indigenous land use (ILU) and native title • proposed coordination arrangements for storage of petroleum • arrangements for multiple or overlapping authorities, i.e. authorities for different resources (e.g. coal, petroleum) for same land areas. <p>State agreements</p> <p>Agreements with State as a vested party relating to regulatory compliance, safety and health requirements relating to mining of resources, between parties including, but not limited to:</p> <ul style="list-style-type: none"> • the State, and its representatives, e.g. mining registrars • private and public sector organisations and service providers

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	<p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • other third parties. <p>Includes but not limited to:</p> <ul style="list-style-type: none"> • provision of infrastructure, e.g. roads, railways, water supplies, to areas to enable mining companies to proceed with beneficial industry works • provision of special mining leases in return for targeted mining company investment in local businesses and regional areas, e.g. training and employment of local people • provision of mining industry related goods and services, e.g. mining specific equipment for training purposes, maintenance services, explosives for safety research. <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement. <p>Regulatory requirements: <i>Lake Eyre Basin Agreement Act 2001 – s.5.9</i> <i>Petroleum and Gas (Production and Safety) Act 2004 – s.223, 236</i></p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the Department’s significant work • relate to mining tenement parcels, with land having a long-term and permanent nature • relate to mining tenements that have a permanent retention. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 5 – Substantial Contribution to Community Memory

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 10.8.3</i> Records documenting negotiation and establishment of joint land use agreements with native title owners – Required as State archives</p> <p><i>Northern Territory Disposal Schedule for Mining Management Records 2015/26 Reference 1.2.1</i> Records documenting the establishment, negotiation, maintenance and review of agreements, e.g. the Commonwealth of Australia and the NT agreement about principles for regulating uranium or thorium mining in NT – Permanent</p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 17729</i> Records documenting negotiation, establishment, maintenance, review of agreements, about energy and mineral resources function – Retain as National archives.</p>
1.2.2	<p>Agreements – not proceeded with</p> <p>Records relating to making agreements between parties, where agreements were not proceeded with. Includes withdrawn offers and proposed arrangements.</p> <p>Retention period & trigger</p> <p>7 years after decision not to proceed.</p>	<p>Background/business process:</p> <p>Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained for seven years, as they:</p> <ul style="list-style-type: none"> ensure an extended period of access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance, e.g. changes in government, changes in funding etc., given the longer term nature of mining ventures and significant dollar investments involved provide evidence of business processes associated with agreements support the decisions of the business ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1:</i></p> <ul style="list-style-type: none"> • <i>references 1.1.5 and 4.1.2</i> Unsuccessful agreements – Retain for 2 years after last action.
1.3	Appointments	
1.3.1	<p>Safety and regulatory roles Records relating to appointing, terminating and varying appointments of authorised officers with powers, functions, authorities and duties relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Roles include, but are not limited to:</p> <ul style="list-style-type: none"> • inspectors • government magazine managers • district representatives and land managers • chief inspectors and deputy chief inspectors • mining registrars and deputy mining registrars • field officers and licensing issuing officers (for designated fossicking land) • auditors (to examine royalty returns) 	<p>Background/business process: Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify role need/vacancy; identify potential, suitable and short listed candidates; forward nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices. <p>Regulatory requirements: <i>Coal Mining Safety and Health Act 1999</i> – s.57, 80, 125, 186, 194, 204 <i>Explosives Act 1999</i> – s.78 Explosives Regulation 2003 – s.99 <i>Fossicking Act 1994</i> – s.54, 71, 74 <i>Mineral Resources Act 1989</i> – s.336 <i>Mining and Quarrying Safety and Health Act 1999</i> – s.70–74, 108, 123–124, 126, 181 <i>Offshore Minerals Act 1998</i> – s.421 <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.605, 735</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated with appointments including allocating

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	<ul style="list-style-type: none"> other authorised officers other officers, e.g. Auditor General. <p>Retention period & trigger 10 years after appointment ceases.</p>	<p>conditions, varying and terminating appointments</p> <ul style="list-style-type: none"> support the decisions of the business ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258:</i></p> <ul style="list-style-type: none"> <i>reference 7.2.5</i> Records appointing persons authorised to conduct examinations, assessments or inspections – Retain minimum of 10 years after last action or after appointment ceases, whichever is the longer, then destroy <i>reference 10.3.6</i> Records relating to the appointment of inspectors for the purpose of monitoring compliance – Retain minimum of 10 years after appointment expires, then destroy. <p>Previous schedules: <i>National Resources & Mines QDAN549 v.1</i> Reference 1.5 Appointments-mine managers – Retain for 7 years after last action <i>Department of Natural Resources & Mines QDAN591 v.1:</i></p> <ul style="list-style-type: none"> <i>reference 14</i> Notices of appointment of mine managers – Retain for 7 years after last action <i>reference 15</i> Notices of appointment of mine electrician – Retain for 7 years after last action.
1.4	Audit	
1.4.1	<p>Audit – significant*</p> <p>Records relating to auditing organisations and individuals to monitor regulatory compliance, and safety and health requirements relating to explosives, minerals, petroleum, gas, water, greenhouse gas, and geothermal resources under relevant legislation, where significant recommendations and findings were made.</p>	<p>Background/business process:</p> <p>Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report. <p>Regulatory requirements: <i>Mineral Resources Act 1989</i> – s.322–323, 334C, 335A, 335C</p>

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	<p>Significant audits may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • health and safety related provisions • safety and health management systems • mining operations, mine records and recordkeeping systems • mining company records • mining financial returns and statements for the payment of royalties and rent • mining lease, authority, licence, permits holders. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p><i>Mining and Quarrying Safety and Health Act 1999 – s.58, 59</i></p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work • represent critical improvement areas for long-term mining ventures, with significant issues requiring long-term work and often significant dollar investments to fix. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 10.3.1 Records of mining rehabilitation programs assessment and evaluation – Required as State archives</i> <i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.7.2 Site audits – overseeing of audits conducted under the Environmental Auditor (Contaminated Land) program and similar programs – Permanent</i> <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18358 Planning and conducting audits about energy and mineral resources function involving hazardous or radioactive materials or practices with long-term environmental or safety implications; investigations into the practices of regulatory bodies; contentious or litigious matters and/or matters which provide evidence of a precedent – Retain as National archives.</i></p>
1.4.2	<p>Audit – other~ Records relating to auditing organisations and individuals to</p>	<p>Background/business process: Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>monitor regulatory compliance, and safety and health requirements relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources under relevant legislation, where other recommendations and findings were made.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule audit, collect required audit documentation, mobilise to audit site, check auditable records, complete audit documentation, draft audit report, report audit results, communicate audit report. <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 6.2.1 Records relating to inspections, audits or assessments of the agency's education and training processes, systems or facilities for compliance with relevant legislation, regulations and standards, including the assessment of quality management programs against industry standards, reporting and providing advice on issues related to compliance – Retain minimum of 7 years after last action, then destroy <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 18359 Records documenting the planning and conduct of other internal and external audits relating to the energy and mineral resources function – Destroy 25 years after action completed.</p>
1.5	Claims Management	
1.5.1	Compensation – significant*	Background/business process:

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to assessing significant compensation claims from landowners and licence holders for events, including claims for loss or damage from exercise of inspectorate powers, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes referral of claims to Land Court, Land Appeals Court and similar courts and tribunals.</p> <p>Significant compensation claims may include, but is not limited to:</p> <ul style="list-style-type: none"> • damage, injury or loss from mining and explosives (including fireworks) incidents • deprivation and severance of land • diminution of land value and use • surface rights of land access • are paid and unpaid relating to enduring rights and entitlements, e.g. mining resource rights. • set a precedent. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Compensation claim records are created when assessing the State's liability for compensation payable to applicants for a range of loss, damage and costs associated with the Department's excise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim. <p>Regulatory requirements: <i>Explosives Act 1999</i> – s.92, 125 <i>Mineral Resources Act 1989</i> – s.28, 85, 214, 279–280, 282A <i>Mining and Quarrying Safety and Health Act 1999</i> – s.244 <i>Petroleum Act 1923</i> – s.78C <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.459, 487, 500</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department's significant work • represent critical improvement areas for long-term mining ventures, with significant issues requiring long-term work and often significant dollar investments to fix. <p>Permanent retention criteria: Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules: <i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 03.04.01 Records relating to decisions on the award of a financial compensation package to owners of land and buildings affected by landslip hazards – Permanent</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Public Record Office Victoria Retention and Disposal Authority for records of Worksafe Victoria PRO09/06 Reference 2.1.1 Records documenting claims that resulted in a change to the workers' compensation scheme or to the regulatory framework or which involved a fatality – Permanent</i></p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1 Reference 6.9.1 Land resumption claims – Retain permanently.</i></p> <p>Previous schedules:</p> <p><i>Mining Warden, Cloncurry QDAN97/0123:</i></p> <ul style="list-style-type: none"> • <i>reference 1</i> Mineral claim files – Permanent • <i>reference 21</i> Mining claim cards – Permanent. <p><i>Natural Resources & Mines Department QDAN565 v.1 Reference 9</i> Mining claim files – Permanent.</p>
1.5.2	<p>Compensation – other~</p> <p>Records relating to assessing other compensation claims from landowners and licence holders for events, including claims for loss or damage from exercise of inspectorate powers, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Retention period & trigger</p> <p>13 years after claim determined.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 13 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • provide evidence of decisions made in support of claims • remain available for potential repeat and overlapping claims for compensation • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 9.7.1</i> Records relating to claims made for compensation under the <i>Vegetation Management Act 1999</i> – Retain for 7 years after last action

