

# Appraisal log

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Environment Retention and Disposal Schedule QDAN 733 v.2

Department of Environment and Heritage Protection

Date: 26 October 2017

Function No	Title	Scope Note
1	<b>COMMON ACTIVITIES</b>	<i>These activities are common across all environment-related functions and can be used to sentence or dispose of records that are classified under any environment-related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under environment-related functions (later in the schedule).</i>
<b>Activities</b>		
1.1 Advice 1.2 Agreements 1.3 Appointments 1.4 Audit 1.5 Authorisation 1.6 Claims Management 1.7 Control 1.8 Declarations 1.9 Development 1.10 Disposal 1.11 Enforcement	1.12 Incident and Emergency Responses 1.13 Inspections 1.14 Investigations 1.15 Licensing 1.16 Mapping 1.17 Monitoring and Surveillance 1.18 Partnerships 1.19 Planning 1.20 Prosecution 1.21 Registration 1.22 Research	

\*\* Relevant business units include Environmental Services and Regulation, Policy and Planning, Environment and Water Quality, Nature Conservation, Ecosystems Analysis and Support, Strategic Environmental Programs, Regulatory Capability.

Ref. No	Description of record and retention period	Justification for retention period
1.1	<b>Advice</b>	
1.1.1	<p><b>Environmental advice – significant*</b></p> <p>Records relating to the provision of significant advice relating to the management and protection of the State’s natural environments, which is not related to a specific enforcement or monitoring action or case file.</p> <p>Significant environmental advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• land and landscapes</li> <li>• coasts, waterways, and reefs</li> <li>• flora and fauna</li> <li>• wildlife conservation</li> <li>• forests</li> <li>• nature conservation</li> <li>• wildlife</li> <li>• commercial wildlife management practices, e.g. macropods.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Advice records are created across many processes, and in many roles, providing customised advice to industry members and members of the public, potentially land and authority owners. 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 environmental management and protection processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within the Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The advice could also be about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.005.001 Advice relating to the Environmental Management function provided by the Territory with long term environmental, social and economic consequences – Retain as Territory Archives</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17389, 19167 Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications – Retain as national archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 3.1.1, 12.1.1, 19.1.2 Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices – Required as State archives</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.1.1 Records documenting strategic advice given or received in relation to the local environment function such as provisions on weeds and pest animals, refuse, recycling, disposal and regulated waste – Permanent</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.01.01 Records documenting the provision of receipt of advice concerning significant policy developments, controversial issues or innovative practices – Permanent</p>
1.1.2	<p><b>Environmental advice – other~</b></p> <p>Records relating to the provision of other advice relating to the management and protection of the State's natural environments, which is not related to a specific enforcement or monitoring action or case file.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within the Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86 Reference 113.005.002</i> Other advice relating to the function, including advice to other governments, agencies and the Territory – Destroy 7 years after action completed</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i></p> <ul style="list-style-type: none"> <li>• Reference 19170 Records documenting the receipt of, or the provision of, non-ministerial advice in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs – Destroy 7 years after action completed</li> <li>• Reference 17394 Records documenting the receipt, or provision of, non-ministerial advice relating to the environment and heritage – Destroy 7 years after action completed</li> </ul> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 3.1.2 Records relating to the provision of routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the department, relating to biodiversity conservation – Retain minimum of 15 years after last action, then destroy</li> <li>• Reference 12.1.2 Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the department and, advice received and sent from sections of the department that are summarised at the whole of agency level on practices relating to ecosystem conservation – Retain minimum of 15 years after last action, then destroy</li> <li>• Reference 19.1.2 Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the department and, advice received and sent from sections of the department that are summarised at the whole of agency level on practices relating to natural resource management – Retain minimum of 15 years after last action, then destroy</li> </ul> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4 Reference 1.1.2</i> Records documenting routine advice or opinions given or</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>received in relation to the local environment function – Destroy 5 years after action completed</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.01.02 Records documenting the provision of formal advice relating to Environmental Management – Destroy 7 years after action completed</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.1.1 Tourism and travel industries advice – Retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.2.1 Advice – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.1.1 Small business industry advice – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.1.1 Fisheries advice – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.1.1 Forestry management advice – Retain for 7 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference F1.1.1 Records relating to the provision of expert or technical advice – Retain for 7 years after last action</li> <li>• Reference F7.1.1 Records relating to the provision of technical or expert advice to support the function of environmental control – Retain for 7 years after last action</li> <li>• Reference F8.1.1 Records relating to the provision of technical or expert advice to support the function of environmental monitoring – Retain for 7 years after last action</li> <li>• Reference F14.1.1 Records relating to advice, opinions or interpretations given to or by the agency on environmental responsibilities and land use – Retain for 7 years after last action.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.2	<b>Agreements</b>	
1.2.1	<p><b>Agreements – significant*</b></p> <p>Records relating to significant agreements related to the management and protection of the State’s natural environments between the department and other entities that proceed. Includes the establishment, negotiation, maintenance, review and variation of agreements and application, renewals, changes, surrenders, cancellations and terminations.</p> <p>Significant agreements include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• land and landscapes conservation (reserved, leasehold, freehold, licensed)</li> <li>• nature refuges</li> <li>• coasts, waterways, and reefs</li> <li>• flora and fauna</li> <li>• waste disposal and landfill sites</li> <li>• wildlife conservation, including protected and endangered species</li> <li>• captive wildlife breeding</li> <li>• environmental offset agreements</li> <li>• activity agreements</li> <li>• cooperative agreements, e.g. Lake Eyre Basin (agreement area) with responsibilities and interests of Commonwealth, State and local governments</li> <li>• environmental planning agreements</li> </ul>	<p><b>Background/business process:</b></p> <p>Agreements are created during environmental 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>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i>  <i>Environmental Offsets Act 2014 – s.19, 19A, 26-28 (environmental offset agreements)</i>  <i>Environmental Protection Act 1994</i>  Environmental Protection Regulation 2008  <i>Gurulmundi Secure Landfill Agreement Act 1992 – (as agreement) (repealed on 16 August 2015 by State Development, Infrastructure and Planning (Red tape reduction) and Other Legislation Amendment Act 2014)</i>  <i>Lake Eyre Basin Agreement Act 2001</i>  <i>Mount Isa Mines Limited Agreement Act 1985</i>  <i>National Environment Protection Council (Queensland) Act 1994</i>  <i>Nature Conservation Act 1992 – s.45, 100B (captive breeding agreements)</i>  <i>North Stradbroke Island Protection &amp; Sustainability Act 2011 – schedule 2A</i>  <i>Wet Tropics World Heritage Protection and Management Act 1993</i></p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>Australia's international responsibilities, and intergovernmental agreements and instruments.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department's significant work.</li> </ul> <p>Under s.26(3) of the <i>Environmental Offsets Act 2014</i>, if an agreement is to achieve a conservation outcome, this meets the criteria of characteristic 6, environmental management and change of the QSA appraisal statement.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions and Programs of Government</li> <li>3 – Enduring Rights and Entitlements</li> <li>4 – Significant Impact on Individuals</li> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.006.01 Final version of property management agreements between property lessees and the agency responsible for wildlife monitoring – Retain as Territory Archives</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19222 Records documenting the negotiation, establishment, maintenance and review of significant agreements or strategic partnerships with state, territory or local governments; holders of property rights, including land or water entitlements; industry bodies; Indigenous communities; regional bodies and community groups – Retain as national archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>Reference 3.2.1 Records relating to the interpretation of the State's obligations under national, international and State environmental agreements concerning biodiversity conservation – Required as State archives</li> <li>Reference 27.2.1 Records relating to the interpretation and obligations of national and state wide agreements, e.g. national principles on the recovery of</li> </ul>



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		<p>energy from waste or the application of industrial wastes to land and national assessment or data collection protocols – Required as State archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.02.01 Records documenting formal agreements which involve major obligations or liabilities related to this function such as international treaties, protocols which are unique to Tasmania – Permanent</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.1.1 Agreements required by future games hots – proceeded with – Retain permanently</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i> Reference F1.2.2, F2.1.2, F3.1.2, F7.2.2, F8.2.2, F25.2.2 Master copy of agreements of a major nature between the agency and external bodies – Retain permanently</p>
1.2.2	<p><b>Agreements – other~</b></p> <p>Records relating to other agreements for the management and protection of the State's natural environments between the department and other entities that proceed.</p> <p>Includes the establishment, negotiation, maintenance, review and variation of agreements and application, renewals, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> – Retain for 7 years after agreement terminated or expired.</p>	<p><b>Background/business process:</b></p> <p>Agreements are created during environmental 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>Illustrative process:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i></p> <p><i>Environmental Offsets Act 2014</i> – s.19, 19A, 26-28 (environmental offset agreements)</p> <p><i>Environmental Protection Act 1994</i> – s.74 (environmental planning and protection)</p> <p>Environmental Protection Regulation 2008</p> <p><i>Nature Conservation Act 1992</i> – s.45, 100B (captive breeding agreements)</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Nature Conservation (Administration) Regulation 2006 – pt3 (commercial activity agreements)</p> <p>Nature Conservation (Estuarine Crocodile) Conservation Plan 2007</p> <p>Nature Conservation (Protected Areas) Regulation 1994</p> <p><i>Waste Reduction and Recycling Act 2011 – s.86</i></p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for financial reasons. They are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business including ongoing requirements of the department under current agreements</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.006.002 Working papers recording the negotiation, establishment, maintenance and review of both successful and unsuccessful property management agreements between property lessees and the agency responsible for wildlife monitoring – Destroy 7 years after disposal of property</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19223 Final versions of agreements, including industry cooperative or facilitative agreements and covenants – Destroy 10 years after expiry of the agreement</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 19.2.1 Records relating to the establishment, maintenance, review and negotiation of international, national and state agreements for the management of natural resources – Retain minimum of 7 years after expiry, then destroy</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.02.02 Records documenting the establishment, maintenance and review of minor agreements – Destroy 7 years after expiry, completion or termination of agreement</p> <p><i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.1.1 Tourism and travel industries advice – Retain for 7 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.1.2 Agreements not required by future games hosts-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.2.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.2.1 Agreements-proceeded with – Retain for 7 years after agreement terminated or expired</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F1.2.1, F2.1.1, F7.2.1, F8.2.1, F25.2.1 Master copy of agreements of a minor nature between the agency and external bodies – Retain for 7 years after lapsing of agreement or last action, whichever is the greater</li> <li>• Reference F1.2.3, F2.1.3, F3.1.3, F7.2.3, F8.2.3, F25.2.3 Records supporting the negotiation, maintenance, review and revocation of agreements – Retain for 7 years after lapsing of agreements or last action, whichever is later</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.2.3	<p><b>Agreements – not proceeded with</b> Records relating to agreements related to the management and protection of the State’s natural environments between the department and other entities that do not proceed.</p> <p><b>Disposal action</b> – Retain for 2 years after decision not to proceed.</p>	<p><b>Background/business process:</b> Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meet the department’s short term obligations for accountability and information accessibility</li> <li>• provide evidence of the decision by the department or another body not to approve an agreement</li> <li>• ensure short-term 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.</li> </ul> <p>There is precedence in Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.2.2 Agreements not proceeded with – Retain for 2 years after decision not to proceed <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.3.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.1.3 Agreements-not proceeded with – Retain for 2 years after decision not to proceed <i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.2.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.2.2 Agreements-not proceeded with – Retain for 2 years after decision not to proceed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.2.2</i> Agreements-not proceeded with – Retain for 2 years after decision not to proceed

