

Ports Sector Retention and Disposal Schedule

Responsible public authority: Port authorities

Queensland Disposal Authority Number (QDAN)	695	Version	1
Date of approval	17 December 2013		
Approved by State Archivist	Ms Janet Prowse		
QSA File Reference	QSA13/570		

Scope of Retention and Disposal Schedule

This Schedule covers the core business records of port authorities involved or formerly involved in the operation and administration of seaports, including but not limited to:

- Far North Queensland Ports Corporation Limited
- Port of Townsville Limited
- North Queensland Bulk Ports Corporation Limited
- Gladstone Ports Corporation Limited
- Port of Brisbane Corporation Limited (up to and including 30 June 2010).

This Schedule can also be used by public authorities that have ownership or responsibility for public records of former port authorities.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

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

Authority

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

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

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

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

Revocation of previously issued disposal authorities

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

- QDAN 97/0165 - issued to Gladstone Port Authority 17 November 1997
- QDAN 374 version 1 - issued to Cairns Port Authority 5 January 1999
- QDAN 517 version 1 - issued to Port of Brisbane Corporation 27 October 2000
- QDAN 529 version 1 - issued to Ports Corporation Queensland 15 March 2001

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

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

Retention of records

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

Public records must be retained for longer if:

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

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

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

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

Records created before 1950

Records described in QDAN 695 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

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

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1. CORPORATE GOVERNANCE

The function of managing specific compliance requirements relevant to Government Owned Corporations including the Government Owned Corporations Act 1993 and the Corporations Act 2001 (Commonwealth).

See the General Retention and Disposal Schedule for Administrative Records for financial records.

Reference	Description of records	Status	Disposal action
1.1	COMPLIANCE <i>The activity of complying with requirements under relevant legislation including the Corporations Act 2001 (Commonwealth) and the Government Owned Corporations Act 1993.</i>		
1.1.1	Corporate documents Corporate documents required under the <i>Government Owned Corporations Act 1993</i> that document the establishment, powers and jurisdiction of the port authority. Records may include, but are not limited to: <ul style="list-style-type: none"> • corporate plan • company constitution • commercially sensitive matters omitted from annual report • statement of corporate intent. 	Permanent	Retain permanently.
1.1.2	Ministerial directions – significant Records relating to directions received from the port authority's shareholding Minister in accordance with the <i>Government Owned Corporations Act 1993</i> that have a significant impact on the strategic direction of the port authority. <i>See the General Retention and Disposal Schedule for Administrative Records for other records relating to routine liaison between the port authority and shareholding Ministers including ministerial correspondence and briefings.</i>	Permanent	Retain permanently.
1.1.3	Corporate compliance Corporate documents required under state and federal corporation legislation that document the administration of the port authority that are not covered by reference numbers 1.1.1 and 1.1.2 including: <ul style="list-style-type: none"> • corporate charges 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • company registration • conflicts of interest • contact with the Australian Securities and Investments Commission (ASIC) • corporatisation • director and shareholder meetings • member registration • quarterly and biennial reporting • shareholder interests • share certification. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • ASIC notifications • corporate charter • copies of share certificates • minutes of director and shareholder meetings • register of charges • register of interests • register of members • statutory reports. <p><i>See the General Retention and Disposal Schedule for Administrative Records for minutes of internal committees or boards that determine and manage strategic and core functional policy.</i></p>		

2. ENVIRONMENTAL MANAGEMENT

The function of protecting, preserving and maintaining the marine and foreshore environment.

See the General Retention and Disposal Schedule for Administrative Records for records of complaints and litigation relating to environmental issues such as pollution.