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> reference 10.8.1 Records relating to claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> – Retain for 7 years after last action. <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference 13.1.3 Records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – Retain minimum of 7 years after date of audit.</p>
1.5.3	<p>Recovery of monies incurred by State</p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by State (the Department) relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes applying costs to security monies to recover money and filing recovery orders in Magistrates Court.</p> <p>Recovering of costs includes, but is not limited to:</p> <ul style="list-style-type: none"> incidents and situations involving explosives rehabilitation of damaged areas removal and disposal of property unpaid fees and court orders court awarded costs 	<p>Background/business process:</p> <p>Recovery claim records are created when the State loses or outlays monies for actions it has taken in the best interest of the mining industry or community, or has outstanding revenue from default of fees and interest payable by mining parties, including rectifying a range of loss and damage expenses incurred. Actions could be taken to rectify costs associated with compliance actions to prevent or limit environmental damage or community exposure to hazardous substances, and rehabilitation of land from mining company negligence/neglect.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> identify and assess recovery claim (identified by mining registrars, inspectors or chief executive officer); request further information; investigate claim; submit claim to party in default; submit follow up notices as required; receipt and account for monies received; submit outstanding claims to court. <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> provide evidence of decisions made in support of claims remain available for potential repeat and overlapping claims for compensation ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Section 10 (4) of this act states individuals have 12 years from the date on which the judgment becomes enforceable to lodge any action. <p>Comparison with other schedules:</p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> other instances of regulatory non-compliance. <p>Retention period & trigger 13 years after claim determined.</p>	<p>2007/00307997 Reference 18501 Records re: assessing and collecting petroleum resources rent tax and royalties – Destroy 7 years after last action</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 13.1.3 Records re: collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities – Retain minimum of 7 years after date of audit, then destroy</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 04.19.04 Receipt and assessment of royalty returns from holders of mineral tenements including reconciled statements of accounts, advice on rebates, arrangements for payment by instalments – Destroy 7 years after action completed.</p>
1.6	Complaints	
1.6.1	<p>Complaint resolution – significant*</p> <p>Records relating to handling and conciliating significant cases of complaints relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Includes mediating complaints, escalating complaints for further investigation and referring complaints to tribunal or court hearings.</p> <p>Significant complaints may include, but are not limited to:</p> <ul style="list-style-type: none"> those that generate significant interest and/or controversy those that may lead to a change 	<p>Background/business process:</p> <p>Complaint resolution records are created when a member of the public submits a written complaint into the conduct of licence holders, authorised officers or the department and its staff. Their behaviour is investigated, evidence is documented, recommendations are reported and complainant is advised. Complaints needing further investigation or escalation are forwarded for review by an appropriate officer (e.g. disciplinary action processes) or where appropriate to a hearing by a committee or board.</p> <p>Regulatory requirements:</p> <p><i>Mining and Quarrying Safety and Health Act 1999</i> – s.115</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide long term reference value document the history of the department’s significant work represent critical improvement areas for long term mining ventures, with significant issues requiring long term work and often significant dollar investments to fix. <p>Permanent retention criteria:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>in policies, procedures and legislation</p> <ul style="list-style-type: none"> • handling, transportation or storage of mining products, materials and hazardous substances • environmental damage • water contamination • air and noise pollution • public road access and use • particular organisations or persons • unethical or illegal behaviour of tenement holders • incidents. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Meets the following characteristics of the QSA appraisal statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Community expectation: Provides evidence of the department’s management of significant complaints about mining activities, management of dangerous and hazardous substances and environmental damage.</p> <p>Comparisons with other schedules: <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference 10.7.1 Investigation records of significant incidents within the mining or other primary production industries, e.g. serious ground contamination, significant flora or fauna kills, public health or safety risk or cancellation of mining title – Required as State archives <i>State Records New South Wales Department of Environment and Conservation DA 196:</i></p> <ul style="list-style-type: none"> • <i>reference 4.1.1</i> – records of off park evaluation of land use and development, includes assessing the impact of mineral exploration, mining and extractive industries where there is a high level of public interest or controversy – Required as State archives • <i>reference 4.2.1</i> – records of on park evaluation of land use and development, includes cases opposed and/or there is a high level of public interest or controversy – Required as State archives. <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 18357 Agency’s involvement in energy and mineral resources reviews and appeals of decisions including those made to tribunals – Retain as National archives.</p>
1.6.2	<p>Complaint resolution – other~ Records relating to handling and conciliating other cases of complaints relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p>	<p>Background/business process: Complaint resolution records are created when a member of the public submits a written complaint into the conduct of licence holders, authorised officers or the department and its staff. Their behaviour is investigated, evidence is documented, recommendations are reported and complainant is advised. Complaints needing further investigation or escalation are forwarded for review by an appropriate officer (e.g. disciplinary action processes) or where appropriate to a hearing by a committee or board.</p> <p>Regulatory requirements: <i>Mining and Quarrying Safety and Health Act 1999</i> – s.115</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Includes complaints of a routine nature.</p> <p>Retention period & trigger 13 years after case resolved.</p>	<p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 13 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business by providing evidence of complaint outcomes • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Section 10 (4) of the Act states individuals have 12 years from the date on which the judgment becomes enforceable to lodge any action. <p>Comparison with other schedules:</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety Reference 2.1.0 Complaints/enquiries-routine – Destroy 5 years after final action</i></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 Reference 10.7.3 – investigations and inquiries concerning complaints or breaches of the regulations not resulting in any action – retain minimum of 5 years after last action.</i></p>
1.7	Declarations	
1.7.1	<p>Mining declarations</p> <p>Records relating to making declarations relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and safety and health requirements under relevant legislation.</p> <p>Declarations include, but are not limited to:</p> <ul style="list-style-type: none"> • explosives as authorised or prohibited explosives • places as government 	<p>Background/business process:</p> <p>Declaration records are created during legislative processes but also as a separate activity to add regulatory notations to property titles, making statements about prohibiting or restricting particular products and materials. Some declarations are made in response to emergency situations and safety issues such as declaring a prohibition on use of particular explosive devices.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations • identify safety issues; research and define affected products and parameters; draft declarations, seeks approvals; publish declarations. <p>Regulatory requirements:</p> <p><i>Explosives Act 1999 – s.7, 10, 55, 198</i></p> <p><i>Fossicking Act 1994 – s.44</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>magazines</p> <ul style="list-style-type: none"> • testing and trialling of explosives as explosives trial approvals • mining safety and health criticalities and related products or materials, and their holding, treatment, consignment, export and disposal • mining tenements and related areas, facilities, products or materials, and their holding, treatment, consignment, export and disposal • explosives, explosive products or materials, and their holding, treatment, consignment, export and disposal • mines, mine operations and mining positions • areas as prohibited areas to mining tenements or restricted areas and holdings • land as mining districts • offshore areas as offshore safety zones • pumping stations, tank stations and adjacent valve stations as terminal stations • land reserved against granting of permits, licences, authorities for mining exploration and access 	<p><i>Mineral Resources Act 1989</i> – s.11, 394 <i>Offshore Minerals Act 1998</i> – s.304 <i>Petroleum (Submerged Lands) Act 1982</i> – s.18 <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.89–94</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • document business processes associated with declarations on property titles • protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property • are required for reference purposes once the declaration has been lifted • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN653:</i></p> <ul style="list-style-type: none"> • <i>reference 7.18.2</i> – notices required for wild river declarations in accordance with the <i>Wild Rivers Act 2005</i> – retain for 7 years after last action • <i>reference 10.19.1</i> – publication of notices relating to the <i>Water Act 2000</i> in the media and/or gazette – retain for 7 years after last action. <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.8.1 Declarations – Retain for 7 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.2.1 Declarations – Retain for 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.7.1 Declarations – Retain for 7 years after action completed.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> fossicking areas exclusions to declarations as made. <p>Retention period & trigger 7 years after business action completed.</p>	
1.8	Disposal	
1.8.1	<p>Hazardous waste</p> <p>Records relating to the disposal of hazardous waste of mines seized as evidence, forfeited, left over from mining and processing valued materials, exploratory and testing processes and other mining activities. Includes hazardous materials:</p> <ul style="list-style-type: none"> left on/beneath/adjacent to land at end of mining tenure by negligent licence holders, including during subsequent land restoration processes discovered, created, unearthed etc. within mining tenures, facilities and operations by natural disasters and other emergencies found on other impacted land/water but caused by or contributed to by mining tenures, e.g. land downwind, water downstream. 	<p>Background/business process:</p> <p>Disposal-related records are created during processes of evidence seizure, property forfeiture and waste collection, generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction. <p>Regulatory requirements:</p> <p><i>Explosives Act 1999 – s.124</i> <i>Coal Mining Safety and Health Act 1999 – s.143</i> <i>Fossicking Act 1994 – s.96</i> <i>Mineral Resources Act 1989 – s.122-123, 212, 229-230, 314</i> <i>Petroleum and Gas (Production and Safety) Act 2004 – s.774</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) require these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide long term reference value document the history of the department's significant work.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Hazardous material includes, but is not limited to:</p> <ul style="list-style-type: none"> • Mine mineral waste, <i>e.g. tailings dumps, culm dumps, slimes, tails, refuse, leach residue or slickens</i> • Mining overburdens (waste rock) and spoil tips (unprocessed overburdens) and tailing ponds, <i>e.g. coal mining and oil sands tailing ponds</i> • Soil or water high in particular toxic compounds, substances, chemicals etc., from exposure to minerals or waste minerals, <i>e.g. sulphate, suspended fine mining waste particles</i> • Leftover materials from processing, smelting and separating valuable materials from waste mineral resources, <i>e.g. slag</i> • Liquids leached out of mines by earth disturbance, <i>e.g. acids</i> • Mining hazardous substances or as by-product to mined substances, <i>e.g. asbestos, lead</i> • Radiation through mining-related activities, <i>e.g. radioactive dust and other hazardous materials released from use of exploration, mining and testing techniques (e.g. soil sampling and splitting, reverse circulation drilling, well logging, milling and processing of ores) and</i> 	<p>Permanent retention criteria: Meets the following characteristics:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory. <p>Community expectation: Evidence the agency disposed of the hazardous substances responsibly to avoid health risks to the community and to limit damage/impact to the environment.</p> <p>Comparison with other schedules: <i>Queensland State Archives General Retention and Disposal Schedule</i> reference number 1174 Records relating to the acquisition, storage, removal and disposal of hazardous substances (including asbestos, lead and radiation) from buildings or structures – Retain for 100 years after last action <i>Queensland Ports Sector Retention and Disposal Schedule QDAN695 v.1</i> reference number 2.8.1 Records relating to significant projects carried out by, or on behalf of, the port authority to remediate or restore land and waterways impacted by port activities. Factors include projects that involve the removal or handling of hazardous chemicals or materials – Retain permanently <i>Queensland Department of Housing and Public Works Retention and Disposal Schedule QDAN679 v.1</i> reference number 8.14.1 records relating to the full or partial remediation of a site comprising contaminated land – Retain permanently.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p><i>materials contained within tools (e.g. downhole tools, irradiating apparatus, portable and in-line X-Ray Fluorescence Analysers (XRF), X-Ray Diffraction (XRD) and XRF site laboratory tools, in-bin level gauges, slurry density gauges).</i></p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	
1.9	<i>Dispute Resolution</i>	
1.9.1	<p><i>Final decisions</i></p> <p>Records relating to final decisions and summary reports of cases of dispute resolution, including disputes and objections, relating to explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and mining safety and health requirements under relevant legislation.</p> <p>Disputes include, but are not limited to:</p> <ul style="list-style-type: none"> • mining activities • mining safety and health • explosives and fireworks • overlapping authority, lease or licence holders (with rights over same land) • safety and hazard management 	<p>Background/business process:</p> <p>Dispute resolution records are created as a result of other processes, e.g. agreements, partnerships, licensing, where the State has taken on a role as disagreement mediator in order to facilitate a smooth flow of these processes, or where it is in the community's best interest to have order, rather than see conflicts escalate to unproductive legal action for parties. The State is potentially further involved resolving information discovery orders for court action. Disputes can be resolved using processes of mediation or arbitration.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify and assess issue, reject or accept issues for mediation/arbitration, investigate issue, refer issue to investigation, investigate, communicate with parties, write up outcomes, organise meetings, conduct meetings, write up outcomes, recommendations and/or agreements, repeat communication and meetings as required, write up final decision, refer unresolved cases to further arbitration if appropriate, e.g. tribunal, court. <p>Regulatory requirements: <i>Petroleum and Gas (Production and Safety) Act 2004 – s.363H</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) require these records to be retained permanently as they:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>responsibilities and practices between lease holders and petroleum and gas facility operators.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • provide long term reference value • document the history of the department's significant work. <p>Permanent retention criteria: Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory. <p>Comparisons with other schedules: <i>State Records Authority New South Wales NSW Civil and Administrative Tribunal FA361</i> reference 1.1 Published decisions and details of final orders or determinations made by the Tribunal – Required as State archives <i>Management of the Mineral Resources of Tasmania Disposal Authorisation No 2186</i> reference number 04.05.01 – records relating to disputes resolved without a hearing before the Mining Tribunal – Sentence in accordance with the Retention period & trigger for the related tenement licensing records <i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 04.05.02 Records relating to disputes which are heard by the Mining Tribunal – Permanent.</p> <p>Previous schedules: <i>Mines & Energy Department Mining Warden's Court QDAN491 v.1</i> Reference 1.2 Mining Warden's recommendations/decisions – Retain permanently <i>Department of Mines and Energy QDAN514 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 1.1</i> Mining warden's judgement book – Retain permanently • <i>reference 1.2</i> Mining warden's record (bench) books – Retain permanently.
1.9.2	<p>Cases Records relating to case histories and working papers of cases of dispute resolution, including disputes and objections, relating to explosives, minerals, petroleum and</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>gas, water, greenhouse gas, geothermal and other mining resources regulatory compliance, and mining safety and health requirements under relevant legislation.</p> <p>Includes organising referrals of disputes to mediation or arbitration by other parties.</p> <p>Disputes include, but are not limited to:</p> <ul style="list-style-type: none"> • mining activities • mining safety and health • explosives and fireworks • overlapping authority, lease or licence holders (with rights over same land) • safety and hazard management responsibilities and practices between lease holders and petroleum and gas facility operators. <p>Retention period & trigger 10 years after case resolved.</p>	<p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) require these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparisons with other schedules:</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 04.05.01 – records relating to disputes resolved without a hearing before the Mining Tribunal – Sentence in accordance with the Retention period & trigger for the related tenement licensing records</p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1</i> Reference number 7.4.1 Records relating to appeal processes available under the <i>Soil Conservation Act 1986</i> – Retain for 13 years after last action.</p>
1.10	Enforcement	
1.10.1	<p>Regulatory enforcement</p> <p>Records relating to issuing enforcement related directives and orders relating to explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and</p>	<p>Background/business process:</p> <p>Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • as part of monitoring and surveillance programs, and conducting inspection or investigation

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>other resources regulatory compliance, and safety and health under relevant legislation. Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> • issuing orders and directives • erecting notices for bans or controls • granting exemptions to requirements • issuing fines for breaches of legislation and licence/authority conditions • issuing penalties for breaches of inspectorate compliance directions • seizing property as evidence or to inhibit unlawful activities • issuing penalties for breaches of conditions • referring reports of designated accidents and incidents to investigating officers • issuing notices, including provisional improvement, prohibition and information collection notices. <p>Retention period & trigger 10 years after business action completed.</p>	<p>processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</p> <ul style="list-style-type: none"> • identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments. <p>Regulatory requirements: <i>Mineral Resources Act 1989</i> – s.20, 35, 47, 106, 113, 116, 215, 308, 318, 328, 334B, 338, 397A-B, 402–404, 404A-E, 405–406, 409, 412, 414 <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.198, 207, 209–210, 228–229, 281–284, 628</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, because they:</p> <ul style="list-style-type: none"> • are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for at least the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule</i> • support decisions of the business related to similar incidents, breaches etc. • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Under section 10 (1) of this act, action must be taken before the expiration of 6 years after enforcement action. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258:</i></p> <ul style="list-style-type: none"> • <i>reference 7.4.1</i> Records relating to the enforcement of regulations through the issue of infringement notices – Retain minimum of 7 years after last action, then destroy • <i>reference 10.4.1</i> Records of prohibition orders made against repeat offenders – Retain minimum of 10 years after last action or after order ceases, then destroy. <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Primary Industries PROS04/01</i> Reference 8.6.0 Issues of penalties/remedial actions – Destroy 7 years after date of last access.
1.10.2	<p>Official notebooks – daily logs of activities (enforcement, monitoring and surveillance, investigations, inspections)</p> <p>Records relating to maintaining daily logs of activities by individual officers with supporting evidence, notes, drawings, diagrams and other information to inform offence identification, case building and prosecution of offences relating to mining regulation, mining safety and health, petroleum and gas safety and explosives and fireworks safety. Includes daily notes about enforcement, monitoring and surveillance, investigations and inspection activities with site visits, field work, travelling operations and mobile offices.</p> <p>Retention period & trigger</p> <p>Until all evidentiary information is copied/ scanned and referenced to relevant files and case files, then retain 10 years after business action completed.</p>	<p>Background/business process:</p> <p>Daily logs include diaries, notebooks, duty books, log books and field notes notepads for police representatives, security officers, enforcement officers, investigators, inspectors, law enforcement and legal professionals.</p> <p>Official notebooks are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Contents of notes are copied/scanned and referenced to case files, e.g. investigation files and inherit the retention period of the case file.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Daily logs keep and provide evidence of events, persons, timelines, and supporting notes about incidents, suspects and witnesses in active investigations, inspections, document ongoing monitoring and surveillance work, and inform ongoing assessments of on-the-job prioritisation of law and regulatory enforcement work.</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, where they:</p> <ul style="list-style-type: none"> • provide evidence of business processes associated with regulatory enforcement activities including an officer’s supporting evidence, notes during an inspection, investigation • support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Queensland Police Services Retention and Disposal Schedule, QDAN561 v.7</i> Reference CD/REP/28 Notebooks, including Register of Issue – Retain for 10 years after last action.</p>
1.11	Incident and Emergency Responses	
1.11.1	Incident and emergency responses – significant*	<p>Background/business process:</p> <p>Incident/emergency response records are created in one-off processes, designed around the</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Records relating to managing significant incidents, emergencies and natural disasters involving explosives, minerals, petroleum and gas, water, greenhouse gas, geothermal and other mining resource industries, industry participants, workers and players.</p> <p>Significant incident and emergency responses may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • where human fatalities have occurred • where permanent incapacities have occurred from serious accidents • potential transmission of fatal illnesses • exposure to terminal or suspected substances with terminal or serious health risks. Known or suspected substances may include but are not limited to asbestos, coal dust, DDT, lead, nuclear radiation • explosives incidents. <p><i>(Natural disasters include bushfires and floods.)</i></p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>incident or emergency at hand. Significant incidents or emergencies involve loss of life or significant loss of property.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive incident/emergency notification; assemble incident/emergency team; prepare recordkeeping framework; meet to discuss and delegate; organise incident/emergency taskforce; develop action plan; undertake delegated roles; liaise with police; emergency services; inspectors/investigators and ground staff; communicate internally; prepare and send media releases; complete action plan; close incident/emergency; review responses; identify improvements for next incident/emergency. <p>Regulatory requirements:</p> <p><i>Mining and Quarrying Safety and Health Act 1999 – s.125</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) require these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long term reference value for future incidents • provides evidence of the department's response in the event of legal challenges • document the history of the department's work in their response to significant incidents. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 – Primary Functions and Programs of Government • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 7.6.2</i> Records relating to investigation of incidents where there has been a fatality or serious accident – Required as State archives</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.1.1</i> Accidents and incidents-major – Retain permanently</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1 Reference 6.17.1</i> Records relating to significant incidents on State land including cyclones and bush fires where significant damage occurs – Retain permanently.
1.11.2	<p><i>Incident and emergency responses – other~</i></p> <p>Records relating to managing other incidents, emergencies and natural disasters not covered by reference 1.11.1.</p> <p>Retention period & trigger</p> <p>7 years after business action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) require these records to be retained seven years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement of emergency and incident response handling • support the decisions of the business • ensure legal reference, including actions in respect of personal injury processes under the <i>Limitation of Actions Act 1974</i>, section 11 (1) are covered, i.e. action must be brought before the end of 3 years from date on which the cause of action arose. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 7.6.4</i> Records relating to investigations and inquiries, not involving a fatality – Retain minimum of 15 years after last action, then destroy</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.1.2</i> Accidents and incidents-minor – Retain for 7 years after last action</p> <p><i>Department of Environment and Resource Management Retention and Disposal Schedule QDAN653 v.1 Reference 6.17.2</i> Records relating to minor incidents on State land including cyclones and bush fires where minor damage occurs – Retain for 7 years after last action.</p>
1.12	<i>Investigations</i>	
1.12.1	<p><i>Investigations – significant*</i></p> <p>Records relating to investigating</p>	<p>Background/business process:</p> <p>Investigation records are created as part of compliance enforcement processes, where an</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>significant events, accidents and incidents, and safety or health matters and offences, associated with explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and other resources including but not limited to:</p> <ul style="list-style-type: none"> • mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using mining resources. <p>Significant investigations may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • where human fatalities have occurred • serious accidents • high potential accidents and incidents • extreme safety or health matters and offences • dangerous and post-emergency situations • occupational diseases • work-related exposures to hazardous substances • widespread, systemic failures of safety and health management systems. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors. <p>Regulatory requirements: <i>Coal Mining Safety and Health Act 1999</i> – s.198–199 <i>Explosives Act 1999</i> – s.11, 18, 32, 34, 39, 58 <i>Fossicking Act 1994</i> – s.92-94 <i>Mining and Quarrying Safety and Health Act 1999</i> – s.92, 116 <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.706–708E, 736</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • are required for long-term business needs based on industry cycles of renewal and regeneration • represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes • provide evidence of decisions, support actions, and provide a history of the investigations relating to the mining industry • are required for long-term reference for generational change • support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258:</i></p> <ul style="list-style-type: none"> • <i>reference 7.6.2</i> Records relating to investigations into incidents where there has been a fatality or serious accident or major public health risk – Required as State archives • <i>reference 10.7.1</i> Records relating to investigation of incidents within the mining or other primary production industry involving fatality or serious injury, serious ground contamination, significant flora or fauna kill, public health or safety risk or cancellation of mining title – Required as State archives <p><i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.8.2.1</i> Major site-specific investigations – Permanent</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 3.4.1</i> Investigations-major fires – Retain permanently.</p> <p>Previous schedules:</p> <p><i>Mines & Energy Department Mining Warden’s Court QDAN491 v.1 Reference 1.1</i> Fatality & serious injury inquiry files – Retain permanently</p> <p><i>Department of Mines and Energy QDAN514 v.1 Reference 2.2</i> Surveyors’ field notebooks – Retain permanently</p> <p><i>Department of Natural Resources & Mines QDAN591 v.1 Reference 1</i> Accident and inquiry files – Retain permanently.</p>
1.12.2	<p>Investigations – other~</p> <p>Records relating to investigating other events, accidents, and incidents, and safety or health matters and offences, associated with explosives, minerals, petroleum, gas, water, greenhouse gas, geothermal and other resources not</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>covered by reference 1.12.1. Retention period & trigger 10 years after business action completed.</p>	<p>Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, where they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including actions in respect of personal injury processes under the <i>Limitation of Actions Act 1974</i>, section 11 (1) are covered, i.e. action must be brought before the end of 3 years from date on which the cause of action arose. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258:</i></p> <ul style="list-style-type: none"> • <i>reference 7.6.4</i> Records relating to investigations and inquiries, not involving a fatality, major public health risk or serious injury, where there has been a breach of compliance resulting in enforcement or prosecution – Retain minimum of 15 years after last action, then destroy • <i>reference 10.7.2</i> Records relating to investigation of incidents within the mining or other primary production industries not involving fatality or serious injury, serious ground contamination, significant flora or fauna kill, public health or safety risk or cancellation of mining title – Retain minimum of 15 years after last action, then destroy. <p><i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety PROS99/06 Reference 7.1.0 Investigation (results not included in briefs of evidence) – Destroy 15 years after final action</i></p> <p><i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.8.2.2 All other investigations – Destroy 7 years after the investigated activity has ceased</i></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 8.5.2 Investigation – Destroy 7 years after date of last access.</i></p> <p>Previous schedules: <i>Department of Natural Resources & Mines QDAN591 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 33</i> Plan and photographs of an accident involving diamond T trucks (Mt Morgan) – Retain for 7 years after last action