Ref. No	Description of record and retention period	Justification for retention period
1.3	<b>Appointments</b>	
1.3.1	<p><b>Authorised and accredited officers</b> Records relating to the appointment of officers and inspectors authorised or accredited to undertake the management and protection of the State's natural environments.</p> <p>Authorised and accredited officers include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• conservation officers, including honorary protectors and special conservation officers</li> <li>• auditors</li> <li>• authorised officers</li> <li>• enforcement and compliance officers</li> <li>• inspectors and investigators</li> <li>• monitoring and enforcement of breaches of legislation.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after appointment ceased.</p>	<p><b>Background/business process:</b> 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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b> <i>Coastal Protection and Management Act 1995</i> – s.125 (authorised officers) <i>Environmental Offsets Act 2014</i> – s.45 (enforcement officers) <i>Environmental Protection Act 1994</i> – s.445 (authorised officers) Environmental Protection Regulation 2008 – s.109 (inspectors) Nature Conservation (Macropod) Conservation Plan 2005 – s.33 (auditors) <i>Nature Conservation Act 1992</i> – s.127-128 (conservation officers, honorary protectors) <i>Waste Reduction and Recycling Act 2011</i> – s.183 (authorised officers) <i>Wet Tropic World Heritage Protection and Management Act 1993</i> – s.58 (authorised officers)</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years, an extra 2 years longer than in QDAN502 v.1 (F19.8.1), issued to the Environmental Protection Agency as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17407</i> Records documenting the appointment of persons under various Acts administered by the Department – Destroy 7 years after appointment ceases</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.04.01</i> Records documenting notifications of, and conditions of, delegations of power granted to individuals to undertake duties under an Act which relates to the Environmental Management function – Destroy 15 years after superseded or revoked</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.4.1</i> Authorised and accredited officers – Retain for 7 years after appointment ceased</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.2.1</i> Authorised and accredited officers – Retain for 10 years after appointment ceased</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.3.1</i> Authorised and accredited officers – Retain for 7 years after appointment ceased</p> <p><b>Previous schedules:</b></p> <p><i>Environment Protection Agency QDAN502 v.1 Reference F19.8.1</i> Records relating to work practices and employment conditions implemented throughout the agency – Retain for 5 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.4	<b>Audit</b>	
1.4.1	<p><b>Audits – significant*</b></p> <p>Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions, to monitor compliance to environmental management legislation and licences and authorities conditions and requirements, where significant recommendations and findings were made resulting in significant changes to processes, policies and procedures.</p> <p>Significant audits include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental</li> <li>• compliance</li> <li>• environmental authority</li> <li>• resource activity</li> <li>• waste</li> <li>• re-audits</li> <li>• quality assurance of accredited organisations, individuals, products and schemes.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></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"> <li>• 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.</li> </ul> <p>Under the <i>Environmental Protection Act 1994</i>, an environmental audit may be commissioned for an environmental authority concerning:</p> <ul style="list-style-type: none"> <li>• whether the conditions of the environmental authority have been complied with</li> <li>• the environmental harm a relevant activity is causing compared with the environmental harm authorised under the environmental authority</li> <li>• whether a plan of operations for an environmental authority complies with the conditions of the environment authority</li> <li>• the accuracy of a final rehabilitation report given to the administering authority by the holder.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Environmental Protection Act 1994</i> – s.322-323 (environmental audits of environmental authorities), 326 (environmental audits of resource activities), 568 (environmental audits Nature Conservation (Macropod) Conservation Plan 2005 – s.33 (compliance audits against license requirements)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.253 (waste audits)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• document the history of the department's significant work.</li> </ul> <p>This retention is consistent with NAA and Victoria and there is precedent in Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17427</i> Records documenting environmental audits, including the requirement for an environmental management plan – Retain as national archives <i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.7.2</i> The overseeing of audits conducted under the Environmental Auditor (contaminated land) program and similar programs – Permanent <i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 9.1.1</i> Significant recommendations and findings – Retain permanently <i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.1.1</i> Audit-significant – Retain permanently</p>
1.4.2	<p><b>Audits – other~</b> Records relating to conducting audits of environment and environmental impacting authorities, licences, facilities and professions, to monitor compliance to environmental management legislation and licences and authorities conditions and requirements, where observations and action recommendations were made resulting in insignificant changes.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<ul style="list-style-type: none"> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with NAA and there is precedent in Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17429</i> Records documenting environmental audits and incident reports audits where there are no far-reaching consequences – Destroy 7 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 9.1.2</i> Other observations and findings – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.1.2</i> Audit-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5	<b>Authorisation</b>	
1.5.1	<p><b>Granted rights – environmental offsets and conditions</b></p> <p>Records relating to the granting of environmental related authorisations.</p> <p>Includes applications, transfers, surrenders, suspensions, cancellations and unsuccessful and withdrawn applications.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental offsets, i.e. activities to counterbalance significant residual impact of prescribed activities on prescribed environmental matter for prescribed areas</li> <li>• offset conditions, i.e. activities undertaken to directly conserve the environment or counterbalance adverse environmental outcomes of activities, including complementary environment related outcomes, e.g. research, education in place of other offsets/conditions</li> <li>• financial assurances of offsets/conditions, i.e. refundable security monies, financial settlements in lieu of action.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Environmental Offsets Act 2014</i> – s.7, 14, 23 (environmental offsets, offset conditions, financial settlement offsets)</p> <p>Environmental Offsets Regulation 2014 – s.10 (financial settlements as offsets)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for future incidents</li> <li>• provides evidence of the department’s response in the event of legal challenges</li> <li>• document the history of the department’s work in their response to significant incidents.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.014.002 Final version 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</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17430 Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approvals – Retain as national archives</p> <p><b>Previous schedules:</b></p> <p><i>Environment Protection Agency QDAN502 v.1</i> Reference F7.13.1 Records relating to the successful application for and provision of licences, authorities, approvals and permits – Retain permanently</p>
1.5.2	<p><b><i>Granted rights – environmental activities/occupations</i></b></p> <p>Records relating to granting of activity and related occupational based authorisations.</p> <p>Includes applications, transfers, surrenders, suspensions, cancellations.</p> <p>Granted rights include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• activity based authorisations including, but are not limited to: <ul style="list-style-type: none"> <li>○ quarry material allocations, e.g. dredging, removing under tidal waters</li> <li>○ resource authorities including, e.g. beneficial waste use approvals, removing, disposing contaminated soil</li> </ul> </li> </ul>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Environmental Protection Act 1994</i> – s.318F (suitable operators), 570 (auditor approvals)  <i>Waste Reduction and Recycling Act 2011</i> – s.89 (application for accreditation of voluntary product stewardship schemes), 156 (approval of resource for beneficial use)</p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• occupational based authorisations including, but are not limited to:               <ul style="list-style-type: none"> <li>○ suitable operators (for carrying out environmentally relevant activities (ERAs))</li> <li>○ auditors</li> </ul> </li> <li>• product stewardship schemes</li> <li>• resource that has a beneficial use other than disposal.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The activities that require an authorisation may cause damage to the environment, e.g. dredging on the Great Barrier Reef. For those occupational based authorisations, if there was an incident, you would need to know who was responsible.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86 Reference 113.014.003</i> Records relating to the process of assessing and issuing other environmental authorisations to under 'Class A' or 'Class B' activities described in environment protection legislation, with no long term environmental, social or economic consequences – Destroy 7 years after authorisation expires or is superseded</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17430</i> Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approvals – Retain as National archives</p> <p><b>Previous schedules:</b></p> <p><i>Environment Protection Agency QDAN502 v.1 Reference F7.13.1</i> Records relating to the successful application for and provision of licences, authorities, approvals and permits – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
1.5.3	<p><b><i>Unsuccessful and withdrawn applications – environment related</i></b></p> <p>Records relating to unsuccessful and withdrawn applications for environment related authorisations, such as environmental offsets, conditions, activities and occupations.</p> <p><b>Disposal action</b> – Retain for 7 years after authority refused or withdrawn.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p>The granted rights for environmental offsets for the unsuccessful and withdrawn applications do not need to be kept for as long as the successful ones.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years instead of the 5 years like NAA or 2 years for other Queensland schedules as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• are required for future business enhancement and improvement, with reasons and precedents for refusing documented in case files</li> <li>• need to be retained to support the decisions of the business as evidence of the reasons for an application refusal.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17439</i> Records documenting the rejection or refusal of applications where there are no far-reaching consequences – Destroy 5 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.5.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.3.2</i> Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.1.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.4.2 Unsuccessful and withdrawn applications – Retain for 2 years after authority refused or withdrawn</p> <p><b>Previous schedules:</b></p> <p><i>Environment Protection Agency QDAN502 v.1</i> Reference F25.9.2 Records relating to unsuccessful applications – Retain for 3 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	<b>Claims management</b>	
1.6.1	<p><b>Compensation claims – significant*</b></p> <p>Records relating to significant claims for compensation of costs, damage or loss incurred under relevant legislation for the management and protection of the State’s natural environments. Significant claims include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• damage to critical habitats</li> <li>• damage to cultural or natural resource areas</li> <li>• land impacts under interim conservation orders or conservation plans</li> <li>• land interests injured by restriction or prohibition under declarations or regulations including management plans for World Heritage management areas or international agreement areas.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></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.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004 – s.90</i>  <i>Coastal Protection and Management Act 1995 – s.136, 150</i>  <i>Environmental Offsets Act 2014 – s.73</i>  <i>Environmental Protection Act 1994 – s.487, 579</i>  <i>Nature Conservation Act 1992 – s.67 (nature refuge declared), 108 (interim conservation order), 137A (landholder’s interest in land injuriously affected), 156</i>  <i>Waste Reduction and Recycling Act 2011 – s.241</i>  <i>Wet Tropics World Heritage Protection and Management Act 1993 – s.78</i></p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p>