Reference	Description of records	Status	Disposal action
2.1	<p>APPOINTMENTS</p> <p><i>The activity of managing appointments of port authority personnel.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records GRDS for all other personnel related records.</i></p>		
2.1.1	<p><i>Emergency response appointments</i></p> <p>Records relating to appointments of officers to specific roles/positions in the event of an emergency e.g. fire control, oil spill or emergency response officers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • authorisations. <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to personnel and contracting-out.</i></p>	Temporary	Retain for 10 years after last action.
2.2	<p>COMPLIANCE</p> <p><i>The activity of adhering to external or internal standards, regulations or requirements to which the port authority is subject.</i></p>		
2.2.1	<p><i>Environmental compliance</i></p> <p>Records relating to compliance with environmental requirements including national and international standards, regulatory frameworks, legislation and regulations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit documentation • compliance reports and findings • corrective action reports • management plans 	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • non-conformances • procedures. 		
2.3	<p>DREDGING MANAGEMENT <i>The activities associated with the removal and disposal of silt build up and deepening or maintaining declared depths in port channels and berths.</i></p>		
2.3.1	<p><i>Dredging - significant</i></p> <p>Records relating to significant projects involving the dredging of port channels and berths carried out by, or on behalf of, the port authority.</p> <p>Factors that determine a permanent retention include projects that:</p> <ul style="list-style-type: none"> • attract extensive media attention or protests on a large scale • create a new port channel or berth • have a major environmental impact, e.g. dredging will have a long-term or permanent impact on the environment • require federal approval to go ahead. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • approvals at a local, state and/or federal level • dredge management plans • environmental impact statements • final reports and assessments • investigations and studies • submissions and designs. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
2.3.2	<p><i>Maintenance dredging</i></p> <p>Records relating to the maintenance dredging of port channels and berths aimed at maintaining and improving navigation within the port.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals at a local or state level • ongoing assessment reports. 	Temporary	Retain for 15 years after last action.
2.4	<p>ENVIRONMENTAL MONITORING</p> <p><i>The activity of checking, observing and recording the impacts of port operations on the surrounding environment.</i></p>		
2.4.1	<p><i>Port monitoring - summary records</i></p> <p>Records that provide a summary of the port authorities environmental monitoring of the port in accordance with relevant guidelines including dust, sediment including extraction, dredging, water quality, contaminated land, noise pollution, and flora and fauna.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consolidated data • reports • studies. 	Permanent	Retain permanently.
2.4.2	<p><i>Port monitoring - operational records</i></p> <p>Records relating to the environmental monitoring of the port area in accordance with relevant guidelines including dust, sediment, water quality, contaminated land, noise pollution, and flora and fauna where the data has been consolidated in records covered under reference number 2.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • raw data • statistics. 	Temporary	Retain for 15 years after last action.
2.5	<p>INCIDENTS</p> <p><i>The activity of responding to emergency events within the port.</i></p>		

Reference	Description of records	Status	Disposal action
2.5.1	<p>Significant incidents</p> <p>Records relating to major operations to clean up port land and waters impacted by contamination, spills or pollution where an emergency or disaster response was enacted. Includes investigations into contaminated sites conducted as part of the response.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • briefings • contingency action plans • emergency or disaster response records • investigations • reports. 	Permanent	Retain permanently.
2.5.2	<p>Routine incidents</p> <p>Records relating to clean up operations of port land and waters where no emergency or disaster response was enacted.</p>	Temporary	Retain for 7 years after last action.
2.6	<p>PLANNING</p> <p><i>The activity of formulating strategies to achieve an objective or outcome.</i></p>		
2.6.1	<p>Plans</p> <p>Records relating to plans developed to prevent, deal with or recover from an emergency or disaster response situation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved plans • consultation records • development records • emergency procedures • maps • significant drafts and revisions. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
2.7	<p>POLICY</p> <p><i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making as the basis from which the organisation's operating procedures are determined.</i></p>		
2.7.1	<p><i>Environmental management policies</i></p> <p>Records relating to environmental management policies including policies required under relevant legislation. May cover areas such as contaminated waste, management and transport of hazardous material and land usage.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved policies • briefings • consultation records • development records • significant drafts and revisions. 	Permanent	Retain permanently.
2.8	<p>REMEDIATION</p> <p><i>The activity of restoring and rehabilitating land and water by removing contaminants or pollutants.</i></p>		

Reference	Description of records	Status	Disposal action
2.8.1	<p>Remediation works - significant</p> <p>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.</p> <p>Factors that determine a permanent retention include projects that:</p> <ul style="list-style-type: none"> • attract extensive media attention or protests on a large scale • involve the removal or handling of hazardous chemicals or materials • prevent or resolve a significant potential health or environmental risk • restore contaminated land. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impact statements • evaluations and project plans • records of liaison with other agencies • site inspections • soil and water test results and analysis • summary and final reports. 	Permanent	Retain permanently.
2.8.2	<p>Remediation works - routine</p> <p>Records relating to work to remediate or restore land and water impacted by port activities that are operational or routine in nature.</p> <p>Operational works may include, but are not limited to:</p> <ul style="list-style-type: none"> • clean up campaigns • removal or handling of stockpiles and other materials • rodent or pest control. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • evaluations • site inspections • soil and water test results and analysis. 	Temporary	Retain for 10 years after last action.