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> reference 41 Plan of accident at reverb furnace – Retain for 7 years after last action.
1.13	Licensing	
1.13.1	<p>Resource rights – minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources</p> <p>Records relating to approving and issuing resource rights, including authorities, leases, claims, licences and permits, associated with minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations terminations e.g. resuming leases, revoking resumptions, imposing provisions, reservations or conditions, handling indigenous land use and other native title related issues, approving associated operational works and works programs and commercial and independent mine viability assessments.</p> <p>Resource rights include, but are not limited to:</p> <ul style="list-style-type: none"> mining claims (MC) mining leases – minerals, coal or oil shale (ML) offshore mineral leases 	<p>Background/business process:</p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence. <p><small>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p>Regulatory requirements:</p> <p><i>Aurukun and Mornington Shire Leases Act 1978</i> – s.33B, 33F (indigenous-related leases)</p> <p><i>Mineral Resources Act 1989</i> – s.13B (exploration permits – minerals), 14, 14B (mineral development licences), 15, 21-25, 25AA, 25A, 26-27, 29, 36-37, 44, 48, 55, 65-69, 78, 94, 96, 101, 103-104, 107, 126, 179, 183, 183A, 189, 194, 197, 197AA, 199, 206-210, 232, 234, 235, 245, 245A, 250, 253, 271-272, 276, 286, 286AA, 286A, 286B, 287, 294- 297, 300-301, 305, 307, 309, 317, 318AE-AG, 318AI, 318ELBQ, 318AG, 318AE, 318AF Schedule 1 s. 14 and Mineral Resources Regulation, 318AP, 318AT-AU, 318DD, 318EB, 318ELAG-AK, 318ELAN (overlapping authority (geothermal or GHG), 318ELAR, 344A (prospecting permits), 388-389 (mining claims), 669 Mineral Resources Regulation – s.19B (mining leases – mineral)</p> <p><i>Offshore Minerals Act 1998</i> – s.192 (offshore mineral leases), 267 (work licences over leases, licences and permits)</p> <p><i>Petroleum Act 1923</i> – s.18 (authority to prospect), 40B, 75WA (water monitoring authority), 78 (mining leases – petroleum)</p> <p><i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.103-105, (divisions of authority of prospect), 176-181 (data acquisition authority), 190 (water monitoring authority), 240, 285, 288-292 (petroleum wells and water bores), 305-318 (mining leases – coal or oil shale), 330-341, 351-357, 394 (survey licences), 398 (pipeline licences), 439 (petroleum facility licences)</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • mineral development licences (MDL) • special mineral leases (SML) • prospecting permits • exploration permits (EP) • survey licences • special purpose consent licences • petroleum leases • facility licences • wells, bores, pipeline licences • exploring, extracting and other activities in mines and quarries • authorities to prospect (ATP) for petroleum • data acquisition and water monitoring authorities • greenhouse gas (GHG) authorities • greenhouse gas tenures (GHG) – overlapping. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p><i>Queensland Nickel Agreement Act 1970</i> – Schedule Parts II-III (special mineral lease)</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work • relate to mining tenement parcels, with land having a long-term and permanent nature. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules: <i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011 NI2011-86</i> Reference 113.014.002 Final versions of approved environmental authorisations to undertake Class ‘A’ or Class ‘B’ activities described in environmental protection legislation, with long term environmental, social or economic consequences – Retain as Territory archives <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 4.2.3 Records relating to authorities for exploration or mining activities located in or impacting on sensitive environments or which have long term cumulative or wide ranging impacts – required as State archives <i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 04.12.03 Records relating to significant mines or exploration works that will or have had a major impact on the environment, the economy, the Tasmania or Australian mining industry or the process of managing mineral tenements – Permanent <i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01:</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • <i>reference 8.2.1.1</i> Extractive, mineral and petroleum exploration and production licences – Destroy 20 years after last access • <i>reference 8.2.2.1</i> Mining and mineral exploration – Permanent. <p>Previous schedules:</p> <p><i>Mining Warden, Cloncurry QDAN97/0123:</i></p> <ul style="list-style-type: none"> • <i>reference 19</i> Mineral lease cards – Permanent • <i>reference 20</i> Expired lease cards – Permanent. <p><i>Natural Resources & Mines Department QDAN565 v. 1:</i></p> <ul style="list-style-type: none"> • <i>reference 1</i> Exploration permit for minerals files – Permanent • <i>reference 3</i> Exploration permit for coal files – Permanent • <i>reference 5</i> Authority to prospect files – Permanent • <i>reference 7</i> Mining lease files – Permanent • <i>reference 8</i> Mineral selection files – Permanent.
1.13.2	<p><i>Unsuccessful and withdrawn applications – resource rights – minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources</i></p> <p>Records relating to unsuccessful and withdrawn applications for resource rights, including authorities, leases, claims, licences and permits, associated with minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources. Includes refusing licences.</p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work • provide long-time reference and repeatability to refusal reasons, including precedents set for particular land parcels by refusals, the conditions on which it was refused, the environmental conditions which existed at the time, the reference to environmental studies which can be used as research and reference material by more than the Department, e.g. water, parks • as land-related applications, with land a long-term and immutable asset, many of reasons and

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>land characteristics invoking refusal would stay constant over time</p> <ul style="list-style-type: none"> represent significant investment (time, money, effort) in client applications process regarding land areas, e.g. geological surveys and plans, environmental impact statements etc. represent opportunity for State to save money on reusable environmental plans and surveys for particular land plots. They can be reused for similar or different purposes, and potentially across other portfolios, e.g. historical environmental-related studies have been handed to environmental portfolio library (for permanent retention) from mining portfolio (with Records Management Services involvement) at the end of their useful life with mining business processes. <p>Permanent retention criteria:</p> <p>Meets the following characteristic of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> 5 – Substantial Contribution to Community Memory. <p>Comparisons with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 4.2.6</i> Records of mining applications, prospecting or exploration licences that do not proceed – Retain minimum of 10 years after last action or claim relinquished, whichever is longer, then destroy</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186 Reference 04.12.01</i> Records relating to unsuccessful applications for mineral tenements (except petroleum) – Destroy 10 years after application rejected, withdrawn or lapsed</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference</i> Records relating to unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action.</p>
1.14	Monitoring and Surveillance	
1.14.1	<p>Monitoring licence holders</p> <p>Records relating to developing, implementing and maintaining compliance programs for, and monitoring and administering</p>	<p>Background/business process:</p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>compliance of, industry, businesses and individuals to regulatory requirements, licensees with licence conditions, and the community in general.</p> <p>Monitoring and surveillance includes, but is not limited to:</p> <ul style="list-style-type: none"> • mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and resources • explosives, minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources. • abandoned mines. <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<ul style="list-style-type: none"> • gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program). <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999 – s.279</i></p> <p>Coal Mining Safety and Health Regulation 2001 – s.12F</p> <p><i>Mining and Quarrying Safety and Health Act 1999 – s.11D, 46, 47, 47A,125, 259</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, because they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186 Reference 05.11.01</i> Records relating to agency monitoring of companies involved in the mining and exploration industry – Destroy 10 years after action completed</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 8.4.0</i> Compliance monitoring – Destroy 7 years after last access</p> <p><i>State Records Authority of New South Wales Department of Planning Retention and Disposal Schedule/Authority FA 245 reference number 4.6.2</i> – records relating to the monitoring and reporting on the performance of local councils in planning and development matters where no statutory action is taken for unsatisfactory performance – Retain minimum of 7 years after last action, then destroy</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 3.6.1</i> – records relating to development, management, application of prescribed burning programs. Includes prescribed burning guidelines; monitoring and surveillance programs; weather conditions, fuel, soil moisture, damage assessments; aerial ignition programs; district fire protection plans – Retain for 7 years after last action</p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 reference number 7.9.2</i> – records relating to the development, establishment, implementation and evaluation of operational plans or of programs supporting the management of natural resources and environmental protection – Retain minimum of 5 years after last action, then destroy.</p>
1.15	Partnerships	
1.15.1	<p>Partnerships – significant* Records relating to managing significant joint operations by the State, with contracts, joint contribution of funds, time, co-research or collaboration arrangements or agreements, made with other organisations (private sector and government). Partnerships may include, but are not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, 	<p>Background/business process: Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant mining industry development responsibilities, activities and programs. Illustrative process:</p> <ul style="list-style-type: none"> • identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding), draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required). <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>manufacturing, selling, storing, transporting, distributing and using explosives and mining resources.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • 2 – Primary Functions and Programs of Government • 5 – Substantial Contribution to Community Memory. <p>Comparison with other schedules:</p> <p><i>Territory Records (Records Disposal Schedule-Industry Development Records) Approval 2006 NI2006-347</i> Reference 1.14.1 Final signed version of major joint venture agreements or contracts – Retain as Territory archives</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 1.1.1 Joint ventures-significant – Retain permanently</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.7.1 Joint ventures-significant – Retain for 25 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.1 Partnerships-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.10.1 Joint ventures-significant – Retain permanently</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.5.1 Joint ventures-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.10.1 Partnerships-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.18.1 Partnerships-significant – Retain permanently.</p>
1.15.2	<p>Partnerships – other~</p> <p>Records relating to managing other joint operations by the State with other organisations (private sector and government) not covered by reference 1.15.1.</p> <p>Retention period & trigger 7 years after partnership expires.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • need to be retained to support the decisions of the business • ensure legal reference, including action taken in respect of a matter that arose more than 6 years before the commencement of action – refer <i>Limitation of Actions Act 1974</i> – s.10 (2). <p>Comparison with other schedules:</p> <p><i>Territory Records (Records Disposal Schedule-Industry Development Records) Approval 2006 NI2006-347</i> Reference 1.14.3 Final versions of other joint venture agreements or contracts – Destroy 7 years after completion or other termination of agreement or contract</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 05.08.01 Records of projects relating to exploration or investment projects that are successful and land to application for a mining tenement – Destroy 10 years after action completed</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 1.1.2 Joint ventures-other – Retain for 7 years after expiry of agreement</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.7.2 Joint ventures-other – Retain for 7 years after partnership/agreement expires</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.17.2 Partnerships-other – Retain for 7 years after partnership expires</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.10.2 Joint ventures-other – Retain for 7 years after partnership expires</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.5.2 Joint ventures-other – Retain for 7 years after partnership expires</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.10.2 Partnerships-other – Retain for 7 years after partnership expires</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.18.2 Partnerships-other – Retain for 10 years after partnership expires.</p>
1.16	Planning	
1.16.1	<p>Planning – significant*</p> <p>Records relating to planning significant management initiatives, programs, strategies, priorities and activities for improved community</p>	<p>Background/business process:</p> <p>Planning records are created during planning, reviewing and evaluating mining industry management and development processes.</p> <p>Illustrative process:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>and safety outcomes, and business activities, including planning consultation processes with community and key stakeholders. Planning may include, but is not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> • research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans. <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies • document the history of the department’s significant work. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 –Primary Functions and Programs of Government • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules <i>National Archives of Australia Geoscience Australia Records Disposal Authority 2005/233013 Reference 10390</i> Records documenting agency input into whole of government plans relating to minerals and mining management – Retain as National archives <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18408</i> Records documenting the development of significant plans relating to the energy and mineral resources function such as strategic industry and program implementation action plans – Retain as National archives <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 4.3.1</i> Records relating to the development, establishment, evaluation and reviewing of strategic plans for the administration of exploration and mining</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>activities, operations and titles – Required as State archives</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186</i> Reference 04.14.01 Records relating to strategic planning issues relating to the tenement administration where the agency provides significant input or coordinates comment – Permanent</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety PROS99/06</i> Reference 9.1.0 Gas safety or OGS development – Permanent</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01:</i></p> <ul style="list-style-type: none"> • <i>reference 1.1.0</i> High-level planning and reporting – Permanent • <i>reference 9.1.0</i> Management plans – Permanent. <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.9.1 Tourism and travel industry planning-significant – Retain permanently</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.1 Planning-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.11.1 Strategic planning-significant – Retain permanently</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.6.1 Small business industry planning-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.11.1 Planning-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.19.1 Planning-significant – Retain permanently.</p> <p>Previous schedules:</p> <p><i>Department of Mines and Energy QDAN97/0118</i> Reference 1.0 Company reports-plans – Retain permanently.</p>
1.16.2	<p>Planning – other~</p> <p>Records relating to planning other management initiatives, programs, strategies, priorities and activities for improved community and safety</p>	<p>Background/business process:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>outcomes, and business activities, including planning consultation processes with community and key stakeholders, not covered by reference 1.16.1.</p> <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<p>Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • support the decisions of the business • ensure legal reference, including action taken in respect of a matter that arose more than 6 years before the commencement of action – refer <i>Limitation of Actions Act 1974</i>, section 10 (2). <p>Comparisons with other schedules:</p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18409</i> Records documenting the development of operational or service plans relating to the energy and mineral resources function such as stakeholder consultation strategies – Destroy 10 years after superseded or last action, whichever is the later</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 4.3.2</i> Records relating to the development, establishment, evaluation and reviewing of strategic plans for the administration of exploration and mining activities, operations and titles – Retain minimum of 5 years after last action or after plan or program superseded or after information updated or superseded</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1 Reference 1.9.2</i> Tourism and travel industry planning-other – Retain for 10 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.18.2</i> Planning-other – Retain for 7 years after action completed</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.11.2</i> Strategic planning-other – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1 Reference 1.6.2</i> Small business industry planning-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.11.2</i> Planning-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.19.2</i> Planning-other – Retain for 7 years after action completed.</p>
1.17	Prosecution	