Ref. No	Description of record and retention period	Justification for retention period
		No similar comparisons were found.
1.6.2	<p><b>Compensation claims – other~</b> Records relating to other claims for compensation of costs, damage or loss incurred under relevant legislation for the management and protection of the State's natural environments.</p> <p><b>Disposal action –</b> Retain for 7 years after claim resolved/written off.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has not changed from QDAN502 (F5.4.1) and there is precedent with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.6.1 Compensation claims – Retain for 7 years after claim determined <i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1</i> Reference 1.4.1 Compensation claims – Retain for 7 years after claim determined <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.4.1 Compensation claims – Retain for 7 years after claim determined <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.5.1 Compensation claims – Retain for 7 years after claim determined</p> <p><b>Previous schedules:</b> <i>Environmental Protection Authority QDAN502 v.1</i> Reference F5.4.1 Records relating to the preparation and payment of money for any compensation activity – Retain for 7 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.6.3	<p><b>Recovery of monies incurred by the State</b></p> <p>Records relating to recovering monies from licence holders for fees, costs, losses, interest and expenses incurred by the State (the Department) under relevant legislation for the management and protection of the State's natural environments. Includes applying costs to any 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"> <li>• rehabilitation of damaged areas</li> <li>• removal and disposal of property</li> <li>• unpaid fees and court orders</li> <li>• court awarded costs</li> <li>• other instances of regulatory non-compliance</li> <li>• rehabilitation or restoration of critical habitats, and cultural or natural resource areas</li> <li>• contravened or terminated conservation agreements (as contrary to legislative requirements).</li> </ul> <p><b>Disposal action</b> – Retain for 10 years after claim determined.</p>	<p><b>Background/business process:</b></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 community, or has outstanding revenue from default of fees and interest payable by responsible 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 negligence/neglect.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.61, 148</p> <p><i>Environmental Offsets Act 2014</i> – s.39</p> <p><i>Environmental Protection Act 1994</i> – s.489 (costs of investigation or remediation), 501 (recovery of costs of rehabilitation or restoration), 503 (recovery of costs of investigation)</p> <p><i>Nature Conservation Act 1992</i> – s.168 (rehabilitation or restoration of a critical habitat, cultural or natural resources or protected areas)</p> <p>Nature Conservation (Administration) Regulation 2016 – s.115 (release of seized things)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.259 (recovery of chief executive's costs)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.83 (rehabilitation or restoration of the wet tropics area)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 10 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<b>Comparison with other schedules:</b> <i>SunWater Retention and Disposal Schedule QDAN650 v.1</i> Reference 4.4.1 Customer debt – Retain for 7 years after last action

Ref. No	Description of record and retention period	Justification for retention period
1.7	<b>Control</b>	
1.7.1	<p><b>Regulatory requisites</b></p> <p>Records relating to applying for and maintaining regulatory requirements for relevant regulatory instruments (licences, accreditations, authorisations, permits, permissions, etc.) for the Department to conduct its environmental management functions and associated business processes.</p> <p>Requisites include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• laboratory accreditations</li> <li>• scientific and technical certifications</li> <li>• development approvals</li> <li>• other authorities (not administered by Department).</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after requisite statutory instrument expires/ceases.</p>	<p><b>Background/business process;</b></p> <p>Regulatory requisites are anything that is required under regulatory processes to be done (e.g. plan, assessment) or have (e.g. licence, authorisation) before the Department can commence/continue with core business functions, e.g. to operate a laboratory the Department has to have laboratory accreditation (a certificate). Before the Department can commence construction work on a new laboratory, it needs a development approval. Before the Department can provide scientific or technical certifications the Department must have equipment that is certified as working correctly (e.g. calibration of scientific equipment, measuring instruments, etc.).</p> <p>Compliance control records are created in maintaining regulatory compliance to external statutory processes, including holding correct authorities in conducting business functions.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need for regulatory compliance instrument; identify application requirements; commission special requirements, e.g. environmental studies; collate application requirements and supporting documents; obtain approvals to submit; submit application and supporting documents; provide information as requested; amend application as required; receive approvals/rejections; revise and resubmit application as required; notify business areas needing approvals to commence other work.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>As per legislation administered by other agencies, with regulatory requirement to hold particular licences as part of the Department functions.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.021.001 Records relating to agency compliance with mandatory or optional standards or with statutory requirements relating to the environmental management function – Destroy 7 years after action completed</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.07.01 Records documenting agency compliance with government mandatory or optional standards or statutory requirements – Destroy 7 years after action completed.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.8	<b>Declarations</b>	
1.8.1	<p><b>Environment declarations</b></p> <p>Records relating to declarations made by the department related to the management and protection of the State's natural environments. Declarations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• restricted or prohibited access areas</li> <li>• land management intents, e.g. designated scientific, Aboriginal land, recovering, conservation parks, coordinated conservation, resources reserves</li> <li>• nature refuges</li> <li>• Aboriginal land, Torres Strait Islander land, indigenous joint management areas</li> <li>• harvest periods and conditions for protected plants and wildlife, e.g. Australasian kangaroo and wallaby (macropod)</li> <li>• hazardous substances in dams</li> <li>• wild river areas, e.g. high preservation and preservation areas, special floodplain and floodplain management area, subartesian management areas.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Declaration records are created during legislative processes but also as a separate activity to add regulatory notations to property titles. Some declarations are made in response to emergency situations and safety issues such as declaring restricted access areas following fire or other natural disasters.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Cape York Peninsula Heritage Act 2007</i> – s.9 (declaration of areas of international conservation significance)</p> <p><i>Coastal Protection and Management Act 1995</i> – s.53 (declaration of coastal management districts), 70 (declaration of erosion prone areas), 170 (declaration about coastal management districts in areas covered by regional plans)</p> <p><i>Environmental Offsets Act 2014</i> – s.30 (declaration of environmental offset protection area)</p> <p><i>Nature Conservation Act 1992</i> – s.42AH (declaration of a prescribed protected area as Indigenous joint management area), 42AI (declaration of Aboriginal land as Indigenous joint management land), s42AJ (declaration of other land as an Indigenous joint management area), 42A (declaration of special management area), 42C (declaration of resource use area), 46 (declaration of nature refuges), 49 (compulsory declaration of nature refuge), 173B (court may make declarations)</p> <p>Nature Conservation (Macropod) Conservation Plan 2005 – s.10 (declaration of harvest period)</p> <p>Nature Conservation (Protected Areas) Regulation 1994 – s.6A (declaration and naming of Indigenous joint management areas), s7 (declaration and naming of nature refuges), s10 (declaration and naming of coordinated conservation areas)</p> <p>Nature Conservation (Protected Areas Management) Regulation 2006 – s.73 (declaration of restricted access area), 75A (declarations for Aboriginal land protected areas), 75B (declarations for particular protected areas to which Indigenous land use agreements</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>apply), 77 (declaration of prescribed commercial activity), 78 (declaration of special activity), 81 (declaration of area closed to the public)</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.299 (declaration of harvest period), 36 (declaration of temporary special management area), 367 (declaration of temporary special management marine mammal)</p> <p><i>Recreation Areas Management Act 2006</i> – s.101 (immediate declaration of restricted access area), 102 (declaration of restricted access area)</p> <p><i>Water Act 2003</i> – s.365 (declaring cumulative management areas)</p> <p><i>Wild Rivers Act 2005</i> (repealed on 1 October 2014 by State Development, Infrastructure and Planning (Red Tape Reduction) and <i>Other Legislation Amendment Act 2014</i>, s.95) – s.8</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has not changed from QDAN502 (F1.21.1) and QDAN653 (7.6.7) and is consistent with NAA.</p> <p>Under s.49(1)(b) of the <i>Nature Conservation Act 1992</i>, a Minister may give written notice to the Governor in Council that an area be compulsorily declared as a nature refuge if the Minister and landholders cannot agree a proposal to declare a nature refuge but the Minister is of the opinion that the area is of major interest or a critical habitat.</p> <p>Under s.9 of the <i>Cape York Peninsula Heritage Act 2007</i>, a regulation may declare a part of the Cape York Peninsula region to be an area of international conservation significance.</p> <p><b>Permanent retention criteria (where applicable):</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17419</i> Records documenting declarations relating to the protection and conservation of the environment and heritage – Retain as National archives</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1 Reference F1.21.1</i> Records documenting the successful nomination of ecologically sensitive areas such as wetlands – Retain permanently</p> <p><i>Department of Environment and Resource Management QDAN653 v.1 Reference 7.6.7</i> Wild river declarations – Retain permanently</p>



Ref. No	Description of record and retention period	Justification for retention period
1.9	<b>Development</b>	
1.9.1	<p><b>Environment related development approvals – significant*</b></p> <p>Records relating to assessing development applications for environment related works and infrastructure under the <i>Environmental Protection Act 1994</i> and <i>Sustainable Planning Act 2009</i>.</p> <p>Development approvals include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• engaging in a concurrence environmentally relevant activity (prescribed ERAs)</li> <li>• conducting tidal works or development in a coastal management district</li> <li>• development involving contaminated land or land where a notifiable activity has or is to occur</li> <li>• engaging in certain agricultural or animal husbandry activities in wild river areas</li> <li>• conducting high impact earthworks in a Great Barrier Reef wetland protection area.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Development approval records are created in regulatory processes of designing, applying, assessment, mandatory research and studies (such as environmental impact statements, impact assessment studies) consultation, and approval processes. Usually from external parties, but includes State initiated development applications to develop land and add development value.</p> <p>Illustrative processes for development approvals:</p> <ul style="list-style-type: none"> <li>• Receive development application, assess application, request further information, approve/reject application.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.106 (development approvals-general conditions)</p> <p><i>Environmental Protection Act 1994</i></p> <p><i>Sustainable Planning Act 2009</i> – s.260 (applying for development approval)</p> <p><b>Business requirements:</b></p> <p>Environment, as part of Department of Environment and Heritage Protection (EHP), made up of various business units**, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p>This retention period is also consistent with NSW and Victoria and there is precedent in Queensland with the Fisheries schedule.</p> <p><b>Permanent retention criteria (where applicable):</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 4.1.1 Records referred by local or state government relating to specific local areas and development proposals – Required as State archives</i></p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.4.2.1 Significant works approvals – Permanent</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.5.3 Development approvals prior to July 2013 – Retain permanently</i></p>
1.9.2	<p><b><i>Environment related development approvals – other~</i></b></p> <p>Records relating to assessing other development applications for environment related works and infrastructure under <i>Sustainable Planning Act 2009</i> and <i>Environmental Protection Act 1994</i>. Includes approvals for works requiring development approvals.</p> <p><b>Disposal action</b> – Retain for 25 years after development approval ceases/expires.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>• are required for long term reference for generational change</li> <li>• are required for long term business needs (based on significant potential residual impacts of authorised activities).</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 4.1.2 Cases where the various bodies administrating national parks, state parks, historic sites and nature reserves and the Fauna Protection Panel oppose a minor development proposal – Retain for a minimum of 20 years after last action, then destroy</i></p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.4.2.2 All other works</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		approvals – Destroy 7 years after the corresponding site licence is no longer current, i.e. is surrendered, revoked or made exempt