3. PORT OPERATIONS

The function of managing the operations of the port including authorising the relevant approvals for vessels and usage of the port as well as managing and providing services for vessels.

Reference	Description of records	Status	Disposal action
3.1	<p>APPOINTMENTS</p> <p><i>The activity of managing appointments of port authority personnel.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records GRDS for all other personnel related records.</i></p>		
3.1.1	<p>Authorised officers</p> <p>Records relating to the appointment of authorised officers under the <i>Transport Infrastructure Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • authorisations. 	Temporary	Retain for 10 years after last action.
3.2	<p>AUTHORISATION</p> <p><i>The activity of seeking and granting permission to undertake requested action.</i></p>		
3.2.1	<p>Access - approved</p> <p>Records relating to applications from transport operators, freight forwarders, container parks and other commercial port users to access closed circuit television images of the port through a secure internet site. Includes records documenting the application and approval process.</p>	Temporary	Retain for 7 years after last action.
3.2.2	<p>Access - refused</p> <p>Records relating to unsuccessful applications to access closed circuit television images of the port through a secure internet site.</p>	Temporary	Retain for 2 years after last action.
3.2.3	<p>Weapons/prohibited items – approved</p> <p>Records relating to the licensing of weapons or prohibited items required by the port</p>	Temporary	Retain for 7 years after expiry or cancellation of

Reference	Description of records	Status	Disposal action
	authority within a maritime security zone in accordance with the <i>Maritime Transport and Offshore Facilities Security Act 2003 (Commonwealth)</i> or other legislation. Includes records documenting the approval of the application and any supporting documentation.		approval.
3.2.4	<i>Weapons/prohibited items – unsuccessful or withdrawn applications</i> Records relating to unsuccessful applications to carry a weapon or prohibited item within a maritime security zone.	Temporary	Retain for 2 years after last action.
3.3	FACILITIES HIRE <i>The activity of making the use of port authority facilities available (with or without charge) to the community.</i>		
3.3.1	<i>Meeting rooms</i> Records relating to the hiring out of conference/meeting rooms or other port authority facilities to external parties including community groups. <i>See the General Retention and Disposal Schedule for Administrative Records for records of financial transactions and leasing.</i>	Temporary	Retain for 3 years after last action.
3.4	LIAISON <i>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups.</i>		
3.4.1	<i>Contact with external stakeholders</i> Records relating to the development and maintenance of partnerships and relationships with local, state and national groups and organisations on matters impacting on the port including the exploration of trade opportunities and the expansion of supply and transport networks.	Temporary	Retain for 7 years after last action.
3.5	LICENSING <i>The activity of assessing and granting licences, permits, notifications and approvals required from the port authority. Includes approvals for, but not limited to:</i> <ul style="list-style-type: none"> • <i>access to or use of the port and its facilities e.g. filming location, community events, fireworks displays</i> • <i>approvals required under the Transport Infrastructure Act 1994</i> 		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • <i>fuelling services</i> • <i>hot works</i> • <i>mooring and landing of vessels</i> • <i>movement, handling, storage and cleaning of ships, water craft, vessels including commercial vessels and small boats</i> • <i>receiving of fish or other livestock</i> • <i>storing, handling or movement of goods and cargo</i> • <i>use of public marine facilities for private recreational boating purposes</i> • <i>water activities e.g. boating, swimming, diving.</i> 		
3.5.1	<p>Approval requests</p> <p>Records relating to approvals issued by the port authority including the cancellation, amendment, renewal, suspension, refusal and revocation of such approvals.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • approvals • applications • certificates • licences • notifications • permits • registers • regulations • supporting documentation. 	Temporary	Retain for 7 years after expiry, cancellation or refusal of approval.
3.5.2	<p>Infringements</p> <p>Records relating to infringements and breaches of approval conditions, port notices issued by the port authority or other rule or regulation of the port authority.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • infringement notices • interviews 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • investigations • negotiations. 		
3.6	<p>PLANNING <i>The activity of formulating strategies to achieve an objective or outcome.</i></p>		
3.6.1	<p><i>Economic development and trade plans</i> Records relating to plans developed to promote and increase economic development and trade opportunities. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved plans • consultation records • development records • significant drafts and revisions. 	Permanent	Retain permanently.
3.7	<p>POLICY <i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making as the basis from which the organisation's operating procedures are determined.</i></p>		
3.7.1	<p><i>Economic development and trade policies</i> Records relating to economic and trade development policies. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved policies • consultation records • development records • significant drafts and revisions. 	Permanent	Retain permanently.
3.8	<p>PORT CONTROL <i>The activities associated with creating and maintaining shipping and other transport activities in the port authority.</i></p>		