Disposal authorisation	Record class and retention period	Justifying the retention period
<p>1.17.1</p>	<p>Prosecution – significant*</p> <p>Records relating to prosecuting significant offences, and precedent setting cases, under relevant legislation.</p> <p>Prosecutions may include, but are not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Prosecution records are created when charging persons/parties with offences under legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments.</p> <p>Significant cases include those that set a precedent or are the first of its kind.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case. <p>Regulatory requirements:</p> <p>Prosecution is an inferred responsibility given inspection and investigation activities. Legislation provides offences to be identified, reported, investigated and prosecuted. Most legislation identified in other records classes mandate offences, or breaches, and penalties.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders • provide long term reference for generational change • set a precedent. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.19.1 Prosecution-significant – Retain permanently</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.12.1 Prosecutions-significant – Retain permanently</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.4.1 Prosecution-significant – Retain permanently</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.21.1 Prosecution-significant – Retain permanently.</i></p> <p>Previous schedules:</p> <p><i>Mining Warden, Cloncurry QDAN97/0123 Reference 5 Wardens Court depositions – Permanent.</i></p>
1.17.2	<p>Prosecution – other~</p> <p>Records relating to prosecuting other offences under relevant legislation not covered by reference 1.17.1.</p> <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under <i>Limitation of Actions Act 1974</i>. Section 10 of this act has a requirement that action must be sought no later than 6 years after cause of action. <p>Comparison with other schedules:</p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186 Reference 03.10.01 Records documenting requests for information or records relating to litigation matters on land management issues where the agency is not a party to the action – Destroy 10 years after case finalised</i></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 6.1.0 Litigation – Destroy 7 years after administrative use has concluded</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.2 Prosecution-other – Retain for 7 years after action completed</i></p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.12.2 Prosecutions-other – Retain for 7 years after action completed</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.4.2 Prosecution-other – Retain for 7 years after action completed</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.21.2 Prosecution-other – Retain for 7 years after action completed.</i></p>
1.18	Registration	
1.18.1	<p><i>Investigations and prosecutions register</i></p> <p>Records relating to keeping registers of investigations and prosecutions and results of investigating and prosecuting offences under relevant legislation.</p> <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Investigation and prosecution registration records are created during investigation and prosecution processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive and assess registration application; request further information; approve registration application; register entry • receive and assess change request; request further information; approve change request; register entry • receive deletion request (internally approved request of external advice); delete entry. <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 7.6.1 Summary records of industry and public safety incidents which require investigation by the agency – Required as State archives</i></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety PROS99/06 Reference 7.3.1 Investigation & prosecution summary & registration – Permanent.</i></p>
1.18.2	<p>Resources rights registers</p> <p>Records relating to registering resources rights, including applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, under relevant legislation.</p> <p>Resources rights include, but are not limited to:</p> <ul style="list-style-type: none"> • mining leases, claims, licences, authorities and permits for minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • authorities for mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • fossicking areas, licences and permits • safety and health requirements. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after</p>	<p>Background/business process:</p> <p>Licence holder registration records are created as an output of licensing processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive registration application, assess registration application, request further information, approve registration application, register entry • receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry • receive deletion request (internally approved request of external advice), delete entry. <p>Regulatory requirements:</p> <p><i>Fossicking Act 1994 – s.33</i></p> <p><i>Mineral Resources Act 1989 – s.126, 158, 242, 344, 387, 387A-C</i></p> <p><i>Offshore Minerals Act 1998 – s.339, 345, 361</i></p> <p><i>Petroleum and Gas (Production and Safety) Act 2004 – s.566, 566A-B</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	business action completed.	<ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 4.2.1 Summary records for mining or exploration leases and authorities granted, collieries and prospecting licences granted – Required as State archives</i></p> <p><i>Northern Territory Disposal Schedule for Mining Management Records 2015/26 Reference 1.6.1 Database of mining management activities – Permanent, retain in organisation</i></p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186:</i></p> <ul style="list-style-type: none"> • <i>reference 04.07.01</i> Records comprising a master set of exploration release area notices or flyers – Permanent • <i>reference 04.17.02</i> Registers of licences, leases and authorities granted for mining and exploration activity – Permanent <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 8.1.0 Licence registration – Permanent</i></p> <p>Previous schedules:</p> <p><i>Department of Mines & Energy Exploration Data Centre QDAN98/0039 Reference 1 Assay registers – Permanent.</i></p>
1.18.3	<p><i>Service registers – training, safety, laboratory, accreditation, consulting, etc.</i></p> <p>Records relating to registering service provision of training, certification, calibration and accreditation services, conducted by the department’s registered training organisations (RTO) and other accredited service groups. Groups include Safety in Mining Training and Research Services (SIMTARS - and</p>	<p>Background/business process:</p> <p>Training registration records are created from training course operations, and come out of training marketing processes and promotional activities. Applicants wishing to be trained register their interest, by telephone, correspondence/email/forms or in person whilst speaking to a departmental officer, on and off site. Various consulting services (safety technology, safety assessments, etc.) and enforcement activities (inspections, investigations, etc.) run by the department can identify skills shortfalls and potential trainees.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive and assess training expressions of interest; register entry; register training requirements; allocate training dates, times and sessions; advise trainee of outcomes. Training courses are run, assessment is issued, skill evaluations are done, prior learning, work

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>similar).</p> <p>Registrations include information about:</p> <ul style="list-style-type: none"> • client data • service jobs and analysis • status of trained individuals and organisations, i.e. assessment competencies and accreditations achieved • testing, certification and calibration of equipment • laboratory and research services • safety training • occupational hygiene and working environments health and safety • mining consultation and mine safety technology. <p>Retention period & trigger 30 years from end date of job.</p>	<p>experience and interstate licensing requirements are identified.</p> <ul style="list-style-type: none"> • receive and assess training registration application for training course; request further information; approve registration application; register entry • receive and assess change request; request further information; approve change request; register entry • receive and assess confirmation of training course completed, assessment competencies achieved, skills evaluations done, evidence of mutual recognition of interstate licence competencies and recognition of prior learning and work experience (as relevant); approve change request; register entries • receive and assess evidence of incomplete, incompetent and unrecognised requirements resulting in inability to issue statement of attainment; register current status (i.e. failure) to meet standards • receive and assess further evidence required to complete requirements; update registration status • issue statements of attainment; forward to recipient; register issue • receive withdrawal request (internally approved request or external advice) of withdrawal of registration application; update status; delete entry (as appropriate). <p>Regulatory requirements: RTOs must, under Registered Training Organisations 2015 Standard clauses 4,:</p> <ul style="list-style-type: none"> • retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued • retain records of AQF certification documentation issued for a period of 30 years • provide reports of records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator. <p>RTOs must, under Registered Training Organisations 2015 Standard clauses 8,:</p> <ul style="list-style-type: none"> • maintain registers of all statements of attainments issued • retain records of statements of attainment issued for a period of 30 years • provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator. <p>Business requirements: These records must be retained for 30 years, as they:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> cover the Department responsibility to meet the national RTO standards. <p>Comparisons with other schedules: <i>Agricultural Education Retention and Disposal Schedule QDAN704 v. 1</i>, Reference 8.6.3 Records relating to the assessment, completion or cancellation of accredited training for a particular student – Retain for 30 years after last action.</p>
1.19	Research	
1.19.1	<p>Research – significant*</p> <p>Records relating to researching and enquiring into significant research areas to discover facts, theories and principles to support improved industry outcomes and business activities.</p> <p>Research may include, but is not limited to:</p> <ul style="list-style-type: none"> regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources safety and health requirements relating to mining, petroleum and gas, explosives and fireworks activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. other subjects relating to mining relevant to the State and State 	<p>Background/business process:</p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of mining industry management products and processes, and increasing knowledge of mining techniques and safety practices and benchmarks. Research can endeavour to solve a problem, increase productivity, e.g. better mining yields, or can form a platform of information for planning and reviewing purposes, e.g. mining industry economics.</p> <p>Research could include studying mining techniques for safety improvement and productivity increases to benefit mining industry and safety outcomes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project. <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> provide long-term reference value to the department upon which future research is built cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments document the history of the department’s significant work. <p>Permanent retention criteria:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>priorities.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Meets the following characteristic of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory. <p>Comparison with other schedules:</p> <p><i>National Archives of Australia Geoscience Australia Records Disposal Authority 2005/233013 Reference 10404</i> Records relating to the conduct of resource projects – Retain as National archives</p> <p><i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18420</i> Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the energy and mineral resources function – Retain as National archives</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 10.12.2, 11.9.3</i> Records relating to externally or internally funded research and development projects which have national, State-wide or industry-wide impact, have potential long term impact, impact on broader government policies or national industry standards, are innovative or award winning – Required as State archives</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01</i>, publication or final presentation of research projects:</p> <ul style="list-style-type: none"> • <i>reference 11.5.1</i> high public interest – Permanent • <i>reference 11.5.2</i> paradigm shifting – Permanent • planation management programs within Forestry Plantations Queensland – Permanent • <i>reference 8.3.1</i> Records of original research to support the development of significant seed management programs within Forestry Plantations Queensland – Permanent. <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633:</i></p> <ul style="list-style-type: none"> • <i>reference 3.7.1</i> – records of original research to support the development of significant fire management programs, e.g. reports into the cessation or extension of prescribed burning – Retain permanently • <i>reference 5.3.1</i> – records of original research, including method trials, to support the development of significant nursery management programs, e.g. reports on cloning etc. – Retain permanently. <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 10.22.5</i> – final reports of significant scientific and technical investigations conducted by the department and where the report has not been subject to</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		legal deposit requirements – Retain permanently.
1.19.2	<p>Research – other~ Records relating to researching and enquiring into other research areas relating to mining industry management activities not covered by reference 1.19.1.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>Background/business process: Research records are created in scientific experiments, trials and knowledge advancement processes for the innovation, introduction and improvement of chemical products and processes and increasing knowledge of safe chemical and contaminant management. Research can endeavour to solve a problem or increase productivity, e.g. better yields or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> conduct scan for previous research, develop research proposal, submit research proposal, seek approvals, conduct information scan, conduct research experiments/trials, manage project, draw conclusions based on experiment/trial outcomes, draft research report, report on progress, report completion, close project. <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>National Archives of Australia Geoscience Australia Records Disposal Authority 2005/233013</i> Reference 10406 Records relating to the conduct of other research projects that are not significant, ground breaking or controversial – Destroy 5 years after submission of research outcome or after project ceased, whichever is later <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 10.12.3, 11.9.5 Records of all other accepted externally or internally funded projects – Retain minimum of 7 years after publication of results, completion of project or expiry of contractual obligations whichever is longer, then destroy <i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01</i> Reference 11.5.3 Research-other – Destroy 15 years from date of</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>issue</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 4.7.1 – research to support the development of significant natural forest product marketing programs within Forestry Plantations Queensland – Retain for 10 years after last action.</i></p>
1.20	<i>Testing and Identification</i>	
1.20.1	<p><i>Testing and identification – significant*</i></p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results are significant.</p> <p>Testing may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources. • abandoned mines • other subjects relating to mining 	<p>Background/business process:</p> <p>Testing and identification records are created in geological, scientific and technical processes, often to identify qualities, quantities or benchmarks of particular products, materials, compounds or elements, or check products or materials are meeting acceptable standards such as safety, consumer or production integrity.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • take samples; package, receipt and test samples; record test results; register significant test results; dispose samples (at appropriate point). <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department especially those that provide a significant result, e.g. first of its kind • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>National Archives of Australia Geoscience Australia Records Disposal Authority 2005/233013 Reference 10380 Records relating to the processes of capturing raw data relevant to mineral and mining management – Destroy 50 years after last action</i></p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>relevant to the State and State priorities.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p><i>Disposal Authority FA258</i> Reference 8.2.1 Records relating to the analysis, diagnosis and testing which results in significant findings – Required as State archives</p> <p><i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03</i> Reference 4.4.2.1 Records of major reporting that sets a precedent, has general public notoriety or raises systemic issues. Research methodologies used, stack test reports, analytical data, instrument charts, external laboratory reports, air quality control inventory – Retain permanently.</p>
1.20.2	<p>Testing and identification – other~ Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or substances in test materials, where research or test results have other importance, and where testing is not covered by reference 1.20.1.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>Background/business process: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • provide evidence of the processes used when testing and identification ensuring all findings and results, and subsequent decisions are based on accurate findings and results • reduce risks associated with incorrect sampling or testing by providing evidence of repeatable processes • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Section 10 of this act has a requirement that action must be sought no later than 6 years after cause of action. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 8.2.2 Records relating to routine analysis, diagnosis and testing – Retain minimum of 7 years after last action, then destroy</p> <p><i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03</i> Reference 4.4.2.2 Testing-all other reporting – Destroy 7 years after administrative use is concluded</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<i>Primary Industries PROS04/01</i> Reference 11.4.1 Collection and analysis of data – Destroy 20 years from date of completion of research program.
1.20.3	<p>Test results collated into research and test reports</p> <p>Records relating to sampling, testing and diagnosing to confirm or exclude presence of known or suspected substances in test materials, where research or test results have been previously collated or duplicated into research and test reports.</p> <p>Retention period & trigger</p> <p>Until reference ceases.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained until reference ceases as they have no ongoing value to the business area as the results are included in other documentation.</p> <p>Comparison with other schedules:</p> <p><i>Public Record Office Victoria Retention & Disposal Authority for records of Environment Protection Authority PROS02/03</i> Reference 4.4.3 4.4.1 Records of testing required for analysis, review and forecasting purposes. Sample testing, smog alert reviews, test records (calculations, observations), test summary sheets, laboratory work books, field work books, surveillance – Destroy after test results have been incorporated into a report</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.24.3 Test results previously collated into research and test reports – Retain until reference ceases.</p>
1.21	Training	
1.21.1	<p>Master curricular for formal qualifications (National Framework)</p> <p>Records relating to master curricular for training qualifications for national training frameworks for including but not limited to:</p> <ul style="list-style-type: none"> regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources 	<p>Background/business process:</p> <p>The Safety in Mines Testing and Research Station (Simtars), a business area of the Department of Natural Resources and Mines, provides a range of services to improve safety and health across the industry.</p> <p>Simtars is a registered training provider offering specialist courses that promote safety, health and foster good working practices. Simtars develop master curricular (training) records in accordance with national qualification framework.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> review existing curricular; research developing knowledge bases; research developing industry practices; develop draft master curricular; prepare consultation information; invite industry review; receive consultation submissions; redraft and finalise master curricular.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Regulatory requirements: <i>Mining and Quarrying Safety and Health Act 1999</i> – s.123-124, 181</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term value for ongoing management of mining courses • provide historical value of the mining sector education, e.g. where Queensland has provided courses that are the first of its kind • demonstrate the government commitment to valuing its workers, industry environment and community. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 6.1.3 Records relating to the development of industry based competency standards and appropriate methods of examination or competency assessments where it is a requirement for accreditation – Required as State archives <i>University Sector Retention and Disposal Schedule QDAN601 v.3</i>, Reference 601.2/C281 Curricula approval – Retain permanently <i>Agricultural Education Retention and Disposal Schedule QDAN704 v.1</i> Reference 10.4.2 – Curriculum approval-QATC – Retain permanently</p>
1.21.2	<p>Master curricular not linked to formal qualifications Records relating to master curricular for training courses not formally linked to national training</p>	<p>Background/business process: Master curricular (training) records are created in training processes. Illustrative process:</p> <ul style="list-style-type: none"> • review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>frameworks, and training courses to develop management skills and knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Retention period & trigger 10 years after curricular superseded.</p>	<p>review receive consultation submissions, redraft master curricular, finalise master curricular.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Section 10 of this act has requirement that action must be sought no later than 6 years after cause of action. <p>Comparison with other schedules: <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997</i> Reference 18424 Final versions of programs and presentations conducted by the agency and relating to the energy and mineral resources function – Destroy 5 years after last action <i>University Sector Retention and Disposal Schedule QDAN601 v.3</i> Reference 601.3/C20 Curricula development and review-award courses-programs – Retain for 10 years after course/program is no longer offered <i>Agricultural Education Retention and Disposal Schedule QDAN704 v.1</i> Reference 10.4.3 Curriculum content – Retain for 30 years after course is withdrawn <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.2 Master curricular not linked to formal qualifications – Retain for 7 years after curricular superseded.</p>
1.21.3	<p>Master curricular development material</p> <p>Records relating to developing and reviewing master curricular for training qualifications and to develop management skills and knowledge in</p>	<p>Background/business process: Master curricular (training) development records are created in training processes, both formally and informally. Illustrative process:</p> <ul style="list-style-type: none"> • review existing curricular, research developing knowledge bases, research developing industry