Ref. No	Description of record and retention period	Justification for retention period
1.10	<b>Disposal</b>	
1.10.1	<p><b>Hazardous waste</b></p> <p>Records relating to the disposal of hazardous waste and products seized under enforcement, inspection and investigation activities under the relevant legislation for the management and protection of the State's natural environments. Includes asbestos, radioactive waste and illegal dumping.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011 – s.388</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has not changed from QDAN502.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedules-Waste Management Records) Approval 2004 NI2004-336</i> Reference 1.14.2 Records on the maintenance of facilities for the processing, monitoring, storage and disposal of hazardous waste (e.g. chemicals and pesticides), includes leachate systems at landfill sites – Retain as Territory archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.38.01 Records documenting the disposal of contaminated waste (including asbestos, contaminated soils, chemicals and medical waste) – Permanent</p> <p><b>Previous schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Environmental Protection Authority QDAN502 v.1</i> Reference F7.23.1 Records relating to the development, management and implementation of programs and strategies for the storage, removal and collection of waste – Retain permanently
1.10.2	<p><b>Property, products and waste</b> Records relating to the disposal of property, products and waste seized under enforcement, inspection and investigation activities under the relevant legislation for the management and protection of the State's natural environments. Excludes hazardous waste. Property, products and waste may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• plant and property</li> <li>• cultural or natural resources</li> <li>• protected wildlife</li> <li>• seized and forfeited evidence and property</li> <li>• waste</li> <li>• resources or wildlife owned by the State for the wildlife's welfare interests and protection, including wildlife forfeited to the State.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> <i>Biodiscovery Act 2004</i> – s.83 (disposal of native biological material) <i>Nature Conservation Act 1992</i> – s.171 (disposal of cultural or natural resources and protected wildlife owned by State), 172 (disposal of wildlife etc. not owned by State) <i>Waste Reduction and Recycling Act 2011</i> – s.231 (disposal orders)</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with NAA and there is precedent in Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17443 Records documenting the forfeiture, return or disposal of seizures – Destroy 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 property, products and waste – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.11	<b>Enforcement</b>	
1.11.1	<p><b>Significant environmental protection orders</b></p> <p>Records relating to issuing significant environmental protection orders including significant direction notices, clean-up notices and cost recovery notices.</p> <p><i>See 1.11.2 for other environmental protection orders and enforcement actions.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• direction notices</li> <li>• clean-up notices</li> <li>• cost recovery notices</li> <li>• enforcement action orders, assessments and reports</li> <li>• maps and photographs.</li> </ul> <p><b>Disposal action -</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b></p> <p>Environmental protection orders are created during compliance monitoring and enforcement processes to ensure adherence to legislative requirements, and to take punitive action against offenders to protect the environment against negligence and wilful damage being done or likely to be done. They are issued where offenders have contravened:</p> <ul style="list-style-type: none"> <li>• general environmental duties and requirements</li> <li>• environmental policies and regulations</li> <li>• development approvals conditions</li> <li>• small scale mining activity prescribed conditions</li> <li>• site management plan conditions</li> <li>• audit notices</li> <li>• surrender notices</li> <li>• rehabilitation directions</li> <li>• environmental authority conditions</li> <li>• Environmental Risk Management Plans (ERMPs) and other documents (plans, reports etc.) licensed under environmental authorisations.</li> </ul> <p>They are also issued in cases where:</p> <ul style="list-style-type: none"> <li>• unlawful environmental harm is committed</li> <li>• environmental evaluations are not done or submitted</li> <li>• transitional environmental programs are not completed or submitted.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>There is an increasing focus on the environment given the topicality and discussion of climate change. There will be an increasing need to provide evidence of government actions taken to prevent environmental damage and degradation and of actions taken against those escalating environmental damage.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Applicable legislation/standards:</b></p> <p><i>Environmental Protection Act 1994</i> – s. 358-363O (issuing environmental protection orders, direction notices, clean-up notices, cost recovery notices)</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – substantial contribution to community memory</li> <li>• 6 – environmental management &amp; change</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.166.001 Activities related to the regulation and monitoring of issues of significance to the Territory – Retain as Territory archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 18.3.1 Records relating to standard setting and the evaluation of scientific and monitoring methodology – Required as State archives</li> <li>• Reference 19.9.1 Monitoring data relating to the decline or improvement of NSW natural resources, where the data is not replicated elsewhere – Required as State archives</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 7.1.0 Those higher level functions that related to monitoring, conserving or improving land and water resources – Retain as State archives</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.3.1 Environmental protection-significant – Retain permanently</p> <p><b>Previous schedule references:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>Reference F1.16.1 Records relating to the development, management and application of strategies, programs and measures aimed at restoring and remediating environmentally degraded sites. Includes land management programs for mining sites, revegetation, reforestation, etc. – Permanent</li> </ul> <p><i>Note: QDAN 502 does not contain direct references to environmental protection orders.</i></p>
1.11.2	<p><b>Regulatory enforcement</b> Records relating to issuing directives, orders, fines, penalties or exemptions for matters under relevant legislation related to the management and protection of the State's natural environments. Enforcement includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>approving and erecting notices for bans or controls</li> <li>issuing fines and penalties for breaches of legislation, authorities, licenses and compliance directions issued by inspectorate, including conditions of environmental authorities, including rehabilitation and restoration of environments</li> <li>seizing property as evidence or to inhibit unlawful activities</li> <li>referring reports of designated accidents and incidents to inspectors</li> <li>emergency notices directing urgent action to restore water supply to water bores with impaired capacity, or prevent/minimise likelihood of impaired capacity.</li> </ul> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b> Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and to take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>As part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>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.</li> </ul> <p><b>Regulatory requirements:</b> <i>Biodiscovery Act 2004</i> – s.74 (power to stop and search vehicles etc.), 78 (seizing evidence at place that may only be entered with consent or warrant), 79 (seizing evidence at other places) <i>Coastal Protection and Management Act 1995</i> – s.134 (power to enter land) <i>Environmental Offsets Act 2014</i> – s.52 (general power to enter places), 54 (incidental entry to ask for access), 62 (general powers) <i>Environmental Protection Act 1994</i> – s.452 (entry of place-general), 453 (entry of land-search, test, sample etc. for release of contaminant), 459 (entry or boarding of vehicles), 461 (power to seize evidence), 467 (authorised person may take or direct someone to take stated action) <i>Nature Conservation Act 1992</i> – s.144 (power to stop and search vehicles etc.), 146 (entry and search-evidence of offences), 153 (power to keep protected wildlife until conservation value is paid)</p>



Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Water Act 2000</i> – s.454 (directions to petroleum tenure holders and bore owners to give information)</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• 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 the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule (GRDS)</i></li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has not changed from QDAN502 (F16.4.1) and is consistent with ACT, NAA, NSW, NT, Tasmania and Victoria. There is precedence in other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i></p> <ul style="list-style-type: none"> <li>• Reference 113.173.004 Records relating to the placement of warning and interpretive signs – Destroy 7 years after sign superseded</li> <li>• Reference 113.173.005 Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents, which are not of significance to the Territory – Destroy 5 years after action completed</li> </ul> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17450 Infringement notices – Destroy 7 years after last action</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196</i> Reference 7.4.1 Records relating to fines and restrictions imposed on offenders for breaches of the relevant Acts and regulations – Retain for minimum of 5 years after case completed, then destroy</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 17.5.2</i> Records relating to fines and restrictions imposed on offenders for breaches of Acts and regulations, which the agency enforces – Retain minimum of 5 years after case completed, then destroy</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4 Reference 1.5.1</i> Records relating to persons found guilty of a regulatory offence under the local environment management function which do not lead to a court action – Destroy 6 years after last action</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.19.01</i> Records of infringements for offences where legal action results – Destroy 7 years after action completed</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i></p> <ul style="list-style-type: none"> <li>• Reference 3.2.1 Incident notification – Agency to destroy 7 years after date of last access</li> <li>• Reference 3.3.0 Issues of penalties/remedial actions – Agency to destroy 7 years after date of last access</li> </ul> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.10.1</i> Regulatory enforcement – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.2.1</i> Regulatory enforcement – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.10.1</i> Regulatory enforcement – Retain for 7 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1 Reference F16.4.1</i> Records relating to infringements or breaches of an agency's mandatory standards, rules, requirements under legislation etc. that do not proceed to litigation – Retain for 7 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.12	<b>Incident and emergency responses</b>	
1.12.1	<p><b>Incident and emergency responses – significant*</b></p> <p>Records relating to managing significant incidents, emergencies and natural disasters that impact on the State's environment.</p> <p>Significant incidents may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• incidents threatening marine environments, e.g. oil spills, ship wreckage</li> <li>• incidents and natural disasters, e.g. bushfires, earthquakes, droughts</li> <li>• environmental consequences for human health and welfare, including human fatalities.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></p> <p>Incident/emergency response records are created in one off processes, designed around the 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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Environmental Protection Act 1994 – pt5B (clean-up notices), 467 (authorised person may take or direct someone to take stated action)</i></p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for future incidents</li> <li>• provides evidence of the department's response in the event of legal challenges</li> <li>• document the history of the department's work in their response to significant incidents.</li> </ul> <p>The retention is consistent with Tasmania and there is precedence with Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>4 – Significant Impact on Individuals.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.17.01 Records documenting the management and implementation of major environmental incidents where there is loss of life or significant damage to public health or the environment – Permanent  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.1 Incident and emergency responses-significant – Retain permanently  <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.4.1 Incident and emergency responses-significant – Retain permanently  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.11.1 Incident and emergency responses-significant – Retain permanently</p>
1.12.2	<p><b><i>Incident and emergency responses – other~</i></b>  Records relating to managing other incidents, emergencies and natural disasters that do not have a significant impact on the State’s environments.  <b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  See above.</p> <p><b>Business requirements:</b>  Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement of emergency and incident response handling</li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b>  <i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 13.2.1 Records relating to responses to</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>emergency issues or incidents – Retain minimum of 10 years after incident or after last action, whichever is the longer, then destroy</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.17.02 Records documenting the management and implementation of minor environmental incidents not involving loss of life or significant or long term damage to human health or the environment – Destroy 10 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.12.2 Incident and emergency responses-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.4.2 Incident and emergency responses-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.11.2 Incident and emergency responses-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.13	<b><i>Inspections</i></b>	
1.13.1	<p><b><i>Inspections – significant*</i></b></p> <p>Records relating to conducting inspections related to the management and protection of the State's natural environment for compliance to relevant legislation.</p> <p>Significant inspections include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inspecting, researching or reporting on protected, international or prohibited wildlife, critical habitats or areas of major interest</li> <li>• testing and treating critical aspects of ecosystems, e.g. water quality.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.134 (power to enter land)</p> <p><i>Environmental Protection Act 1994</i> – s.85 (power to require production of documents), 466 (power to require production of documents)</p> <p>Nature Conservation (Administration) Regulation 2006 – s.59 (relevant authority or identification must be available for inspection), 60 (display of relevant authority if animal displayed at particular places), 98 (agreement or copy must be available for inspection)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for future incidents</li> <li>• provides evidence of the department's response in the event of legal challenges</li> <li>• document the history of the department's work in their response to significant incidents.</li> </ul> <p>This retention has remained the same as QDAN502 v.1 (F2.11.2).</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.13.1 Inspections-significant – Retain for 25 years after action completed  <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.6.1 Inspections-significant – Retain for 25 years after action completed  <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.12.1 Inspections-significant – Retain for 25 years after action completed</p> <p><b>Previous schedules:</b>  <i>Environmental Protection Authority QDAN502 v.1</i> Reference F2.11.2, F7.11.2, F8.10.2 Records relating to inspections requiring significant action – Retain permanently</p>
1.13.2	<p><b>Inspections – other~</b>  Records relating to conducting other inspections related to the management and protection of the State’s natural environments.  <b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  See above.</p> <p><b>Business requirements:</b>  Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention has remained the same as QDAN502 (F2.11.1) and is consistent with ACT, NAA, NT and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b>  <i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.057.001 Documentation of official inspections carried out by the agency to ensure compliance with standards related to the environmental management function – Destroy 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17442</i> Records documenting inspections, including seizures – Destroy 7 years after last action</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4 Reference 1.11.1</i> Records relating to responses to reported breaches of the local environment management by-laws and other legislation – Destroy 5 years after action completed</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.13.2</i> Inspections-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.6.2</i> Inspections-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.12.2</i> Inspections-other – Retain for 7 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1 Reference F2.11.1, F7.11.1, F8.10.1</i> Records relating to routine inspections requiring minimal or no action in response – Retain for 7 years after last action</p>