Reference	Description of records	Status	Disposal action
3.8.1	<p>Shipping registers</p> <p>Registers and returns of all ships and vessels entering and leaving the port maintained by the port authority including:</p> <ul style="list-style-type: none"> • arrival and departure registers • berthing registers • cargo registers • tonnage registers. 	Permanent	Retain permanently.
3.8.2	<p>Pre-arrival and departure checklists</p> <p>Checklists, questionnaires, manifests and other records completed prior to the arrival or departure of a ship.</p>	Temporary	Retain for 7 years after last action.
3.8.3	<p>Crew and passenger lists</p> <p>Records relating to crew and passenger lists provided to the port authority by a ship or vessel.</p>		Retain for 7 years after last action.
3.8.4	<p>Services for ships</p> <p>Records relating to applications for the provision of services for ships and vessels, including water, electricity, waste removal and pilotage services.</p>	Temporary	Retain for 7 years after last action.
3.8.5	<p>Vessel monitoring</p> <p>Records relating to the management and monitoring of ships, water craft, vessels, small boats, navigation aids and beacons using or located in the port.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • berth movements • daily logs • records of incoming and outgoing traffic • records of cargo control and handling • reports 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • running sheets • shipping movements • studies. 		
3.8.6	<p>Port notices</p> <p>Records relating to the development and publication of port notices regarding operations and activities conducted on port land.</p>	Temporary	Retain for 10 years after last action.
3.8.7	<p>Supply chain monitoring</p> <p>Records relating to the management and monitoring of transport and other supply chain matters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • daily logs • incoming and outgoing transport records • running sheets • train movements. 	Temporary	Retain for 7 years after last action.
3.9	<p>PROGRAMS</p> <p><i>The activity of managing a group of related initiatives under a common business strategy to achieve a desired outcome.</i></p>		
3.9.1	<p>Economic and trade development programs</p> <p>Records relating to programs and projects designed to promote and increase economic development and trade opportunities.</p>	Temporary	Retain for 20 years after last action.
3.10	<p>SECURITY AND SAFETY</p> <p><i>The activity of ensuring the security and safety of the port authority land, property and infrastructure.</i></p>		
3.10.1	<p>Security plans</p> <p>Security plans required by the port authority including plans required in accordance with the <i>Maritime Transport and Offshore Facilities Safety Act 2003 (Cth)</i>.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • audit results • consultation records • development records • significant drafts and revisions • maritime security plans. 		
3.10.2	<p><i>Significant incidents</i></p> <p>Records relating to serious incidents and accidents that occur on port land or in port waters including but not limited to, incidents that:</p> <ul style="list-style-type: none"> • result in fatalities or serious injury • involve the grounding, collision, sinking or capsizing of commercial vessels and/or ships • cause significant damage to wharves and other port infrastructure • results in a substantial claim for compensation • generate wide spread media coverage • arise as a result of terrorist action. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • briefings • contingency action plans • emergency or disaster response records • investigations • reports. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
3.10.3	<p><i>Routine incidents</i></p> <p>Records relating incidents and accidents that occur on port land or in port waters that are not covered by reference number 3.10.2.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • consultation records • reports. 	Temporary	Retain for 7 years after last action.
3.10.4	<p><i>Surveillance footage - action taken</i></p> <p>Surveillance footage of port authority land, property, infrastructure and incidents required for a legal proceeding or as part of an investigation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Closed Circuit Television (CCTV) data • video tapes • voice recordings. 	Temporary	Retain for 7 years after last action.
3.10.5	<p><i>Surveillance footage – no action taken</i></p> <p>Surveillance footage of port authority land, property, and infrastructure that is not required for a legal proceeding or as part of an investigation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Closed Circuit Television (CCTV) data • video tapes • voice recordings. 	Temporary	Retain until reference use ceases.