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources safety and health requirements relating to mining, petroleum and gas, explosives and fireworks activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources other subjects relating to mining relevant to the state and state priorities. <p>Retention period & trigger 7 years after business action completed.</p>	<p>practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 6.4.3</i> Records relating to the development of curriculum and study programs – Retain minimum of 5 years after curriculum is superseded, then destroy <i>University Sector Retention and Disposal Schedule QDAN601 v.3 Reference 601.3/C20</i> Curricula development and review-award courses-programs – Retain for 10 years after course/program is no longer offered <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.25.3</i> Master curricular development material – Retain for 7 years after action completed.</p>
1.21.4	<p><i>Training course guides, presentations, assessment and supporting materials</i></p> <p>Records relating to developing, delivering and assessing training courses for training qualifications for national training frameworks and to develop management skills and</p>	<p>Background/business process: Training course records are created in training processes. Illustrative process:</p> <ul style="list-style-type: none"> review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools (e.g.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>knowledge in staff and clients (internally and externally), e.g. investigations and prosecutions training, for including but not limited to:</p> <ul style="list-style-type: none"> regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources safety and health requirements relating to mining, petroleum and gas, explosives and fireworks activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources other subjects relating to mining relevant to the state and state priorities. <p>Retention period & trigger 7 years after training course superseded.</p>	<p>workbooks) , test training session plan, review training session plan.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 6.4.2 Approved curricula, course guides and handbooks for courses not leading to formal degree/recognised qualification – Retain minimum of 10 years after course superseded or withdrawn, then destroy <i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety</i> Reference 15.1.0 Training & education course material – Destroy 2 years after final action <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.4 Training course guides, presentations, assessment and supporting materials – Retain for 7 years after training course superseded.</p>
1.21.5	<p>Skills development support programs, materials and resources</p> <p>Records relating to developing, delivering and assessing skills development support programs and management training such as</p>	<p>Background/business process: Skills development support program records are created in rural labour support processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> identify labour shortages, identify job entry requirements, identify job applicant types, identify likely job applicants, identify barriers to job entry, identify programs to remove barriers, develop programs, run programs

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>coaching, mentoring, job shadowing and other programs, strategies, learning experiences, for staff and clients (internally and externally), for including but not limited to:</p> <ul style="list-style-type: none"> • regulation and regulatory compliance relating to minerals, coal, oil, petroleum, gas, water, greenhouse gas, geothermal and other resources • safety and health requirements relating to mining, petroleum and gas, explosives and fireworks • activities such as mining, importing, exporting, manufacturing, selling, storing, transporting, distributing and using explosives and mining resources • other subjects relating to mining relevant to the state and state priorities. <p>Retention period & trigger 7 years after business action completed.</p>	<ul style="list-style-type: none"> • source jobs, source job applicants, match job applicants to jobs, provide application support, administer applicable program elements. <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM), Service Delivery Division (DNRM), Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • are required for future business enhancement and improvement • need to be retained to support the decisions of the business. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 10.5.1 Records relating to development and delivery of extension activities such as courses and field days – Retain minimum of 7 years after last action or material is superseded or withdrawn from use, then destroy <i>Public Records Victoria Retention & Disposal Authority for records of the Employment, Investment and Industry Functions PROS08/04</i> Reference 4.7.0 Industry and regional development-training program development – Destroy 7 years after the conclusion of program <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.25.5 Skills development support programs, materials and resources – Retain for 7 years after action completed.</p>

Function	Scope note
2 EXPLOSIVES AND FIREWORKS SAFETY	<i>The function of ensuring the safety of the community from the hazards of explosives and related materials. Includes the establishment of standards for the safe handling and use of explosives and the authorisation of licences and permits for the production, storage, distribution and use of explosives and related materials. Also includes the monitoring of explosives activities to ensure compliance with standards, the effective response to explosives accidents and incidents, and the administration of government reserves for the storage and distribution of explosives.</i>
Activities	
2.1 Disposal 2.2 Inspections	2.3 Licensing 2.4 Registration

Disposal authorisation	Record class and retention period	Justifying the retention period
2.1	Disposal	
2.1.1	<p>Property, products and waste Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation. Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • explosives and fireworks • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Retention period & trigger 10 years after business action completed.</p>	<p>Background/business process: Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items. Illustrative process:</p> <ul style="list-style-type: none"> • obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction. <p>Regulatory requirements: <i>Explosives Act 1999</i> – s.124</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. Section 10 of this act has requirement that action must be sought no later than 6 years after cause of action. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 7.1.2 Records relating to the destruction of expired, unsafe or surplus explosives in accordance with AS2187 – 2006 – Retain for 7 years after last action <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 2.1.1 Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.9.1 Disposal of seized</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		property, products and waste – Retain for 7 years after action completed.
2.2	<i>Inspections</i>	
2.2.1	<p><i>Explosives facilities and businesses – significant*</i></p> <p>Records relating to conducting inspections to assess regulatory compliance, and safety and health requirements that have identified issues of significance, or, where significant findings and recommendations were made.</p> <p>Significant inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • explosives • explosives facilities: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting, using explosives, e.g. ports, factories, storage facilities, fireworks displays ○ mines, mining workplaces, facilities and businesses importing, exporting, manufacturing, selling, storing, transporting, using explosives, e.g. rock blasting, undercutting. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements:</p> <p><i>Explosives Act 1999</i></p> <p>Explosives Regulation 2003 – s.53, 57, 113</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>Archives Office of Tasmania Records of the Administration of Workplace Health and Safety Regulation Disposal Authorisation No. 2094 reference 04.05.04</i> – records relating to investigations of fatal accidents – Permanent.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
2.2.2	<p>Explosives facilities and businesses – other~</p> <p>Records relating to conducting other inspections to assess regulatory compliance, and safety and health requirements, not covered by reference 2.2.1.</p> <p>Retention period & trigger</p> <p>10 years after business action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.2 Inspections-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.6.2 Inspections-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.12.2 Inspections-other – Retain for 7 years after action completed.</p>
2.3	Licensing	
2.3.1	<p>Rights – explosives</p> <p>Records relating to approving and issuing licences, authorities and permits for explosives (including fireworks) and associated activities under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, imposing</p>	<p>Background/business process:</p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>provisions, reservations or conditions, conducting suitability checks, tests and examinations to prove eligibility or competency. Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> • explosives (including fireworks) • explosive trial approvals • authorised activities, e.g. import, export, store, manufacture, sell, transport and use explosives • explosives occupations, e.g. shot-firer, fireworks contractors, fireworks operators • approved collectors associations • storage facilities and areas • material changes to storage facilities and areas • fireworks displays • using explosives (including fireworks) • transferring ownership of explosives • storing explosives at government magazines. <p>Retention period & trigger 7 years after licence, authority or permit ceased/expired.</p>	<p><i>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</i></p> <p>Regulatory requirements: <i>Explosives Act 1999 – s.14</i> Explosives Regulation 2003 – s.16, 19, 41-43, 50, 67, 111, 146-147</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.12.2</i> Records relating to successful applications for a licence, permit or registration for an organisation, person, place or item where a specific separate entry is not provided – Retain minimum of 7 years after licence, permit or registration expires, lapses or is withdrawn, or after action completed, then destroy <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 4.4.1</i> Records relating to applications submitted to Forest Plantations Queensland requesting permission to conduct an activity within a State forest plantation or to use land managed by Forest Plantations Queensland for a particular purpose, e.g. water storage and communications facilities – Retain for 7 years after the refusal, cancellation or expiry of the permit or licence • <i>reference 6.5.1</i> Records relating to recreational permits issued by Forest Plantations Queensland for permission to conduct a commercial activity, an organised group activity or a competitive event within a State forest plantation – Retain for 3 years after the refusal, cancellation or expiry of the permit or licence • <i>reference 7.1.3</i> Explosives-licence/permit – Retain for 3 years after the refusal, expiry or cancellation of the licence or permit

Disposal authorisation	Record class and retention period	Justifying the retention period
2.3.2	<p>Unsuccessful and withdrawn applications – rights – explosives Records relating to unsuccessful and withdrawn applications for explosives (including fireworks) related licences and permits. Includes refusing licences. Retention period & trigger 2 years after licence/permit refused/withdrawn.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained for two years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.3.2</i> Records relating to unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.15.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn <i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.7.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.14.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn.</p>
2.4	Registration	
2.4.1	<p>Explosives registers Records relating to registering explosives (including fireworks). Includes registration of approved applications, renewals, transfers, releases, changes, cancellations, and termination of approved register</p>	<p>Background/business process: Explosives, including fireworks are controlled and regulated by the Explosives Inspectorate, which decides who is allowed to possess, manufacture, own, use, store, transport sell, import, export and dispose of explosives. These registers are summary documentation of the approval process for the registration of explosives. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive and assess registration application; request further information; approve registration

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>entries.</p> <p>Explosives include, but are not limited to:</p> <ul style="list-style-type: none"> • authorised explosives • classified explosives • UN model regulations • approved explosives classifications (to classify, change, declassify or prohibit explosives) • fireworks. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>application; register entry</p> <ul style="list-style-type: none"> • receive and assess change request; request further information; approve change request; register entry • receive deletion request (internally approved request of external advice); delete entry. <p>Regulatory requirements:</p> <p><i>Explosives Act 1999 – s.8</i></p> <p>Explosives Regulation 2003 – s.4, 12-14</p> <p>Business requirements:</p> <p>Mining regulatory compliance and safety and health areas (DNRM) being Mine Safety and Health Services Division (DNRM) (representing Explosives Inspectorate) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Further, the register provides important information, both historical and current, about explosives and the government-owned explosives reserve. This information needs to be available at all times to government, police and emergency services in enforcement and frontline incidents and emergencies involving explosives, and to a smaller degree, fireworks.</p> <p>To illustrate with a scenario: The discovery of a cache of explosives in an abandoned, potentially unlicensed mine suspected of being closed/not worked since 1954. Any explosives used were thought to have been detonated before the mine was sealed, however this was not the case. Access to information kept from 1954 about the explosives could be critical to personnel understanding how to proceed, not only about the type and composition of the explosives, but who would have had authorised access to them, and connecting possible involvement or knowledge (by proximity) of other operators using same explosives. It should be noted that other registers relating to mining which may have pertinent information are also proposed to have permanent retention.</p> <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.5.11 Registers or database of dangerous goods packaging, containers, etc. approvals, includes registers of authorised explosives – Required as State archives</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 3.3.1 Hazard area declarations register-land areas – Retain permanently</i> • <i>reference 3.3.2 Chemical products and constituents registers – Retain permanently.</i>

Function	Scope note	
3 MINING REGULATION	<i>The function of facilitating exploration, innovation and sustainable development of the state's mineral, petroleum and extractive resources. Includes the provision of strategic direction to, and the promotion of, the exploration, mining and petroleum industries in the state. Also includes the authorisation and ongoing monitoring of the tenures that entitle mineral and petroleum exploration and production, the administration and collection of mineral and petroleum rents and royalties, and the identification and mapping of key mineral, petroleum and extractive resource areas. Use MINING SAFETY & HEALTH for activities relating to establishing and monitoring acceptable safety and health standards within the mining and quarrying industries.</i>	
Activities		
3.1 Claims Management	3.4 Inspections	
3.2 Development	3.5 Licensing	
3.3 Disposal	3.6 Mapping	