Ref. No	Description of record and retention period	Justification for retention period
1.14	<b>Investigations</b>	
1.14.1	<p><b>Investigations – significant*</b></p> <p>Records relating to investigations involving offences under relevant legislation related to the management and protection of the State’s natural environment.</p> <p>Significant investigations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• unauthorised interference with cultural or natural resources</li> <li>• unlawfully conducting activities within protected areas</li> <li>• polluting and misusing water</li> <li>• illegal clearing.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></p> <p>Investigation records are created as part of compliance enforcement processes, where an 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 relevant 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"> <li>• Receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.126 (investigative functions of authorised persons)</p> <p><i>Environmental Offsets Act 2014</i> – s.52 (general power to enter places)</p> <p><i>Environmental Protection Act 1994</i> – s.326B (environmental harm), 326BA (contamination of land)</p> <p><i>Nature Conservation Act 1992</i> – s.144 (power to stop and search vehicles etc.), 146 (entry and search – evidence of offences)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.67 (power to search and search vehicles etc.), 69 (entry and search-evidence of offences)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long-term business needs based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p>enhancement and improvement of economic and environmental impacts and outcomes</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to parks and other properties</li> <li>• are required for long-term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p>This retention is consistent with NAA, NSW, Tasmania and Victoria. There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17448 Records documenting the management of investigations into possible breaches of environmental and heritage laws, regulations or standards where the case results in considerable public or historical interest or is a precedent case – Retain as National archives</i></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 3.7.1 Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment – Required as State archives</li> <li>• Reference 19.8.1 Records relating to investigations into incidents or complaints that do not result in prosecution but where there is loss of life or significant or long-term damage to human health or the environment – Required as State archives</li> </ul> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• Reference 01.20.01 Records documenting investigations which do not result in prosecutions but where there is a loss of life or significant or long-term damage to human health or the environment – Permanent</li> <li>• Reference 01.20.02 Records documenting, gathering and processing information on suspected criminal activities – Permanent</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.8.2.1 Major site-specific investigations – Permanent</i></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.1 Investigations-significant – Retain permanently</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.3.1 Investigations-significant – Retain permanently</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.13.1 Investigations-significant – Retain permanently</i></p>
1.14.2	<p><b>Investigations – other~</b> Records relating to investigating other offences under relevant legislation related to the management and protection of the State's natural environment.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with NAA, NSW, Tasmania and Victoria. There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834 Reference 17449</i> Records documenting the management of investigations into alleged breaches of environment and heritage laws, regulations or standards where the case does not result in considerable public or historic interest and the case is not a precedent case – Destroy 7 years after last action</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 3.7.2 Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken – Retain minimum of 10 years after last action, then destroy</li> <li>• Reference 19.8.2 Records relating to investigations into incidents that do not involve loss of life or significant or long-term damage to human health or the environment, do not proceed to prosecution and no further action is taken – Retain minimum of 10 years after last action, then destroy</li> </ul> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.20.03</i> Records documenting investigations that do not involve loss of life or significant or long-term damage to human health or the environment and no further action is taken – Destroy 10 years after action completed</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.8.2.2</i> All other investigations – Destroy 7 years after the investigated activity has ceased</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09 Reference 3.2.2</i> Investigation – Agency to destroy 7 years after date of last access</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.14.2</i> Investigations-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.3.2</i> Investigations-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.13.2</i> Investigations-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.15	<b>Licensing</b>	
1.15.1	<p><b>Granted rights – environment related activities and authorities</b></p> <p>Records relating to environment related authorisations including, but not limited to:</p> <ul style="list-style-type: none"> <li>• environmental resource activities (ERAs)</li> <li>• environmental authorities</li> <li>• environmental authorities (prescribed ERAs), e.g. small sewage treatment plants, quarries, poultry farms and meat processing facilities</li> <li>• environmental authorities (mining activities, level 1 mining projects, level 2 mining projects)</li> <li>• environment related authorities, allocations, approvals and exemptions.</li> </ul> <p>Includes applications, transfers, surrenders, suspensions, cancellations; assessing environmental plans, environmental impact statements (EIS) and similarly purposed and related documents, including EIS terms of reference and assessment reports; calculating financial assurance amounts (to cover and top up rehabilitation, residual risks etc.), obtaining other advice of status, providing rehabilitation directions and final assessments; assessing, amending and replacing plans of operations for relevant activities under environmental authority and assessing annual renewals, returns and notices.</p>	<p><b>Background/business process:</b></p> <p>Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under relevant legislation. The period of currency or renewal period varies under different legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.73 (quarry material allocations)  <i>Environmental Protection Act 1994</i> – s.122 (standard application), 123 (variation application), 124 (site-specific application), 180 (applications for mining activities relating to a mining lease), 244, 262-264 (corporate, local government and project authorities), 245 (amalgamating environmental authorities), 250A (de-amalgamating environmental authorities), 251 (transferring environmental authorities for prescribed ERAs), 257 (surrender of environmental authorities), 271 (residual risk requirements), 278 (cancellation or suspension by administering authority), 284A (suspension of environmental authorities by application), 287 (plan of operations required before acting under relevant lease), 292 (requirement to give financial assurance for environmental authority), 307 (replenishment of financial assurance), 307A (direction to carry out rehabilitation may be given for small scale mining tenure), 314 (requirement to replace environmental authority if non-compliance with eligibility criteria), 318ZC (applying for progressive certification), 332 (submission and approval of transitional environmental programs), 357B (temporary emissions licences), 358 (environmental protection orders), 586 &amp; 586A (existing authority becomes an environmental authority (mining activities), 603 (application to convert transitional authority to environmental authority for a level 2</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Also includes recognising and converting previous authorities:</p> <ul style="list-style-type: none"> <li>• existing rights from transitional arrangements for legislative changes</li> <li>• consolidating conditions and previous approvals, e.g. from registration certificates, development approvals</li> <li>• previously code compliant conditions, standard environmental conditions, non-code compliant applications</li> <li>• exploration, mineral development and mining lease environmental authorities.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p>mining project), 616H (requirement to apply for new authority or amend etc. transitional authority (SAA)</p> <p>Environmental Protection Regulation 2008 – s91 (application for approval of estimation technique)</p> <p><b>Business requirements:</b></p> <p>Even though other jurisdictions require these records to be kept on a temporary basis, Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as:</p> <ul style="list-style-type: none"> <li>• they provide long-term reference value for future incidents</li> <li>• they provide evidence of the department’s response in the event of legal challenges</li> <li>• they document the history of the department’s work in their response to significant incidents</li> <li>• the retention hasn’t changed from QDAN502.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 18.1.2</i> Records relating to successful applications for licences to carry out scheduled works or activities as required by legislation or regulation – Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.4.3.2</i> All other licences – Destroy 7 years after licence is no longer current, i.e. is surrendered, revoked or made exempt</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.15.1</i> Granted licences and permits – Retain for 7 years after licence/permit ceased or expired</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.7.1 Granted licences and permits – Retain for 7 years after licence or permit expires or ceases</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.14.1 Granted leases, licences and permits – Retain for 7 years after lease, licence or permit ceases or expires</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F2.2.1, F2.2.3, F7.3.1, F7.13.1 Records relating to the successful application for and provision of licences, authorities, approvals and permits – Retain permanently</li> <li>• Reference F2.2.4 Records relating to appeals against unsuccessful applications, revocation of licences etc. – Retain permanently</li> <li>• Reference F7.3.3 Records relating to the amendment, transfer, cancellation and revocation of licences, permits to occupy etc. – Retain permanently</li> </ul>
1.15.2	<p><b><i>Granted permits, licences and authorities – native plants and animals</i></b></p> <p>Records relating to approving and issuing permits, licences and authorities regulating the protection, management and use of Queensland’s native plants and animals.</p> <p>Includes assessing and approving plans and reports created, approved and monitored as conditions of licence; processing exemption applications and fee waivers to licensing requirements for particular persons/cases and managing submissions, renewals, transfers, releases, changes, surrenders, cancellations, and terminations of licences and permits.</p> <p>Excludes permits, licences and authorities relating to protected areas, for example marine parks,</p>	<p><b>Background/business process:</b></p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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><b>Regulatory requirements:</b></p> <p>Nature Conservation (Administration) Regulation 2006 – s.9 (permits and authorities for taking etc. cultural or natural resources of protected area), 10 (permits for conducting other activities in a protected area), 11 (licences for animals other than in a protected area), 12 (permits for animals other than in a protected area), 13 (authorities for animals</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>national parks, heritage areas (except for biodiversity collection) and wet tropics heritage area permits issued by Wet Tropics Management Authority.</p> <p>Protected animal activities include:</p> <ul style="list-style-type: none"> <li>• Commercial, e.g. harvesting, interaction, trade of live and dead protected wildlife, farming certain protected animals</li> <li>• Recreational, e.g. keeping certain protected wildlife as pets, recreational harvesting</li> <li>• Rehabilitation, e.g. looking after and rehabilitating sick, injured or orphaned protected animals</li> <li>• damage mitigation, e.g. removing, relocating, culling or dispersing protected animals.</li> </ul> <p>Protected plant activities, e.g. clearing threatened or near threatened protected plants and their supporting habitat, taking and using threatened, near threatened, or special least concern protected plants for recreational or commercial harvesting or propagation include:</p> <ul style="list-style-type: none"> <li>• scientific and educational research/purposes, e.g. herbarium and museum activities, scientific research, educational activities or display</li> <li>• biodiversity collection purposes, e.g. taking native biological resources from State land/waters*, taking protected animals for use in defence force survival exercises,</li> </ul>	<p>other than in a protected area), 14 (licences for protected plants other than in a protected area), 15 (permits for protected plants other than in a protected area), 16 (authorities for protected plants other than in a protected area)</p> <p>Nature Conservation (Estuarine Crocodile) Conservation Plan 2007 – s.22 (damage mitigation permit)</p> <p>Nature Conservation (Macropod) Conservation Plan 2005 – s.17 (commercial wildlife licence for dead macropods), 36 (commercial wildlife licence (mobile) for dead macropods), 49 (commercial wildlife harvesting licence for macropods), 78 (recreational wildlife harvesting licence for macropods), 89 (damage mitigation permit for macropods), 91 (educational purposes permit for macropods), 92 (scientific purposes permit for macropods)</p> <p>Nature Conservation (Protected Areas Management) Regulation 2006 – s.113 (licensing requirement for vehicles and boats)</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.70 (commercial wildlife licence (wildlife interaction)), 77 (commercial wildlife licences), 92 (commercial wildlife licence (mobile)), 97 (recreational wildlife licences), 110 (commercial wildlife harvesting licences), 119 (recreational wildlife harvesting licences), 126 (wildlife demonstrator licences), 136 (wildlife exhibitor licences), 152 (wildlife farming licence), 166 (museum licences), 181 (damage mitigation permits), 188A (flying-fix roost management permits), 189 (educational purposes permits), 194 (permits to keep wildlife), 207 (rehabilitation permits), 217 (scientific purposes permit), 235 (collection authorities), 264 (protected plant growing licence), 273 (protected plant harvesting licence), 281 (protected plant clearing permits), 305 (permit for moving wildlife)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>Under s.162(2) of the Nature Conservation (Administration) Regulation 2006, a document about an animal kept under a relevant authority must be kept for 2 years after the person ceases to hold any relevant authority for the animal. A document about a protected plant</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>keeping dead protected wildlife for reference purposes.</p> <p><i>* covering all Queensland land and waters (except that subject to freehold title, lease or exclusive native title), and covers protected areas, national parks, marine parks, etc.</i></p> <p><b>Disposal action</b> – Retain for 7 years after licence/permit expires or ceases.</p>	<p>taken or otherwise obtained or used under a wildlife authority must be kept for 5 years after the person ceases to hold the authority for the plant.</p> <p>This retention is consistent with NT and Victoria and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86 Reference 113.163.001</i> Records documenting the issuing of licences related to the environmental management function – Destroy 7 years after licence expires</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 15.3.2</i> Records relating to applications for licences – Retain for 5 years after last action, then destroy</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 18.1.2</i> Records relating to successful applications for licences to carry out scheduled works or activities as required by legislation or regulation – Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4 Reference 1.16.1</i> Records relating to approved licensing in relation to keeping more than the prescribed number of dogs within a premise – Destroy 7 years after action completed</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 3.4.3.2</i> All other licences – Destroy 7 years after licence is no longer current, i.e. is surrendered, revoked or made exempt</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.15.1</i> Granted licences and permits – Retain for 7 years after licence/permit ceased or expired</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.7.1</i> Granted licences and permits – Retain for 7 years after licence or permit expires or ceases</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.14.1</i> Granted leases, licences and permits – Retain for 7 years after lease, licence or permit ceases or expires</p>