Reference	Description of records	Status	Disposal action
3.10.6	<p>Road safety</p> <p>Records relating to traffic management and road safety on port authority land including incidents and accident prevention.</p>	Temporary	Retain for 7 years after last action.
3.11	<p>VISITS</p> <p><i>The activity of managing and arranging visits to the port, or by port authority staff to other organisations, to inform, educate and promote the services, facilities, role and operation of the port.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for arrangements for visiting dignitaries.</i></p>		
3.11.1	<p>Tours and visits</p> <p>Records relating to tours and visits to the port by external parties including community and school groups.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • itineraries • photographs • visit reports. 	Temporary	Retain for 5 years after last action.
3.11.2	<p>Educational material</p> <p>Records relating to the development of materials used to promote the port to external parties including community groups and schools.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • lesson plans • resource material. <p><i>See the General Retention and Disposal Schedule for Administrative Records for marketing and promotional material.</i></p>	Temporary	Retain for 2 years after last action.

4. PROPERTY AND LAND MANAGEMENT

The function of managing property, land and infrastructure owned or leased by the port authority.

Reference	Description of records	Status	Disposal action
4.1	<p>BUILDING AND PLANT DISPOSAL</p> <p><i>Records relating to the disposal of specifically designed and/or purpose built buildings, structures and plant used in the operation of ports.</i></p>		
4.1.1	<p>Large scale or significant infrastructure</p> <p>Records relating to the disposal of large scale or significant buildings, structures and plant and other structures that have:</p> <ul style="list-style-type: none"> • aroused controversy, e.g. protests on a large scale or attracted extensive media attention • identified cultural heritage significance e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, port authority heritage list or with the Australian Heritage Council • made a significant impact on the built or natural environment. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • proposals • maps and plans • sale agreements. 	Permanent	Retain permanently.
4.1.2	<p>Small scale or temporary infrastructure</p> <p>Records relating to the disposal of small scale or temporary buildings, structures and plant.</p>	Temporary	Retain for 7 years after the disposal or removal of building, structure or plant.

Reference	Description of records	Status	Disposal action
4.2	<p>DESIGN AND CONSTRUCTION</p> <p><i>The activity of designing, constructing and commissioning buildings, infrastructure, plant and other structures such as, but not limited to, wharves, piers, slipways, breakwaters, navigation aids including beacons, buoys and channel markers, roads, rail lines, levees, sea walls and embankments.</i></p>		
4.2.1	<p>Large scale or significant infrastructure</p> <p>Records relating to the design, construction and commissioning of large scale or significant buildings, infrastructure, plant and other structures that have:</p> <ul style="list-style-type: none"> • aroused controversy, e.g. protests on a large scale or attracted extensive media attention • identified cultural heritage significance e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, port authority heritage list or with the Australian Heritage Council • makes a significant impact on the built or natural environment. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • as-constructed plans • contracts • maps and drawings • technical/engineering specifications • tender evaluations. 	Permanent	Retain permanently.
4.2.2	<p>Small scale or temporary infrastructure</p> <p>Records relating to the design, construction and commissioning of small scale or temporary infrastructure that is not included in reference 4.2.1 such as demountables and temporary structures.</p>	Temporary	Retain for 7 years after the disposal or removal of building, structure or plant.