Disposal authorisation	Record class and retention period	Justifying the retention period
3.1	<i>Claims Management</i>	
3.1.1	<p><i>Compensation</i></p> <p>Records relating to assessing compensation claims for damage or loss from mining-related activities. Includes assessing compensation claims, confirming and determining source of damage, loss or resumption, determining options, works and payments required, stabilise land, repair damage or purchase affected land (as compensation), paying claimant restoration costs or requisite compensation value and handling requests to register or remove state funded guarantees for land on freehold land register.</p> <p>Compensation includes, but is not limited to:</p> <ul style="list-style-type: none"> • subsidence of abandoned mines at Collingwood Park, and other locations • extinguishment of rights by native title rights and leases by the resumption of leases for native title rights and the granting of indigenous settlement and use leases, by the state under relevant legislation. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after</p>	<p>Background/business process:</p> <p>Compensation claim records are created when assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the department's excise of legislative and inspectorate duties. These records are associated with the assessment and evaluation of mining programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim. <p>Regulatory requirements:</p> <p><i>Aurukun and Mornington Shire Leases Act 1978 – s.33B, 33E-G</i></p> <p><i>Mineral Resources Act 1989 – s.381B-C</i></p> <p><i>Native Title (Queensland) Act 1993 – s.15</i></p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department's significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparisons with other schedules:</p> <p><i>Queensland Coordinator-General Retention and Disposal Schedule QDAN703 v.1 reference number 1.1.1 – Acquisition of land, includes records relating to calculations for compensation. Retain permanently</i></p> <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral Resources of Tasmania DA2186 Reference 03.04.01 Records relating to decisions on the award of</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	business action completed.	a financial compensation package to owners of land and buildings affected by landslip hazards – Permanent.
3.2	Development	
3.2.1	<p>Development – significant*</p> <p>Records relating to planning and implementing significant mining industry development initiatives designed to support the mining sector, and assist its growth.</p> <p>Development initiatives may include, but are not limited to:</p> <ul style="list-style-type: none"> • business opportunities • background and investigative research • information gathering of economic and environmental conditions • consultation processes with community and key stakeholders • indigenous land use developments and related issues • native title related developments and related issues. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Development and development planning plays a key role in facilitating economic growth, progress and investment opportunities for mining-related industries including revitalising existing assets with redevelopment applications.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • research development environment and markets; determine broad direction appropriate to environment and markets; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans. <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department for projects which continue over many years, e.g. long-term strategies to grow the mining industry • document the history of the department’s work in facilitating and implementing significant mining industry development. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 – Primary Functions and Programs of Government • 3 – Enduring Rights and Entitlements • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>Territory Records (Records Disposal Schedule-Industry Development Records) Approval 2006 NI2006-347 Reference 1.18.1 Final version of plans for major projects, programs or operational</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>activities – Retain as Territory archives <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997 Reference 18414</i> Records documenting the design, development, establishment, review and administration of programs and schemes relating to the energy and mineral resources function – Retain as National archives <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 9.1.1</i> Records relating to the development, establishment, evaluation and reviewing of strategic plans to support the development of domestic and export markets – Required as State archives <i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 12.1.1</i> Program development-Minister approved – Permanent</p>
3.2.2	<p>Development – other~ Records relating to planning and implementing other mining industry development initiatives designed to support the mining sector and assist its growth not covered by reference 3.2.1. Development initiatives may include, but are not limited to:</p> <ul style="list-style-type: none"> • business opportunities • background and investigative research • information gathering of economic and environmental conditions • consultation processes with community and key stakeholders. <p>Retention period & trigger 10 years after business action</p>	<p>Background/business process: See above.</p> <p>Business requirements: Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 10 years, with business imperatives and caution increasing retention from seven years, where they:</p> <ul style="list-style-type: none"> • have less significance than those projects covered in reference 3.2.1 • are required for future business enhancement and improvement • support the decisions of the business for future projects • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Territory Records (Records Disposal Schedule-Industry Development Records) Approval 2006 NI2006-347 Reference 1.18.2</i> Final version of plans for other projects, programs and operational activities – Destroy 5 years after last action <i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 12.1.2</i> Program development-minor – Destroy 7 years after administrative use is concluded</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	completed.	<p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 4.5.1 Records documenting the analysis, evaluation, and development of potential markets and clients for Forestry Plantations Queensland natural forest products – Retain for 3 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.9.2 Development-other – Retain for 7 years after action completed.</p>
3.2.3	<p>Development approvals</p> <p>Records relating to processing applications for mining development approvals.</p> <p>Development approvals include, but is not limited to:</p> <ul style="list-style-type: none"> • mines and quarries • indigenous land use • native title • local council operations and infrastructure • refused or unapproved development applications, including lapsed and withdrawn. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Development approvals play a key role in facilitating economic growth, progress and investment opportunities for mining-related industries including revitalising existing assets with redevelopment applications, and controlling development to environmentally and consequentially appropriate developments.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> • receive development application; assess development application; request further information and studies; assess individual supporting studies and reports; consult with stakeholders; make required checks; check property histories and titling information (e.g. easements, uses); grant approvals; issue approvals and conditions of approvals; suspend or cancel development approvals as required, check conditions of approvals met; certify and complete approvals. <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value to the department for projects which continue over many years, e.g. long-term strategies to grow the mining industry • document the history of the department’s work in facilitating and implementing significant mining industry development • provide long time reference and repeatability to refusal reasons, including precedents set for particular land parcels by refusals, the conditions on which it was refused, the environmental conditions which existed at the time, the reference to environmental studies which can be used as research and reference material by more than the Department, e.g. water, parks • as land-related applications, with land a long-term and immutable asset, many of reasons and land characteristics invoking refusal would stay constant over time. <p>Permanent retention criteria:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 – Primary Functions and Programs of Government • 3 – Enduring Rights and Entitlements • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.5.3 Development approvals prior to July 2013 – Retain permanently</p> <p><i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01</i> reference number 12.1.1 – ministerial approved program development – transfer permanently to PROV once administrative use is concluded.</p>
3.3	<i>Disposal</i>	
3.3.1	<p><i>Property, products and waste</i></p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored minerals, petroleum and gas left behind after termination of mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • minerals, petroleum and gas • seized and forfeited evidence and property • waste, excluding hazardous 	<p>Background/business process:</p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction. <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999</i> – s.143</p> <p><i>Fossicking Act 1994</i> – s.96</p> <p><i>Mineral Resources Act 1989</i> – s.122-123, 212, 229-230, 314</p> <p><i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.774</p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>waste.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 2.1.1 Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.9.1 Disposal of seized property, products and waste – Retain for 7 years after action completed.</p>
3.4	Inspections	
3.4.1	<p>Inspections – significant*</p> <p>Records relating to conducting significant inspections to assess regulatory compliance under relevant legislation of resource authorities and conditions of related land tenements and tenures, resources and rights in the form of leases, claims, authorities, licences, permits for various resources of minerals, petroleum and gas, water, greenhouse gas, geothermal for extracting, storing, processing, distributing, supplying, etc.</p> <p>Includes inspections records contained in permanent mining resource rights case files, including those normally considered routine and minor.</p> <p>Significant inspections may relate to,</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under relevant legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements: <i>Fossicking Act 1994</i> Fossicking Regulation 2009 – s.33 <i>Mineral Resources Act 1989</i> – s.342 <i>Offshore Minerals Act 1998</i> – s.380</p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work.

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>but are not limited to:</p> <ul style="list-style-type: none"> land considerations, e.g. mine areas, boundaries, access, surveys mine production, e.g. production lodgements, royalty returns water use and outputs, e.g. access, quality. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>Permanent retention criteria: Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> 3 – Enduring Rights and Entitlements 4 – Significant Impact on Individuals. <p>Comparisons with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 10.3.3 Records relating to the provision of advice concerning and inspections, checks or assessments of mining operations or quality management programs for compliance with licence or operating conditions or with environmental protection legislation, regulations and standards where compliance is not satisfactory or a potential/actual ground contamination is identified – Retain minimum of 50 years after last action or security deposit relinquished, then destroy <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-significant – Retain permanently.</p>
3.4.2	<p>Inspections – other~ Records relating to conducting other inspections to assess regulatory compliance under relevant legislation of resource authorities and conditions of related land tenements and tenures, resources and rights, not covered by reference 3.4.1. Includes inspections normally considered routine and minor in nature. Excludes inspections contained within, and in context, in permanent mining resource rights case files.</p> <p>Retention period & trigger 25 years after business action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for 25 years, with business imperatives and caution increasing retention (compared to other disposal classes) as they:</p> <ul style="list-style-type: none"> cover the department for risks associated with the government's responsibility to manage mining resource company activities may relate to or provide background information to significant incidents or investigations. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 7.3.1 Records relating to inspections for compliance with relevant legislation, regulations and standards, including the assessment of quality management programs against industry standards – Retain minimum of 10 years after last action or until after</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>appointment expires, then destroy <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.2 Inspections-other – Retain for 7 years after action completed</p>
3.5	Licensing	
3.5.1	<p>Resources rights – authorities, licences and permits</p> <p>Records relating to granting authorisation, as resource authorities, licences and permits to fossick for minerals and other mining resources under relevant legislation. Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Resource rights include, but are not limited to:</p> <ul style="list-style-type: none"> • fossicking licences (including individuals, families, clubs, educational organisations, commercial tour operators) • camping permits. <p>Retention period & trigger</p> <p>7 years after authority, licence or permit granted.</p>	<p>Background/business process:</p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence. <p><small>* Licence is a generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</small></p> <p>Regulatory requirements:</p> <p><i>Fossicking Act 1994</i> – s.14, 20-21, 58</p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (<i>representing Tenures Reform Taskforce</i>) requires these records to be retained for seven years after authority, licence or permit granted as:</p> <ul style="list-style-type: none"> • these licences and permits are issued for short periods only, e.g. from 1 day to 12 months only • they support the decisions of the business • they ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 4.2.7 Records relating to successful applications to prospect for opals (Opal prospecting licences) – Retain minimum of 5 years after last action or expiry or lapse of licence, then destroy</p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01</i> Reference 8.3.2 Other licences (activity-based) – Destroy 12</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>months after following expiry of the licence</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i>, Reference 6.5.1 Records relating to recreational permits issued by Forest Plantations Queensland for permission to conduct a commercial activity, an organised group activity or a competitive event within a State forest plantation – Retain for 3 years after the refusal, cancellation or expiry of the permit or licence.</p> <p>Previous schedules:</p> <p><i>Mining Warden, Cloncurry QDAN97/0123:</i></p> <ul style="list-style-type: none"> • <i>reference 2</i> License to occupy prospecting area for Coal Woolgar Field – Temporary • <i>reference 4</i> Mining lease files – Temporary.
3.5.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications for resource authorities, licences and permits to fossick for minerals and other mining resources under relevant legislation. Includes refusals.</p> <p>Retention period & trigger</p> <p>7 years after authority, licence or permit refused/withdrawn.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce), requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 2.3.2 Records relating to unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn.</p>
3.6	<i>Mapping</i>	
3.6.1	<p><i>Mapping – significant*</i></p> <p>Records relating to inspecting and</p>	<p>Background/business process:</p> <p>Mapping records are created as support tools to a variety of business processes, especially those</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>surveying sites, completing aerial, assessment and other surveys, and identifying areas to be preserved from mining, where maps have significant value, including maps of original and historical significance. Significant mapping may relate to, but is not limited to:</p> <ul style="list-style-type: none"> • mining and related geological purposes • land and river areas, including wild river areas • high preservation areas • special floodplain management areas • nominated waterways. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • identify land areas to be mapped, identify sites to be mapped, research legal instruments, research available land survey data, pack for site, mobilise to site, take field measurements, observe and analyse field data, identify/plan property boundaries, establish property markers, e.g. boundaries, conduct control surveys, establish cadastral surveys, examine property records and historical evidence, create surveys, certify surveys (required by statute or local ordinance), register surveys, overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas. <p>Regulatory requirements: <i>Mineral Resources Act 1989</i> – s.383, 407</p> <p>Business requirements: Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work. <p>Permanent retention criteria: Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules: <i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 10.8.1 Original maps created by the agency or annotated maps relating to broad classification of land – Required as State archives <i>Agriculture Retention and Disposal Schedule QDAN719 v. 1:</i></p> <ul style="list-style-type: none"> • <i>reference 3.2.1</i> Significant mapping for Chemical and Contaminant management – Retain

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>permanently</p> <ul style="list-style-type: none"> reference 9.4.1 Significant mapping for Pest and Disease management – Retain permanently. <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.8.1 Original and historical significance mapping – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.15.1 Original and historical significance mapping – Retain permanently</p> <p>Previous schedules:</p> <p><i>Natural Resources & Mines QDAN543 v.1</i> Reference 1 Microfilm version of survey & drafting charts held by QSA as SB8314-8343 – Permanent</p> <p><i>Department of Natural Resources & Mines QDAN591 v.1</i> Reference 2 Map of disused shafts, Mount Chalmers – Permanent</p>
3.6.2	<p>Mapping – other~</p> <p>Records relating to inspecting and surveying sites, completing aerial, assessment and other surveys, and identifying areas to be preserved from mining, where maps have other values, including ongoing work.</p> <p>Retention period & trigger</p> <p>Whilst current and then 7 years after business action completed.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> are required for future business enhancement and improvement need to be retained to support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258</i> Reference 10.8.2 Land use assessed by local councils – Retain minimum of 7 years after last action, then destroy</p> <p><i>State Records New South Wales Department of Planning Functional Retention and Disposal Authority FA245</i> Reference 3.9.2 Maps, plans and drawings relating to sites that are not identified for key public projects or to protect natural assets or are not significant to the state or a region – Retain minimum of 7 years after disposal of property then destroy</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1:</i></p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • <i>reference 3.5.1</i> Fire management maps and supporting data created or annotated as part of the fire management function – Retain for 7 years after last action • <i>reference 6.6.1</i> Mapping records used for calculating the commercial value of plantation timber – Retain for 5 years after last action • <i>reference 6.6.2</i> Original working maps used in the preparation of published maps and any subsequently scanned electronic copies – Retain for 10 years after last action. <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference 3.2.2</i> Mapping-other – Retain whilst current and then for 7 years after action completed • <i>reference 9.4.2</i> Mapping-other – Retain whilst current and then for 7 years after action completed.

Function	Scope note
4 MINING SAFETY AND HEALTH	<p><i>The function of establishing and monitoring acceptable safety and health standards within the mining and quarrying industries. Includes the authorisation of certificates of competency for key safety and health management positions within mining operations, ongoing safety inspections of operating mines and the investigation of mining accidents and incidents. Also includes the provision of research, development, testing, certification and technology transfer services to improve safety and health in the mining and quarrying industries.</i></p> <p><i>Includes managing abandoned mines for the safety of the community.</i></p>
Activities	
4.1 Accreditation 4.2 Control 4.3 Disposal 4.4 Inspections	4.5 Licensing 4.6 Monitoring and Surveillance 4.7 Registration

Disposal authorisation	Record class and retention period	Justifying the retention period
4.1	Accreditation	
4.1.1	<p>Organisations and individuals</p> <p>Records relating to assessing organisations and individuals for accreditation and certification as competent to fulfil roles in the mining industry, under relevant legislation.</p> <p>Certifying and accrediting organisations include, but are not limited to:</p> <ul style="list-style-type: none"> • mines safety and health service providers • mines rescue services organisations. <p>Certifying and accrediting individuals include, but are not limited to:</p> <ul style="list-style-type: none"> • 1st class mine manager (coal or metal) • 2nd class mine manager, deputy • open cut examiner • site senior executive • safety and health officer positions. <p>Retention period & trigger</p> <p>80 years after date of birth (individuals) or date of lapse/expiry of accreditation (organisations).</p>	<p>Background/business process:</p> <p>Accreditation records are created during application and renewal assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • receive and assess accreditation application; request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks, e.g. criminal/occupational histories, qualifications, examination results, mutual recognition and previous licence status (as applicable); grant accreditation; issue accreditation certification. Accreditation certification is for the life of an individual or organisation.¹ • receive licence renewal (application, statement, return, report, statutory data summary); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection. <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999</i> – s.184 (individuals), 225, 227, 229, 230 <i>Mining and Quarrying Safety and Health Act 1999</i> – s.180 (individuals)</p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for 80 years because:</p> <ul style="list-style-type: none"> • certification by Board of Examiners is for the life of an individual or organisation. • seniority and responsibilities of positions involved, including mine executive, management, safety and health positions, including mine examiners. <p>Comparison with other schedules:</p> <p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 7.2.4</i> Records of competency certificates issued to mining industry personnel, e.g. mine managers, engineers etc.– Retain minimum of 25 years after last action or expiry of certification, then destroy.</p>
4.2	Control	

¹ See QSA Record reference 16/3872 – Board of Examiners advised certification is for the life of an individual or organisation.