Ref. No	Description of record and retention period	Justification for retention period
1.15.3	<p><b><i>Environmental management plans, tools and aids</i></b></p> <p>Records relating to assessing environmental management plans, tools and aids for approval to fulfil process roles in environmental authorisations under relevant legislation.</p> <p>Includes applications, renewals, refusals, suspensions, cancellations, terminations, plan approvals, amendments, replacements and annual reporting requirements.</p> <p>Also includes unsuccessful and withdrawn applications.</p> <p><b>Disposal action</b> – Retain for 7 years after superseded of last plans, documents, tools or aids.</p>	<p><b>Background/business process:</b></p> <p>Environmental management plan records are created during application and periodic assessment processes, as per original plans or legislative requirements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess documentation (as application, statement, return, report, statutory data summary, etc.); request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks, e.g. check histories (criminal, occupational), grant approval; issue certification/notification, suspend or cancel accreditation</li> <li>• receive renewal document (as application, statement, return, report, statutory data summary, etc.); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection and supersession of previous documents.</li> </ul> <p>Entities need to create an environmental management plan, tools and aids as part of the environmental authority application process.</p> <p><b>Regulatory requirements:</b></p> <p><i>Environmental Protection Act 1994</i> – s.88 (when an accredited ERMP is required), 97 (accreditation of ERMPs), 608 (environmental management plan may be required)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• provide legal reference in the event of misconduct or offences by the licence holder including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p>No other comparison schedules found.</p>
1.15.4	<p><b><i>Unsuccessful and withdrawn applications</i></b></p>	<p><b>Background/business process:</b></p> <p>See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to unsuccessful and withdrawn applications for licences and permits related to the management and protection of the State's natural environments.</p> <p>Unsuccessful and withdrawn applications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental licences and permits</li> <li>• environment related activities and authorities</li> <li>• environmental management plans, procedures, tools and other aids of unapproved licences, permits and authorities, etc.</li> </ul> <p><b>Disposal action</b> – Retain for 2 years after licence/permit refused/withdrawn.</p>	<p><b>Regulatory requirements:</b></p> <p><i>Environmental Offsets Act 2014</i> – s.33 (amending or revoking declaration)</p> <p>Environmental Offsets Regulation 2014 – s.12 (revoking declaration of environmental offset protection area-Act, s.33)</p> <p><i>Nature Conservation Act 1992</i> – s.32 (revocation of protected areas), 42AK (revocation of dedication of protected area or declaration of indigenous joint management areas), 50 (revocation of nature refuge or coordinated conservation area)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.97 (revocation of accreditation)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with the NT and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.163.002 Records relating to unsuccessful licence applications related to the environmental management function – Destroy 7 years after action completed</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 18.1.3 Unsuccessful licence applications – Retain minimum of 10 years after last action, then destroy</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.16.2 Records relating to non-approved licence applications and renewals for premises in relation to the keeping of more than the prescribed amount of dogs – Destroy 2 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<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> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.7.2            Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.14.2            Unsuccessful and withdrawn applications – Retain for 2 years after licence or permit refused or withdrawn</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i> Reference F2.2.2, F7.3.2, F7.13.2            Records relating to unsuccessful applications – Retain for 3 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
1.16	<b>Mapping</b>	
1.16.1	<p><b>Maps – significant*</b> Records relating to original and historically significant maps created in the management and protection of the State’s natural environments. Significant maps include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• designated koala districts, koala habitat areas</li> <li>• horse riding trails across the State</li> <li>• wild river areas.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b> Mapping records are created as support tools to a variety of business processes, especially those 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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b> <i>Coastal Protection and Management Act 1995</i> – s.18A (coastal zone map) <i>Environmental Protection Regulation 2008</i> – s.144D (limited amendment of map of referable wetlands) <i>Nature Conservation Act 1992</i> – s.70BA (SEQ horse riding trail network) <i>Nature Conservation (Koala) Conservation Plan 2006</i> – s.10 (map for koala habitat areas) <i>Nature Conservation (Wildlife Management) Regulation 2006</i> – s.251 (reviewing and amending flora survey trigger map), s.375 (urban flying-fox management area map)</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p>This retention is consistent with ACT and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.222.001 Final controlled versions of program outputs – Retain as Territory archives</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 3.2.1 Mapping-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.8.1 Original and historical significance – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.15.1 Original and historical significance – Retain permanently</p> <p><b>Previous schedules:</b></p> <p><i>Department of Environment and Resource Management QDAN653 v.1</i> Reference 9.5.3 Records relating to property maps of assessable vegetation (PMAV) certified by the department in accordance with the <i>Vegetation Management Act 1999</i> – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
1.16.2	<p><b>Maps – other~</b> Records relating to creating other maps for the management and protection of the State's natural environments.</p> <p><b>Disposal action</b> – Retain whilst current and then 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p>Under s.215 of the Nature Conservation (Wildlife Management) Regulation 2006, the chief executive must review and, if necessary, amend the flora survey trigger map at least every 12 months, including, adding or removing a high risk area. This retention has precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 3.2.2 Maps-other – Retain for whilst current and then for 7 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.8.2 Maps-other – Retain whilst current and then 7 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.15.2 Maps-other – Retain whilst current and then 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.17	<b>Monitoring and surveillance</b>	
1.17.1	<p><b>Environmental monitoring – significant*</b></p> <p>Records relating to the monitoring and administering compliance of licensees under relevant legislation and licence conditions, and monitoring community adherence to the management and protection of the State’s natural environment.</p> <p>Includes developing, implementing and maintaining compliance programs and environmental surveillance programs.</p> <p>Significant environmental monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• koala populations and conservation measures</li> <li>• prohibited and threatening wildlife activities and processes</li> <li>• humane culling, taking and use of wildlife, including prohibited wildlife</li> <li>• animal health and wellbeing, numbers and breeding patterns, e.g. impacts of weather, natural disasters, water and feed availability, predator numbers</li> <li>• underground water impacts from water rights of petroleum tenure holders, e.g. impacts on water bores, aquifers and springs</li> <li>• health of wild rivers and their catchments, e.g. impacts of regulated activities and taking of natural resources</li> </ul>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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)</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Nature Conservation Act 1992</i> – s.145 (entry and search-monitoring compliance), 148 (monitoring warrants)</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.276 (research and monitoring condition)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.99 (monitoring of particular product stewardship scheme), 133 (State entity’s waste reduction and recycling plan obligation)</p> <p><i>Water Act 2000</i> – s.378 (content of water monitoring strategy)</p> <p><i>Wet Tropics Heritage Protection and Management Act 1993</i> – s.68 (entry and search-monitoring compliance), 71 (monitoring warrants)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP) requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• environmental impacts of natural events, e.g. storm tide impacts</li> <li>• waste transportation, e.g. tracking hazardous waste.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p>These records were also being kept permanently under QDAN502 v.1 reference F1.12.1 and F2.14.1. The retention is also consistent with ACT, NSW and Victoria.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86 Reference 113.166.001</i> Activities related to the regulation and monitoring of issues of significance to the Territory – Retain as Territory archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 18.3.1 Records relating to standard setting and the evaluation of scientific and monitoring methodology – Required as State archives</li> <li>• Reference 19.9.1 Monitoring data relating to the decline or improvement of NSW natural resources, where the data is not replicated elsewhere – Require as State archives</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09 Reference 7.1.0</i> Those higher level functions that related to monitoring, conserving or improving land and water resources – Retain as State archives</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference F1.12.2 Records of a major nature relating to data collection programs, surveys, including flora and fauna distribution, habitat data etc. – Retain permanently</li> <li>• Reference F2.14.1, F8.15.3, F25.10.1, F17.13.1 Records of a major nature relating to resource data collection including beach and offshore surveys, wave, current water level recordings, aerial photography and storm surge networks etc. – Retain permanently</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.17.2	<p><b>Environmental monitoring – other~</b> Records relating to the monitoring and administering compliance of licensees under relevant legislation and licence conditions, and monitoring community adherence to the management and protection of the State's natural environment.</p> <p>Includes developing, implementing and maintaining compliance programs and environmental surveillance programs.</p> <p>Environmental monitoring includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• air quality</li> <li>• water quality</li> <li>• waste transportation, e.g. tracking.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after licence/permit ceases/expires.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years and not the 2 &amp; 10 years previously in QDAN502 as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p>The retention is consistent with ACT and Victoria and with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.166.002 Activities related to the regulation and monitoring of issues which are not of significance to the Territory – Destroy 7 years after action completed <i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p> <ul style="list-style-type: none"> <li>• Reference 18.3.2 Records relating to the monitoring of licence holders to assess the effectiveness of the implementation of licensing schemes or systems – Retain minimum of 10 years after last action, then destroy</li> <li>• Reference 19.9.2 Monitoring data relating to the decline or improvement of NSW natural resources, where the data is replicated elsewhere – Retain minimum of 5 years after superseded, then destroy</li> </ul> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 3.1.0 Compliance monitoring – Agency to destroy 7 years after date of last access <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.16.1 Monitoring licence holders and areas – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.9.1 Monitoring compliance – Retain for 7 years after action completed</i></p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 1.9.1 Monitoring licence holders and associated areas – Retain for 7 years after action completed</i></p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.17.1 Monitoring licence holders and areas – Retain for 7 years after action completed</i></p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference F1.12.1 Records of a minor nature relating to data collection programs, surveys, including flora and fauna distribution, habitat data etc. – Retain for 10 years after last action</li> <li>• Reference F1.12.3 Other records relating to administrative matters concerned with data collection – Retain for 2 years after last action</li> <li>• Reference F2.14.2 Records of a minor nature relating to resource data collection including beach and offshore surveys, wave, current and water level recordings, aerial photography and storm surge networks – Retain for 2 years after last action</li> <li>• Reference F8.15.2 Records of minor importance relating to activities involved in the monitoring, modelling and assessment of air, water, soil and noise quality – Retain for 5 years after last action</li> <li>• Reference F8.15.41 Records relating to the collation of data into pollution inventories – Retain for 5 years after last action</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.18	<b>Partnerships</b>	
1.18.1	<p><b>Partnerships – significant*</b></p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, which provides a significant contribution to outcomes for the management and protection of the State's natural environment.</p> <p>Includes working in formal arrangements with other States to ensure preservation of wild rivers crossing State borders.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant State park and area protection responsibilities, activities and programs, including national parks management outcomes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>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)</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Environmental Protection Regulation 2008  <i>Wet Tropics Heritage Protection and Management Act 1993</i></p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department's significant work.</li> </ul> <p>This retention is consistent with NT and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions and Programs of Government</li> <li>5 – Substantial Contribution to Community Memory</li> <li>6 – Environmental Management and Change.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.12.1 Records relating to joint ventures and implementation of formal agreements with Territory and Australian government bodies and organisations and industry regarding local environment management programs – 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>
1.18.2	<p><b>Partnerships – other~</b></p> <p>Records relating to managing other joint operations by the department with other organisations (private sector and government) contributing to outcomes for the management and protection of the State’s natural environment.</p> <p><b>Disposal action</b> – Retain for 7 years after partnership expires.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP) requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>The retention is consistent with ACT, NAA, Tasmania and there is precedence with other Queensland schedules with similar record classes.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.062.003 Signed simple joint venture contracts, agreements and research – Destroy 7 years after action completed</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i></p> <ul style="list-style-type: none"> <li>• Reference 19206 Records documenting the management of joint ventures undertaken in relation to the delivery, administration or coordination of domestic environment, heritage and natural resources programs – Destroy 7 years after completion or other termination of agreement or contract</li> <li>• Reference 17462 Records documenting the management of joint ventures undertaken in support of the environment and heritage regulation function – Destroy 7 years after action completed or other termination of agreement or contract</li> </ul> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.21.01 Records documenting the arrangement for and the management of joint ventures and partnerships – Destroy 7 years after completion or termination of agreement or contract</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>