Reference	Description of records	Status	Disposal action
4.3	<p>LAND ACQUISITION AND DISPOSAL</p> <p><i>The activity of gaining ownership or use of property and land through purchase or requisition. Includes the relinquishing of ownership of property and land by sale or other means.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the acquisition and disposal of items and equipment.</i></p>		
4.3.1	<p><i>Property and land</i></p> <p>Records relating to the acquisition and disposal of property and land by the port authority including land acquired by purchase, bequest or through compulsory acquisition or resumption as well as the sale of land.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • deeds or agreements • maps and plans • Ministerial approvals. 	Permanent	Retain permanently.
4.3.2	<p><i>Land acquisitions – not proceeded</i></p> <p>Records relating to land and property acquisitions that are proposed but not proceeded with.</p>	Temporary	Retain for 7 years after last action.
4.4	<p>LAND USE AND PLANNING</p> <p><i>The activity of seeking and granting permission to undertake a requested action related to the use of land.</i></p>		
4.4.1	<p><i>Development approvals</i></p> <p>Records relating to development applications for building works, material change of use, operational works, reconfiguration of a lot and tidal works approved by the port authority in accordance with the relevant legislation including the <i>Sustainable Planning Act 2009</i> and the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approvals 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • concurrence agency feedback • decision notices • evaluations • inspections • investigations • plans, drawing and specifications • preliminary or prelodgement documentations • site plans. 		
4.4.2	<p><i>Development approvals - other assessment agencies</i></p> <p>Records relating to development applications for building works, material change of use, operational works, reconfiguration of a lot and tidal works submitted to an assessment agency by the port authority for development on port land in accordance with the relevant legislation including the <i>Sustainable Planning Act 2009</i> and the <i>Environmental Protection Act 1994</i>.</p>	Temporary	Retain until the approval is superseded.
4.4.3	<p><i>Development applications – do not proceed</i></p> <p>Records relating to development applications submitted to the port authority that do not proceed including refused, cancelled, withdrawn and lapsed applications.</p>	Temporary	Retain for 5 years after last action.
4.4.4	<p><i>Land use plans</i></p> <p>Records relating to the development and approval of plans that outline the development and usage of port authority land and infrastructure in accordance with the relevant legislation including the <i>Transport Infrastructure Act 1994</i> and the <i>Sustainable Planning Act 2009</i> including plans and strategies for port growth, development, supply and transport networks and economic sustainability.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • briefings • consultation with stakeholders • infrastructure plans 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • land use plans • Ministerial directions and approvals • port development plans • transport plans • statements of proposal. 		
4.4.5	<p><i>Land use guidelines and strategies</i></p> <p>Records relating to the development and approval of guidelines, codes and strategies developed for use under the port authority's development and land use plans.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consultation with stakeholders • development codes • guidelines • strategies. 	Temporary	Retain for 5 years after superseded.
4.5	<p>LEASING-OUT</p> <p><i>The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.</i></p>		
4.5.1	<p><i>Long term leases</i></p> <p>Records relating to the long term leasing (more than 25 years) of port authority land to another party including renewals and cancellations.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • leases • Ministerial approvals. 	Permanent	Retain permanently.
4.5.2	<p><i>Short term leases</i></p> <p>Records relating to the short term leasing (less than 25 years) of port authority land to another party including renewals and cancellations.</p>	Temporary	Retain for 7 years after expiry or cancellation of lease.

Reference	Description of records	Status	Disposal action
	<p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • lease agreements • negotiation records. <p><i>See the General Retention and Disposal Schedule for Administrative Records for financial records relating to lease arrangements.</i></p>		
4.6	<p>MAINTENANCE</p> <p><i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of buildings, infrastructure and premises, including fit outs.</i></p>		
4.6.1	<p>Significant projects</p> <p>Records relating to significant projects to maintain large scale or significant buildings infrastructure and plant that have:</p> <ul style="list-style-type: none"> • aroused controversy, e.g. protests on a large scale or attracted extensive media attention • identified cultural heritage significance e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, port authority heritage list or with the Australian Heritage Council • makes a significant impact on the built or natural environment. 	Permanent	Retain permanently.
4.6.2	<p>Routine maintenance projects</p> <p>Records relating to the routine maintenance of buildings, infrastructure and plant located in or around the port.</p>	Temporary	Retain for 5 years after last action.
4.7	<p>RECLAMATION</p> <p><i>The process of creating new land suitable for a particular purpose.</i></p>		
4.7.1	<p>Significant reclamation projects</p> <p>Records relating to significant projects to reclaim land carried out by or on behalf of the port authority that have:</p> <ul style="list-style-type: none"> • aroused controversy such as protests on a large scale or attracted extensive media 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>attention</p> <ul style="list-style-type: none"> • cover an extensive area of the port land • importance to the community, such as the first project undertaken to control erosion or reclaim land in the port area • long term environmental impacts or value. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • environmental impacts statements • evaluations • monitoring records. • project planning records • summary and final reports • surveys. 		
4.7.2	<p><i>Routine reclamation projects</i></p> <p>Records relating to port authority projects to reclaim land that are deemed to have no long term environmental impact or significance on the ecological landscape of the region.</p>	Temporary	Retain for 30 years after last action.
4.8	<p>REGISTRATION</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p>		
4.8.1	<p><i>Development registers</i></p> <p>Registers of development approvals and applications required under legislation including:</p> <ul style="list-style-type: none"> • register of of development applications submitted to the port authority and retained in accordance with the <i>Sustainable Planning Act 2009</i> • register of development approvals for environmentally relevant activities, in accordance with the <i>Environmental Protection Act 1994</i>. 	Permanent	Retain permanently.
4.9	<p>SURVEYING</p> <p><i>The activity of conducting surveys to determine boundaries and to document the geographical landscape of the port's infrastructure and land-based boundaries, seabeds, channels and marine berths.</i></p>		