Disposal authorisation	Record class and retention period	Justifying the retention period
4.2.1	<p>Regulatory Requisites</p> <p>Records relating to processing regulatory requirements for relevant mining regulatory instruments (licenses, accreditations, authorisations, permits, permissions, etc.) and under legislative provisions for Department to fund and conduct its and safety and health management functions and processes.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • census • annual or quarterly returns • notifications • reports <p>Disposal action – Retain 10 years after action completed</p>	<p>Background/Business Process;</p> <p>Control records are created in processing mandatory regulatory notifications for the maintenance and provision of safety and health business functions.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • Identify process requirements i.e. recipients of forms/notification for return completion; send out returns/forms/notifications; receipt return of returns/forms/notifications; process each return/form/notification; run reports for use by business area. <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999 – s. 259</i> <i>Mining and Quarrying Safety and Health Act 1999 – s. 46, 47, 47A</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for 10 years as an increased retention period on 7 years as they:</p> <ul style="list-style-type: none"> • Need to be retained to support the decisions of the business. • Ensure legal reference, including standard appeals of decisions, judicial review and other court processes. <i>Limitation of Actions Act</i> sets out general limitation periods for various kinds of civil actions from section 10 onwards <p>Comparison with other schedules:</p> <p><i>Environment retention and disposal schedule QDAN 733 v1, reference number 1.7.1 – Regulatory requisites for records relating to environment compliance matters – Retain for 7 years after last action.</i></p>
4.3	Disposal	
4.3.1	<p>Property, products and waste</p> <p>Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored minerals left behind after termination of</p>	<p>Background/business process:</p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • minerals • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Retention period & trigger</p> <p>25 years after business action completed.</p>	<p>notices; seek approvals; destroy items; certify destruction.</p> <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999</i> – s.143</p> <p><i>Fossicking Act 1994</i> – s.96</p> <p><i>Mineral Resources Act 1989</i> – s.122-123, 212, 229-230, 314</p> <p><i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.774</p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate requires these records to be retained for 25 years, with business imperatives and caution increasing retention (compared to other disposal classes) as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility to dispose property, products and waste associated with tenements • directly relate to or provide background information to significant incidents or investigations • represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes. <p>Comparison with other schedules:</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 7.1.2</i> – records relating to the destruction of expired, unsafe or surplus explosives in accordance with AS 2187 - 2006 – Retain for 7 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 2.1.1</i> Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed.</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.9.1</i> Disposal of seized property, products and waste – Retain for 7 years after action completed.</p>
4.4	Inspections	
4.4.1	<p>Mine inspections – significant*</p> <p>Records relating to conducting inspections to assess safety and health regulatory compliance, and that have identified</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under legislation.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>issues of significance, or, where significant findings and recommendations were made.</p> <p>Inspections may relate to, but are not limited to:</p> <ul style="list-style-type: none"> • mines, mining workplaces, facilities and businesses, for minerals, water, geothermal and other resources as relevant, used for: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting resources and using resources including using mining explosives, e.g. mines, quarries, processing plants. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999 – s.134, 157, 161</i> <i>Mining and Quarrying Safety and Health Act 1999 – s.115, 157</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long-term reference value • document the history of the department’s significant work • directly relate to or provide background information to significant incidents or investigations. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>National Archives of Australia Comcare Work Health and Safety Prevention, Education and Promotion; Work Health and Safety Regulation, reference number 61376 – significant work, health and safety regulation records includes documenting inspections or investigations involving fatalities, serious injuries, dangerous occurrences or major property damage – Retain as National archives</i></p> <p><i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.4.2</i></p> <p>Records relating to work health and safety operational or compliance audits of other organisations’ processes that are legislated by WorkCover including self-insurers; or audits of individuals including accredited assessors where serious failures to meet compliance</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>requirements were identified – Required as State archives <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-significant – Retain permanently.</p>
4.4.2	<p>Mine inspections – other~ Records relating to conducting other inspections to assess safety and health regulatory compliance, and not covered by reference 4.3.1. Retention period & trigger 10 years after business action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, because they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>National Archives of Australia Comcare 2013/00241702</i> Reference 61378 Records documenting routine work health and safety regulation activities – Destroy 10 years after action completed <i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307</i> Reference 6.4.3 Records relating to work health and safety operational or compliance audits or other organisations including self-insurers; or audits of individuals including accredited assessors where there were no serious deficiencies identified – Retain minimum of 7 years after action completed, then destroy <i>Public Record Office Victoria Retention and Disposal Authority for records of WorkSafe Victoria PROS 09/06</i> Reference number 5.2.2 Records documenting individual site and property inspections undertaken by WorkSafe Victoria as well as any other ongoing liaison with the site – Destroy 15 years after last action <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.2 Inspections-</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		other – Retain for 7 years after action completed.
4.4.3	<p>Service providers – inspections</p> <p>Records relating to conducting inspections to assess safety and health regulatory compliance for organisations providing services to mining industries in explosives, minerals, water, geothermal and other resources.</p> <p>Inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • mines rescue services • training organisations. <p>Retention period & trigger</p> <p>7 years after business action completed.</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act 1999 – s.55, 157, 198</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.4.3</i></p> <p>Records relating to work health and safety operational or compliance audits or other organisations including self-insurers; or audits of individuals including accredited assessors where there were no serious deficiencies identified – Retain minimum of 7 years after action completed, then destroy</p> <p><i>Archives Office of Tasmania Administration of Workplace Health and Safety Regulation DA2094 Reference 01.02.03</i> Records relating to audits of training providers for workplace training – Destroy 7 years after audit completed.</p>
4.5	Licensing	
4.5.1	<p>Rights – mining safety and health</p> <p>Records relating to granting licences and</p>	<p>Background/business process:</p> <p>Licence* records are created during licensing application assessment processes.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>permits to undertake mining safety and health regulatory compliance under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Mining rights include, but are not limited to:</p> <ul style="list-style-type: none"> • work authorisations • equipment approvals • safety and health activities. <p>Retention period & trigger</p> <p>7 years after licence/permit expired or ceased.</p>	<p>Illustrative process:</p> <ul style="list-style-type: none"> • receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence. <p><i>* Licence is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</i></p> <p>Regulatory requirements:</p> <p><i>Coal Mining Safety and Health Act – Schedule 2 Parts 1, 2</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules:</p> <p><i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.5.1</i></p> <p>Records relating to the accreditation, approval, licensing or authorisation of individuals or companies to undertake activities on behalf of WorkCover/under auspices of WorkCover – Retain minimum of 7 years after accreditation, approval, licence or authorisation expires or is withdrawn, or after action completed, then destroy</p> <p><i>Northern Territory Archives Service Management Records of the Department of Business Disposal Schedule for Work Health and Safety 2014/2, reference 1.3.11 – records relating to applications for registration and certification of occupational health and safety high risk work certificate licensing assessors, includes successful and unsuccessful applications – Destroy 5 years after approval ceases or is withdrawn</i></p> <p><i>Archives Office of Tasmania Administration of Workplace Health and Safety Regulation DA2094 Reference 01.06.02</i> Records relating to certification of employee safety</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		representatives (ESR) – Destroy 7 years after term expires or employee resigns.
4.5.2	<p><i>Unsuccessful and withdrawn applications</i></p> <p>Records relating to unsuccessful and withdrawn applications to undertake mining safety and health activities. Includes refusals.</p> <p>Retention period & trigger</p> <p>2 years after licence/permit refused/withdrawn.</p>	<p>Background/business process:</p> <p>See above.</p> <p>Regulatory requirements:</p> <p>See above.</p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for two years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business. <p>Comparison with other schedules:</p> <p><i>Northern Territory Archives Service Management Records of the Department of Business Disposal Schedule for Work Health and Safety 2014/2, reference 1.3.12 & 1.3.13</i> – records documenting applications for registration of a person or organisation to undertake inspection of a designated plant, dangerous goods. Includes successful and unsuccessful applications – Destroy 2 years after approval/permission ceases or is withdrawn.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.3.2</i> Records relating to unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action.</p>
4.6	<i>Monitoring and Surveillance</i>	
4.6.1	<p><i>Health monitoring – mine workers – terminal or serious health issues or exposure</i></p> <p>Records relating to monitoring the health of mine workers, including coal miners, where workers have been:</p> <ul style="list-style-type: none"> • identified with terminal or serious health issues associated with work, or • sufficiently exposed to known or 	<p>Background/business process:</p> <p>Monitoring health of miner workers records are created in select monitoring and surveillance processes, and licensing and inspection processes, where the monitoring of mine workers health is part of the recruitment and selection process for the mining industry, in particular the coal mining industry, and ongoing safety and health requirements for ongoing checks to keep abreast of adverse exposures and illnesses.</p> <p>Health records are checked for inclusivity through inspections processes, and select health records, e.g. x-rays, are submitted to the State for regulatory requirements, quality checking, and second opinions by health professionals and ultimately long-term confidential retention by</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>suspected substances with terminal or serious health risks. Known or suspected substances may include but are not limited to asbestos, coal dust, DDT, lead, nuclear radiation.</p> <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<p>the State as part of its recordkeeping under section 51 of Coal Mining Safety and Health Regulation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> plan health monitoring priorities including known problem areas and repeat offenders, design monitoring program, run program, (e.g. authorised officers duty rosters), collect monitoring work and output data, report on work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. fixes/compliant), review outcomes (e.g. recommendations for next program and priorities) check recruitment records, check existence of medical assessments (within mining facility), check human resources employment records, check existence of ongoing medical assessments (within mining facility), check completeness of submitted initial and ongoing records (within State records), highlight discrepancies, identify corrections required to mining facility. Note: Quality checking of medical records for medical issues (not recordkeeping or regulatory compliance) is done by an engaged or employed appropriately qualified health professional refer to inspections and enforcement activities for monitoring processes conducted via normal inspections processes, and compliance activities and enforcement actions taken as a result of non-compliance that do not relate to the priority of the monitoring of health of mine workers. <p>Confidential health assessment records of coal miners are confidential and owned by the State (section 51 of Coal Mining Safety and Health Regulation).</p> <p>Other comments/factors for consideration: The confidentiality requirements of the legislation may indicate that an agency is not able to transfer the records to Queensland State Archives or that if the records are transferred, access is closed.</p> <p>Regulatory requirements: Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities: Coal Mining Safety and Health Regulation – s.46-53</p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division,</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • are required for long-term business needs based on industry cycles of renewal and regeneration • cover the department for risks associated with the government’s responsibility to check and catch problems – inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections • directly relate to or provide background information to significant incidents or investigations • represent industry cycles over time required for reference to effectively assess long-term impacts including general environmental, mining environmental and personal mine worker impacts and outcomes. <p>These records are retained for health and environmental monitoring purposes. The records are kept on:</p> <ul style="list-style-type: none"> • every coal miner – the risk of developing mine-related disease over the period of their mine working life and beyond can be high • every medical examination • every site senior executive (who also has responsibility for the records), but who could be argued to be less than objective, whereby they act on behalf of the mining company and not on behalf of the coal miner. <p>The development of serious and terminal symptoms of mining-related illness can take a long time. Keeping these records permanently seems fair to the worker and their family. Additionally, the longitudinal data helps identify patterns and trends of systematic and potentially lethal activities of mining companies. This is especially true for newer mining technologies and methods of accessing mine resources.</p> <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p><i>State Records New South Wales Department of Primary Industries Functional Retention and Disposal Authority FA258 Reference 7.3.2</i> Records relating to the assessment of mine sites where a compliance breach is detected – Retain minimum of 50 years after last action, then destroy</p> <p><i>State Records Authority New South Wales General retention and disposal authority GA28 Reference 14.4.3</i> Records relating to health surveillance of employees exposed or at risk of exposure to hazardous or carcinogenic substances or conditions, including asbestos or cytotoxins and lead – Retain a minimum of 75 years after action completed</p> <p><i>Queensland State Archives General Retention and Disposal Schedule:</i></p> <ul style="list-style-type: none"> • <i>reference 1219</i> Management and monitoring of hazardous substances and dangerous goods – Retain for 100 years after last action • <i>reference 1222</i> Health monitoring hazardous chemicals – Retain for 30 years after last action • <i>reference 1220</i> Personal radiation monitoring – Retain for 75 years from date of birth or 30 years after last assessment, whichever is later. <p>Previous schedules:</p> <p><i>Queensland Coal Industry Employees Health Scheme (assessment records) – Mines and Energy Retention and Disposal Schedule QDAN519:</i></p> <ul style="list-style-type: none"> • <i>reference 1</i> – Coal Industry Control Act 1948 Pre-employment medical examination forms and relevant x-rays – retain permanently • <i>reference 2</i> – Coal Industry Employees’ Health Scheme Regulation 1998 Pre-employment health assessment forms and relevant x-rays – retain permanently • <i>reference 3</i> – Coal Industry Employees’ Health Scheme Regulation 1998 Periodic health assessment forms and relevant x-rays – retain permanently • <i>reference 4</i> – Health Scheme database – retain permanently in an accessible, unalterable and readable form.
4.6.2	<p><i>Health monitoring – mine workers – no health issues or exposure</i></p> <p>Records relating to monitoring the health of mine workers, including coal miners, where workers have:</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> • not been identified with terminal or serious health issues associated with work • not been sufficiently exposed to known or suspected substances with terminal or serious health risks. Known or suspected substances may include but are not limited to: asbestos, coal dust, DDT, lead, nuclear radiation. <p>Retention period & trigger 80 years from date of birth.</p>	<p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained 80 years from birth as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility to check and catch problems. Inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections • directly relate to or provide background information to significant incidents or investigations. <p>Comparison with other schedules:</p> <p><i>State Records Authority New South Wales General retention and disposal authority GA28 Reference 14.4.3</i> Records relating to health surveillance of employees exposed or at risk of exposure to hazardous or carcinogenic substances or conditions, including asbestos or cytotoxins and lead – Retain a minimum of 75 years after action completed</p> <p><i>Queensland State Archives General Retention and Disposal Schedule:</i></p> <ul style="list-style-type: none"> • <i>reference 1222</i> Health monitoring hazardous chemicals – retain for 30 years after last action • <i>reference 1220</i> Personal radiation monitoring – retain for 75 years from date of birth or 30 years after last assessment, whichever is later. <p><i>Queensland Fire and Emergency Services (Fire Services) Retention and Disposal Schedule QDAN 718 v. 1:</i></p> <ul style="list-style-type: none"> • <i>reference 2.5.1</i> – records relating to volunteer brigade membership. Includes medical assessments – Retain for 80 years from date of birth or 7 years from date of separation, whichever is later • <i>reference 2.5.2</i> – records documenting the history of Fire and Emergency Services officers and volunteers who attend fire and emergency situations, such as firefighters. Includes usage of breathing apparatus and the types of exposure to hazardous materials at the time of an incident – Retain for 80 years from date of birth or 7 years from date of separation, whichever is later.
4.7	Registration	

Disposal authorisation	Record class and retention period	Justifying the retention period
4.7.1	<p><i>Mining safety and health registers</i></p> <p>Records relating to registering mining safety and health related occupations, licensing of individuals and organisations.</p> <p>Includes notifications, changes, cancellations, and terminations.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • mining licences and sub-licences • mining licence holders • accredited persons and organisations • mandatory notifications of mining appointments • mining appointments such as senior executives and safety roles. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Registration records can be created in licensing and accreditation related registration processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive registration application, assess registration application, request further information, approve registration application, register entry • receive change/transfer/cancellation request, assess request, request further information, approve request, register entry • receive deletion request (internally approved request from external advice), delete entry. <p>Regulatory requirements:</p> <p><i>Mining and Quarrying Safety and Health Act 1999 – s.260</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • are a primary record of control for their records, e.g. licences, applications, accreditation, appointments • provide meaning, context and access to their information and records overtime • document the history of the department’s significant work. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals • 5 – Substantial Contribution to Community Memory • 6 – Environmental Management and Change. <p>Comparison with other schedules:</p> <p><i>State Records Authority New South Wales covering administration of work health and safety function in NSW, reference number 6.12.6</i> – registers, including electronic databases, detailing the application, issue and renewal of licences, permits and authorisations – Retain</p>

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>minimum of 75 years after action completed</p> <p><i>Archives Office of Tasmania Administration of Workplace Health and Safety Regulation DA2094 Reference 01.06.04 Registration details contained in the registration databases called National Licensing Information System (NLIS) – Permanent</i></p> <p><i>Queensland State Archives General Retention and Disposal Schedule reference 1130 Master control records – Retain permanently</i></p> <p><i>Public Record Office Victoria Retention and Disposal Authority for the records of the Department of Primary Industries PROS04/01 Reference 8.1.0 Licence registration – Permanent.</i></p>
4.7.2	<p>Safety and health risk management information registers – significant*</p> <p>Records relating to registering information relevant to significant mining safety and health risks management under relevant legislation.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, termination of register entries.</p> <p>Registrations include information about:</p> <ul style="list-style-type: none"> • mining risks and issues • hazard information, guidelines and controls • high potential incidents • work-related illnesses and injuries, including lost time injuries • current mine plans • plans of abandoned mine shafts • other information relevant to managing mining safety and health. 	<p>Background/business process:</p> <p>Safety and health risks and issues identification and related information registration records are created in inspections, investigations and monitoring and surveillance processes for the mining industry, where the State is responsible for tracking safety and health controls, mechanisms and risk management capabilities of workers, employers and owners in the mining industry.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive registration application, assess registration application, request further information, approve registration application, register entry • receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry • receive deletion request (internally approved request of external advice), delete entry. <p>Regulatory requirements:</p> <p><i>Mining and Quarrying Safety and Health Act 1999 – s.260</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • are a primary record of control for their records relating to mining and health risks, plans, high risk incidents, location of abandoned mines, hazardous information

Disposal authorisation	Record class and retention period	Justifying the retention period
	<p>Significant registers include, but are not limited to:</p> <ul style="list-style-type: none"> work-related illnesses and injuries abandoned mine shafts and plans high impact incidents, including human loss of life and serious injury. <p>Retention period & trigger Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> provide meaning, context and access to their information and records overtime document the history of the departmental work in a summary format. <p>Permanent retention criteria: Meets the following characteristics of QSA's Appraisal Statement:</p> <ul style="list-style-type: none"> 3 – Enduring Rights and Entitlements 4 – Significant Impact on Individuals. <p>Comparisons with other schedules: <i>State Records Authority New South Wales General retention and disposal authority GA28</i> Reference 14.13.1 Records relating to risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where health surveillance and/or monitoring of employees are necessary, and where the severity of risk is high – Retain minimum of 75 years after action completed, then destroy <i>Queensland State Archives General Retention and Disposal Schedule:</i></p> <ul style="list-style-type: none"> reference 1130 Master control records – Retain permanently reference 1228 Risk management-high risk – Retain for 80 years after last action.
4.7.3	<p>Safety and health risk management information registers – other~*</p> <p>Records relating to registering other information relevant to mining safety and health risks management under relevant legislation, where not covered by reference 4.6.2.</p> <p>Retention period & trigger 25 years after business action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: <i>Mining and Quarrying Safety and Health Act 1999 – s.260</i></p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate, requires these records to be retained for 25 years, with business imperatives and caution increasing retention (compared to other disposal classes) as they:</p> <ul style="list-style-type: none"> cover the department for risks associated with the government's responsibility to dispose property, products and waste associated with tenements may relate to or provide background information to significant incidents or investigations represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.