Reference	Description of records	Status	Disposal action
4.9.1	<p><i>Survey data</i></p> <p>Records relating to spatial documentation developed or used by the port authority to survey port authority land and waters.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none">• hydrographic surveys• land surveys• maps• photographs including aerial photographs• plans• spatial and survey data.	Permanent	Retain permanently.

5. LEGACY RECORDS

This section covers records of the port authorities which are no longer created or were created by port authorities which no longer exist.

Reference	Description of records	Date range	Status	Disposal action
5.1	CAIRNS HARBOUR MASTER'S OFFICE AND BOARD <i>Permanent records previously covered by QDAN 374 version 1 that are not covered elsewhere in this Retention and Disposal Schedule or the General Retention and Disposal Schedule for Administrative Records.</i>			
5.1.1	Berthage ledgers recording daily comings and goings of vessels.	1975-1989	Permanent	Retain permanently
5.1.2	Records relating to the development of by-laws.	1906 - 1916	Permanent	Retain permanently
5.1.3	Cairns/Tableland Publicity Association Minutes	Dec 1933 - Aug 1934 Aug 1928 - Oct 1934	Permanent	Retain permanently
5.1.4	Chairman's verbal reports	Aug 1933 - Sep 1939	Permanent	Retain permanently
5.1.5	Copy of Agreement of Contract with Gibson Battle & Co Ltd for the supply and erection of mechanical sugar handling equipment.	April 1923	Permanent	Retain permanently
5.2.6	Correspondence on all subjects re the Cairns Harbour Board.	1932 -1958	Permanent	Retain permanently
5.1.7	Import and export ledgers - records ship destination and departure details, cargo, CHB revenue from each shipment (for Mason Shipping, ANL, Cape York Co-op, Keith Holland, Prawns, Import Cash Guarantee & Transhipment)	1958 -1974	Permanent	Retain permanently
5.1.8	Index to minutes.	1922 - 1942	Permanent	Retain permanently
5.1.9	Legal advice to Cairns Harbour Board.	Feb 1906 - Dec 1910 Feb 1911 - Nov 1914 Aug 1913 - Dec 1922	Permanent	Retain permanently

Reference	Description of records	Date range	Status	Disposal action
5.1.10	Memorandum of Board Meetings.	1913-1915	Permanent	Retain permanently
5.1.11	Photographs - 1 large frame containing 19 photos of Cairns & Tableland, with captions.	Undated	Permanent	Retain permanently
5.1.12	Printing blocks - of Cairns and surrounding districts, people, events, landmarks, port activity, etc.	1905 - 1950	Permanent	Retain permanently
5.1.13	Printing blocks index books.	Undated	Permanent	Retain permanently
5.1.14	Register of employees.	Jan 1947 - Dec 1968	Permanent	Retain permanently
5.1.15	Reports of 'In Committee' discussions.	1950	Permanent	Retain permanently
5.1.16	Sub-committee report book.	March 1915	Permanent	Retain permanently
5.1.17	Tide & weather books - observations.	1938 -1976	Permanent	Retain permanently