Disposal authorisation	Record class and retention period	Justifying the retention period
		<p>Comparisons with other schedules:</p> <p><i>State Records Authority New South Wales General retention and disposal authority GA28:</i></p> <ul style="list-style-type: none"> • <i>reference 14.13.2</i> Risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where health surveillance and/or monitoring of employees are necessary, and where the severity of risk is low – Retain minimum of 30 years after action completed, then destroy • <i>reference 14.13.3</i> Risk management of occupational health and safety hazards where minimal or no risk to employees and where health surveillance and/or monitoring is not required – Retain minimum of 5 years after action completed, then destroy. <p><i>Queensland State Archives General Retention and Disposal Schedule:</i></p> <ul style="list-style-type: none"> • <i>reference 14.9.2</i> Risk management-low risk – Retain for 30 years after last action • <i>reference 14.9.3</i> Risk management-no risk – Retain for 7 years after last action.

Function	Scope note
5 PETROLEUM AND GAS SAFETY	<i>The function of establishing and monitoring acceptable safety standards within the petroleum and gas industries. Includes the authorisation of occupational licences and other approvals and exemptions, ongoing audits and routine inspections of petroleum and gas industry facilities and the investigation of accidents at petroleum and gas installations and in the community. Also includes the provision of advice to the government, community and industry on technical and safety issues.</i>
Activities	
5.1 Disposal 5.2 Inspections	5.3 Licensing 5.4 Registration

Disposal authorisation	Record class and retention period	Justifying the retention period
5.1	Disposal	
5.1.1	<p>Property, products and waste Records relating to disposing of property, products and waste seized under enforcement, inspection and investigation activities under relevant legislation.</p> <p>Includes assessing claims for plant, materials and property, including stored petroleum and gas left behind after termination of mining tenements.</p> <p>Disposal includes, but is not limited to:</p> <ul style="list-style-type: none"> • plant and property • petroleum and gas • seized and forfeited evidence and property • waste, excluding hazardous waste. <p>Retention period & trigger 25 years after business action completed.</p>	<p>Background/business process: Disposal-related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction. <p>Regulatory requirements: <i>Petroleum and Gas (Production and Safety) Act 2004 – s.774</i></p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Coal and Metalliferous Mines Inspectorate requires these records to be retained for 25 years, with business imperatives and caution increasing retention (compared to other disposal classes) as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility to dispose property, products and waste associated with tenements • may relate to or provide background information to significant incidents or investigations • represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes. <p>Comparison with other schedules: <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN633 Reference 7.1.2</i> destruction of expired, unsafe or surplus explosives in accordance with AS 2187 – 2006 – Retain for 7 years after last action. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 2.1.1</i> Evidence, products, animals, carcasses and waste – Retain for 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.9.1</i> Disposal of seized property, products and waste – Retain for 7 years after action completed</p>

5.2	Inspections	
5.2.1	<p>Petroleum and gas workplaces, facilities and businesses – significant*</p> <p>Records relating to conducting inspections to assess safety and health regulatory compliance and that have identified issues of significance, or where significant findings and recommendations were made.</p> <p>Significant inspections include, but are not limited to:</p> <ul style="list-style-type: none"> • petroleum and gas drilling operations, workplaces, facilities and businesses for petroleum, gas, greenhouse gas, and other resources as relevant, used for: <ul style="list-style-type: none"> ○ importing, exporting, manufacturing, selling, storing, transporting and using petroleum and gas related resources, e.g. drilling rigs, processing plants, pipelines. <p>Retention period & trigger</p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p>Background/business process:</p> <p>Inspection records are created during compliance enforcement processes to inspect premises, vehicles, equipment and other items under legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> • schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report. <p>Regulatory requirements:</p> <p><i>Petroleum and Gas (Production and Safety) Act 2004 – s.706-708E, 736</i></p> <p><i>Petroleum (Submerged Lands) Act 1982 – s.71</i></p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Petroleum and Gas Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility to check and catch problems – inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections • directly relate to or provide background information to significant incidents or investigations • represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes. <p>Permanent retention criteria:</p> <p>Meets the following characteristics of QSA’s Appraisal Statement:</p> <ul style="list-style-type: none"> • 2 – Primary Functions and Programs of Government • 3 – Enduring Rights and Entitlements • 4 – Significant Impact on Individuals. <p>Comparison with other schedules:</p> <p><i>State Records Authority New South Wales Functional retention and disposal authority WorkCover Authority of NSW and Sporting Injuries Committee FA307 Reference 6.4.2 Work health and safety operational or compliance audits where serious failures to meet compliance requirements were identified. For example, James Hardie – Required as State archives.</i></p> <p><i>Public Record Office Victoria Worksafe Victoria Retention and Disposal Authority PROS09/06</i></p>

		Reference 5.2.2 Individual site and property inspections – Destroy 15 years after last action. <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-significant – Retain permanently.
5.2.2	<p><i>Petroleum and gas workplaces, facilities and businesses – other~</i></p> <p>Records relating to conducting other inspections to assess safety and health regulatory compliance and, not covered by reference 5.2.1.</p> <p>Retention period & trigger 10 years after business action completed.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Petroleum and Gas Inspectorate, requires these records to be retained for 10 years, with business imperatives and caution increasing retention from 7 years, where they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure records are available in the event of a claim for damages or loss • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparison with other schedules: <i>Public Record Office Victoria Retention and Disposal Authority for records of the Office of Gas Safety PROS99/06</i> Reference 6.1.0 Standard installations – Destroy 7 years after notification accepted. <i>Public Record Office Victoria Worksafe Victoria Retention and Disposal Authority PROS09/06</i> Reference 5.2.2 Individual site and property inspections – Destroy 15 years after last action.</p> <p>Previous schedules: <i>National Resources & Mines QDAN549 v.1:</i></p> <ul style="list-style-type: none"> • <i>reference</i> Gas examiner records – 160 records varying from 5 years to permanent • <i>reference</i> 3.1 Gas-district files – Retain for 10 years after last action.
5.3	<i>Licensing</i>	
5.3.1	<p><i>Licences and permits – petroleum and gas occupations/jobs</i></p> <p>Records relating to granting type A petroleum and gas safety related occupational licences and permits to undertake petroleum and gas related</p>	<p>Background/business process: Licence* records are created during licensing application assessment processes. A gas device – type A, in accordance with s.724 (2) of the <i>Petroleum and Gas (Production and Safety) Act 2004</i>, are those used for the purpose of:</p> <ul style="list-style-type: none"> • producing heat, light or power using fuel gas

activities under relevant legislation.

Includes managing applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, imposing provisions, reservations or conditions, recognising interstate licences (mutual recognition) and issuing licences and identification cards.

Licences and permits include, but are not limited to:

- gas work occupational licences for jobs responsible for gas related activities and gas fitting
- installing, servicing, testing, certifying gas devices and systems
- removing, altering, repairing gas devices and systems
- fixing gas pipes, ventilation and flue pipes
- working on and commissioning gas appliances
- testing, setting, checking and adjusting of safety devices, combustion conditions, controls and ventilation systems
- working with various types of gas, e.g. oxygen, nitrogen, helium, argon, carbon dioxide, acetylene, propane, butane, nitrous oxide, chlorofluorocarbons/hydrocarbon refrigerants, greenhouse gases, biogas, natural gas, liquefied petroleum gas (LPG), coal seam gas (CSG), motor fuel gases,

- refrigeration using fuel gas

- as a propellant.

Illustrative process:

- receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.

** Licence is a generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.*

Regulatory requirements:

Petroleum and Gas (Production and Safety) Act 2004 – s.622-625, 728

Business requirements:

Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained for seven years as they:

- support the decisions of business
- ensure records are available in the event of a claim for damages or loss
- ensure legal reference, including standard appeal of decisions, judicial review and other court processes under the *Limitations of Actions Act 1974*.

Comparison with other schedules:

Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1 Reference 2.3.1

Environmentally-relevant activities – Retain for 7 years after approval cancelled or superseded

Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.7.1 Granted licences and permits – Retain 7 years after licence or permit expires or ceases.

Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.15.1 Granted licences and permits – Retain 7 years after licence/permit ceased or expired.

Previous schedules:

Natural Resources & Mines QDAN549 reference number 2.12 Gas Examiner- L/6 LP Gas Licences – Retain for 7 years after last action.

	<p>compressed natural gas (CNG), synthetic natural gas (SNG a.k.a. substitute natural gas), hydrogen</p> <ul style="list-style-type: none"> • working with various gas devices and systems, e.g. engines, containers, tanks, cylinders, fittings, valves, regulators, converters, shut off devices, fill points, pipes, hoses, meters • working in specialist settings, e.g. hospital, medical, caravans, welding, fire suppression. <p>Retention period & trigger 7 years after licence, authority or permit ceased/expired.</p>	
5.3.2	<p>Authorisations – petroleum and gas Records relating to granting authorisations to undertake type B petroleum safety and health related activities under relevant legislation. Includes managing applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations, imposing provisions, reservations or conditions and issuing authorisations and identification cards. Authorisations include, but are not limited to:</p> <ul style="list-style-type: none"> • gas work authorisations and equipment approvals, including motor fuel gas devices, gas fuelled engines, industrial appliances, industrial servicing, and major projects 	<p>Background/business process: See above. A gas device – type B, in accordance with section 724 (3) <i>Petroleum and Gas (Production and Safety) Act 2004</i>, is any of the following:</p> <ul style="list-style-type: none"> • a device, or system of devices, other than a gas device as outlined for type A • a gas flare • a thermal oxidiser. <p>Examples of gas devices type B include – a fuel gas system for a motor vehicle or vessel, a gas fired boiler at a major industrial plant.</p> <p>Regulatory requirements: <i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.622-625, 728</p> <p>Business requirements: Mining regulatory compliance areas (DNRM) being Mines Policy Division (DNRM), and Policy and Program Support Division (DNRM) (representing Tenures Reform Taskforce) requires these records to be retained 25 years, with business imperatives and caution increasing retention (compared to other disposal classes) as they:</p> <ul style="list-style-type: none"> • cover the department for risks associated with the government’s responsibility to licence persons

	<ul style="list-style-type: none"> • gas quality approvals for consumer gas supply • installing and using pre-payment gas meters • gas measurement schemes • service provider tests and validations • safety management plans and safety reports • other public interest submissions. <p>Retention period & trigger 25 years after authorisation, licence or permit has ceased/expired.</p>	<p>working with dangerous materials</p> <ul style="list-style-type: none"> • directly relate to or provide background information to significant incidents or investigations. <p>Comparison with other schedules: <i>Territory Records (Records Disposal Schedule-WorkCover Records) Approval 2005 NI2005-399:</i></p> <ul style="list-style-type: none"> • <i>reference 2.3.1</i> Authorisations to transmit, distribute or store gas – Destroy 20 years after last action • <i>reference 4.3.1</i> Authorisations to transmit, distribute or store liquid fuels – Destroy 20 years after last action.
5.3.3	<p><i>Unsuccessful and withdrawn applications</i> Records relating to unsuccessful applications to undertake petroleum and gas related activities. Includes refusals.</p> <p>Retention period & trigger 7 years after authorisation, licence or permit application refused/withdrawn.</p>	<p>Background/business process: See above.</p> <p>Regulatory requirements: See above.</p> <p>Business requirements: Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Petroleum and Gas Inspectorate, requires these records to be retained for seven years as they:</p> <ul style="list-style-type: none"> • support the decisions of the business • ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>. <p>Comparisons with other schedules: <i>National Archives of Australia Department of Industry, Tourism and Resources Records Authority 2007/00307997:</i></p> <ul style="list-style-type: none"> • <i>reference 18387</i> Records documenting the application and renewal of permits for offshore petroleum exploration areas that do not proceed – Destroy 7 years after last action • <i>reference 18404</i> Records documenting unsuccessful applications for offshore petroleum area retention leases, production licences, infrastructure licences, pipeline licences, prospecting authorities and access authorities – Destroy 7 years after last action. <p><i>Archives Office of Tasmania Disposal Schedule for records of the management of the Mineral</i></p>

		<p><i>Resources of Tasmania DA2186</i> Reference 04.12.02 Records relating to unsuccessful applications for mineral tenements (only petroleum) – Destroy 25 years after application rejected, withdrawn or lapsed whichever is later</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN633 v.1</i> Reference 2.3.2 Records relating to unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> – Retain for 2 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.15.2 Unsuccessful and withdrawn applications – Retain for 2 years after licence/permit refused or withdrawn</p>
5.4	Registration	
5.4.1	<p><i>Petroleum and gas safety and health registers</i></p> <p>Records relating to registering petroleum and gas safety and health related occupations, licences individuals and organisations.</p> <p>Includes processes related to managing applications, renewals, transfers, releases, changes, surrenders, cancellations, and terminations.</p> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> • petroleum licences and sub-licences • gas licence holders • accredited persons and organisations. <p>Retention period & trigger</p> <p>25 years after business action completed.</p>	<p>Background/business process:</p> <p>Registration records are created in licensing and accreditation related registration processes.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> • receive registration application, assess registration application, request further information, approve registration application, register entry • receive change/transfer/cancellation request, assess request, request further information, approve request, register entry • receive deletion request (internally approved request of external advice), delete entry. <p>Regulatory requirements:</p> <p><i>Petroleum and Gas (Production and Safety) Act 2004</i> – s.730</p> <p>Business requirements:</p> <p>Mining safety and health areas (DNRM), being Mine Safety and Health Services Division, representing Petroleum and Gas Inspectorate, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> • provide long term reference value • document the history of the department’s significant work. <p>Comparison with other schedules:</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.2 Licence holder registers – Retain for 25 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.12.2 Licence, authorisations, entitlements and other rights holder registers – Retain for 25 years after action completed</p> <p><i>WorkCover Authority of New South Wales FA307</i> Reference 8.5.2 Registers, including databases, of service providers – Retain until administrative or reference use ceases, then destroy.</p>

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

- department is the lead agency with another government agency or private organisation
- substantial changes or influences government policy or direction
- results in a significant government project or program
- significant contribution to the body of knowledge on a particular subject
- considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- extent of profound changes to lives of individuals, families or communities (e.g. native title)
- public reaction or sensitivity
- serious impact or consequence (e.g. deaths, a large case)
- precedent setting prosecutions, court cases (e.g. first of its kind).

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

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

~ Other

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

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

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

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