Ref. No	Description of record and retention period	Justification for retention period
1.19	<b>Planning</b>	
1.19.1	<p><b>Planning – significant*</b></p> <p>Records relating to planning significant development initiatives, programs, strategies, priorities and activities for the management and protection of the State’s natural environment. Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Significant plans include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• educational and management strategies for survival of koala populations</li> <li>• koala management programs</li> <li>• management principles, declared management intents and conservation plans, e.g. Reef Water Quality Protection Plan for catchments adjacent to Great Barrier Reef World Heritage Area</li> <li>• wild river preservation plans (to keep and restore natural values of wild rivers), e.g. Lake Eyre basin rivers</li> <li>• programs and strategies for the allocation and consumption of water</li> <li>• strategies, programs and measures aimed at restoring and remediating environmentally degraded sites</li> <li>• programs and strategies for the storage, removals and collection of waste</li> <li>• minimisation of prevention of environmental harm by pollutants.</li> </ul>	<p><b>Background/business process:</b></p> <p>Planning records are created during planning, reviewing and evaluating protection and development processes for the protection and management of environments.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004</i> – s.36 (application for approval of plan)</p> <p><i>Coastal Protection and Management Act 1995</i> – s.20 (coastal plan must be prepared)</p> <p><i>Environmental Protection Act 1994</i> – s.87A (environmental risk management plans), 285 (plan of operations for environmental authority relating to mining lease or petroleum lease), 330 (transitional environmental programs), 391 (preparation of draft site management plan)</p> <p><i>Nature Conservation Act 1992</i> – s.111 (Chief Executive to prepare management statement), 112 (Minister may prepare management plan), 120H (preparation of conservation plans)</p> <p>Nature Conservation (Administration) Regulation 2006 – s1(2) (overview of wildlife management regulation and conservation plans)</p> <p>Nature Conservation (Estuarine Crocodile) Conservation Plan 2007</p> <p>Nature Conservation (Koala) Conservation Plan 2006</p> <p>Nature Conservation (Macropod) Conservation Plan 2005</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.14 (waste management strategy), 83 (product stewardship schemes), 133 (State entity’s waste reduction and recycling plan obligation)</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain permanently.</p>	<p><i>Water Act 2000</i> – s.397 (obligation to prepare baseline assessment plan)  <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.41 (preparation of plans by authority)</p> <p><b>Business requirements:</b>  Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• document the history of the department’s significant work.</li> </ul> <p>This retention has not changed from QDAN502 (F1.13.1). This retention is consistent with ACT, NAA, NSW, NT and Tasmania. There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b>  Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.079.001 Final versions of management plans related to the environmental management function – Retain as Territory archives  <i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17452 Records documenting the development, implementation, making, adoption, approval, amendment, revocation or replacement of significant national plans related to the protection and conservation of the environment and heritage such as heritage-listed places, world heritage areas and wetlands of international importance – Retain as National archives  <i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i></p>



Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• Reference 3.9.1 Master copy of plans to support biodiversity conservation such as threat abatement and ecosystem recovery plans – Required as State archives</li> <li>• Reference 12.6.1 Approved final versions of plans relating to the ecosystem conservation function – Required as State archives</li> <li>• Reference 19.11.1 Approved final versions of strategic plans supporting major initiatives, projects, programs etc. for the management of natural resources – Required as State archives</li> </ul> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.18.1 Records relating to the development of strategies, plans and programs for local environment management with local community areas – Retain permanently</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.26.01 Approved final versions of plans – Permanent</p> <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><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference F1.13.1, F2.15.1, F3.8.1, F7.15.1, F8.13.1, F25.11.1 Records relating to major agency initiatives, strategic plans etc. – Retain permanently</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>Reference F1.21.3, F2.22.0, F7.18.1, F7.23.1, F8.15.1, F8.21.0, F21.19.1, F25.15.1 Records relating to the development, management and implementation of programs and strategies – Retain permanently</li> </ul>
1.19.2	<p><b>Planning – other~</b> Records relating to planning other development initiatives, programs, strategies, priorities and activities for the management and protection of the State's natural environment.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention has not changed from QDAN502 (F1.13.2). This retention is consistent with NAA and NSW. There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19211 Final version of plans related to the delivery, administration or coordination of domestic environment, heritage and natural resources programs – Destroy 5 years after action completed <i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 19.11.2 Records relating to the development of action or business plans supporting natural resource management projects or programs – Retain minimum of 7 years after last action, then destroy <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> Reference 1.9.2 Tourism and travel industry planning-other – Retain for 10 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.18.2 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</i> Reference 1.11.2 Strategic planning-other – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.6.2 Small Business industry planning-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.11.2 Planning-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.19.2 Planning-other – Retain for 7 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i></p> <ul style="list-style-type: none"> <li>• Reference F1.13.2, F3.8.2, F7.15.2, F8.13.2, F25.11.2 Other approved plans – Retain for 7 years after last action</li> <li>• Reference F1.13.3, F3.8.3, F7.15.3, F8.13.3, F25.11.3 Records relating to the development of action or business plans including routine administrative records, drafts etc. – Retain for 2 years after last action</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.20	<b>Prosecution</b>	
1.20.1	<p><b>Prosecution – significant*</b></p> <p>Records relating to prosecuting significant offences under relevant legislation for the management and protection of the State’s natural environment. Includes precedent setting cases.</p> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></p> <p>Prosecution records are created when charging persons/parties with offences under relevant 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"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004</i> – s.50 (offence to take without a collection authority), 51 (contravening a condition of a collection authority), 52 (false or misleading information given by applicant), 53 (false or misleading documents given by applicant), 54 (using native biological material for biodiscovery without a benefit sharing agreement), 55 (contravening a condition of a benefit sharing agreement), 56 (false or misleading information given by person seeking benefit sharing agreement), 57 (false or misleading documents given by person seeking benefit sharing agreement), 58 (false or misleading information about reportable matters)</p> <p><i>Coastal Protection and Management Act 1995</i> – s.101 (removing quarry material)</p> <p><i>Environmental Protection Act 1994</i> – s.440ZN (fuel standards offences), 442 (offence of releasing prescribed contaminant), 443 (offence to place contaminant where serious or material environmental harm may be caused), 443A (offence to place contaminant where environmental nuisance may be caused), 444 (offence of interfering with monitoring equipment), 469 (failure of authorised person to return identity card), 470 (failure to give information to administering authority), 471 (failure to comply with signal), 472 (failure to comply with requirements about vehicles), 473 (failure to help authorised person-emergency), 474 (failure to help authorised person-other cases), 475 (failure to give name and address etc.), 476 (failure to attend or answer questions), 477 (failure to produce document), 478 (failure to comply with authorised person’s direction in</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>emergency), 480 (false or misleading documents), 480A (incomplete documents), 481 (false or misleading information), 482 (obstruction of authorised persons), 483 (impersonation of authorised person), 484 (attempts to commit offences)</p> <p>Environmental Protection Regulation 2008 – s.129 (offence to pay reduced annual fee if not eligible)</p> <p><i>Nature Conservation Act 1992</i> – s.164 (indictable and summary offences)</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.320 (taking, keeping or using animals generally), 324 (moving wildlife generally), 331 (housing for animals), 339 (using poison or adhesive substance in a way that may take protected animals), 340 (feeding native animals in the wild generally), 341 (feeding dangerous native animals in the wild), 342 (disturbing dangerous native animals in the wild), 343 (release of animals into the wild), 344 (spreading or releasing particular parts of non-native plants), 345 (procedure if wildlife stolen)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.103 (basic littering and illegal dumping offences), 113 (vehicle littering or illegal dumping offences)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.82 (proceedings for offences)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>• provide long-term reference for generational change</li> <li>• set a precedent.</li> </ul> <p>This retention is consistent with NSW, Tasmania and Victoria and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 7.5.1</i> Records relating to prosecution cases of major public interest or controversy, which are precedent setting, result in significant changes to policies – Required as State archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 17.7.1</i> Records relating to the prosecution of cases of major public interest or controversy, which are precedent setting, result in significant changes to agency policies or involve substantial damage to the environment or loss of life – Required as State archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.23.01</i> Records documenting litigation matters that result in legal precedent – Permanent</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 5.1.3</i> Major prosecutions – Permanent</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.1</i> Prosecution-significant – Retain permanently</p> <p><i>Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule QDAN721 v.1 Reference 1.12.1</i> Prosecutions-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.4.1</i> Prosecution-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.21.1</i> Prosecution-significant – Retain permanently</p>
1.20.2	<p><b>Prosecution – other~</b></p> <p>Records relating to prosecuting other offences under relevant legislation for the management and protection of the State’s natural environment.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention period is consistent with Victoria and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196 Reference 7.5.2</i> Records relating to routine prosecution cases – Retain for minimum of 10 years after case completed or expiry of statute of limitations, whichever is longer, then destroy</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 17.7.2</i> Records relating to routine prosecution cases – Retain minimum of 10 years after case completed or expiry of statute of limitations, whichever is longer, then destroy</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.23.02</i> Records documenting litigation matters that do not result in legal precedent – Destroy 10 years after action completed</p> <p><i>Public Record Office of Victoria Retention &amp; Disposal Authority for records of Environment Protection Authority PROS02/03 Reference 5.1.4</i> Minor prosecutions – Destroy 7 years after last action</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1 Reference 1.19.2</i> Prosecution-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 1.12.2</i> Prosecutions-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1 Reference 5.4.2</i> Prosecution-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1 Reference 1.21.2</i> Prosecution-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
1.21	<b>Registration</b>	
1.21.1	<p><b>Land and property related registers</b> Records relating to registering parks and area related licences, plans, agreements and other information against land areas, property and premises for the management of the State's natural environment.</p> <p>Includes applications, renewals, transfers, releases, changes, surrenders, cancellations, terminations.</p> <p>Registration includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• conservation covenants with land title registry</li> <li>• management statements, management plans and conservation plans</li> <li>• critical habitats, areas of major interest, captive breeding agreements in force</li> <li>• interim conservation orders</li> <li>• Planning and Environment Court declarations, orders and enforcement orders about conservation plans or management plans, authorities, licences, permits or other authorities and activities (to protect, restore or rehabilitate land)</li> <li>• revocations of agreements, declarations, regulations, and plans for specified private land.</li> </ul> <p>Registers include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental management register, including registration of contaminated sites</li> </ul>	<p><b>Background/business process:</b> Land area related registration records are created in parks and area related licensing, planning and other processes including agreements.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Biodiscovery Act 2004</i> – s.42 (benefit sharing agreement register) <i>Environmental Offsets Act 2014</i> – s.90 Environmental Offsets Regulation 2014 – s.35 <i>Environmental Protection Act 1994</i> – s.540, 540A Environmental Protection Regulation 2008 – s.111 (register of environmental reports), 112 (prescribed information-Act,540), 113 (register of transitional environmental programs), 114 (register of environmental protection orders) <i>Nature Conservation Act 1992</i> – s.37A (leases must be registered), 70A (register of proposed protected areas), 133, 194 (existing leases must still be registered) <i>Waste Reduction and Recycling Act 2011</i> – s.94 (register of accredited schemes), 173 (register of approvals) <i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.66</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work.</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• previous contaminated sites registered under the <i>Contaminated Land Act 1991</i></li> <li>• accredited product stewardship schemes</li> <li>• approvals of resource for beneficial use</li> <li>• benefit sharing agreements.</li> </ul> <p><b>Disposal action</b> – Retain permanently.</p>	<p>This retention is consistent with ACT, NAA, NSW and Tasmania and there is precedent in Queensland with the Agriculture schedule (QDAN719 v.1).</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.155.001 Establishment and maintenance of registers containing information of significance to the Territory – Retain as Territory archives</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 17465 Records documenting the establishment and amendment of lists or registers for the purpose of protecting and conserving significant aspects of the environment and heritage – Retain as National archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 18.7.1 Public register of environment protection licences – Retain in agency</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.10.01 Register and supporting documentation related to environmental protection notices (EPN's) issued by the agency – Permanent</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 6.1.1 Land areas registers – Retain permanently</p>
1.21.2	<p><b><i>Investigations and prosecutions registers</i></b></p> <p>Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under relevant legislation for the management and protection of the State's natural environment.</p>	<p><b>Background/business process:</b></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"> <li>• Receive and assess registration application; request further information; approve registration application; register entry</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> – Retain for 25 years after action completed</p>	<p>Receive and assess change request; request further information; approve change request; register entry</p> <ul style="list-style-type: none"> <li>• Receive deletion request (internally approved request of external advice); delete entry.</li> </ul> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value for current and previous cases including the identification of historical and contextual information about relevant parties to current investigations and prosecutions</li> <li>• document the history of the department’s work.</li> </ul> <p>Civil cases heard in the Land Court that are reported in the <i>Queensland Land Court Reports</i> is retain permanently under the Courts Retention and Disposal Schedule QDAN705 v.1.</p> <p>There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.1 Investigations and prosecutions registers – Retain for 25 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.12.1 Investigations and prosecutions registers – Retain for 25 years after action completed <i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.22.1 Investigations and prosecutions register – Retain for 25 years after action completed</p>
1.21.3	<p><b>Licence holder registers</b> Records relating to registering licensees and sub-licensees under relevant legislation for the management of the State’s natural environments. Includes applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations, licence returns of operations and</p>	<p><b>Background/business process:</b> Licence holder registration records are generally created as an output of licensing processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>other documents as conditions of licences and licence holders (licensees and sub-licensees).</p> <p>Licences include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• propagators</li> <li>• recreational wildlife demonstrator</li> <li>• recreational wildlife exhibitor</li> <li>• wildlife demonstrator (crocodiles)</li> <li>• macropod tanner</li> <li>• macropod taxidermist</li> <li>• macropod harvester</li> <li>• commercial wildlife licenses, e.g. macropod shooters and dealers.</li> </ul> <p><b>Disposal action</b> – Retain for 25 years after action completed.</p>	<ul style="list-style-type: none"> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve change/renewal/transfer/suspension/cancellation, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Biodiscovery Act 2004</i> – s.27 (collection authority register)  <i>Environmental Protection Act 1994</i> – s.540, 540A  <i>Environment Protection Regulation 2008</i> – s.115 (register of authorised persons)</p> <p><b>Business requirements:</b>  Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p>There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.20.2 Licence holder registers – Retain for 25 years after action completed  <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>

Ref. No	Description of record and retention period	Justification for retention period
1.22	<b>Research</b>	
1.22.1	<p><b>Research – significant*</b></p> <p>Records relating to researching and enquiring into significant environment management related research areas to discover facts, theories and principles that support improved community and environment industry outcomes and business activities.</p> <p>Significant research includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• protected, international or prohibited wildlife</li> <li>• critical habitats</li> <li>• conservation of marine mammals.</li> </ul> <p><b>Disposal action</b> – Retain permanently</p>	<p><b>Background/business process:</b></p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes, which are used for the innovation, introduction and improvement of environmental management products and processes, e.g. cleaning up oil spills, and increasing knowledge of environmental care. Research can endeavour to solve a problem, such as cure a disease, increase land restoration productivity, e.g. better plant yields, or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004</i> – s.43</p> <p>Nature Conservation (Koala) Conservation Plan 2006</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.276 (research and monitoring condition)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – Scientific Advisory Committee</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department’s significant work.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Under s.43(1) of the <i>Biodiscovery Act 2004</i>, a biodiscovery entity that has entered into a benefit sharing agreement must keep each record or document evidencing the results of biodiscovery research carried out under the agreement for 30 years after the record or document is created.</p> <p>This retention is consistent with ACT, NAA, NSW, Tasmania and Victoria. There is precedence with other Queensland schedules with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.091.001 Major detailed research carried out relating to conservation and management of flora and fauna and management of captive wildlife – Retain as Territory archives</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19230 Records documenting activities such as research projects, and surveys that result in the collection of unique scientific or other data related to the delivery, administration, coordination, evaluation or review of domestic environment, heritage and natural resource management programs – Retain as National archives</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 3.12.1 Master copies of agency commissioned research reports – Required as State archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.33.02 Records documenting detailed research carried out which is considered necessary to substantiate project report findings or important for future projects – Permanent</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 10.5.1 Research outcomes-high public interest – Retain as State archives</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.21.1 Research-significant – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.8.1 Small business industry research-significant – Retain permanently</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.13.1 Research-significant – Retain permanently</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.23.1 Research-significant – Retain permanently</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i> Reference F1.18.1, F2.19.1, F3.11.1, F7.20.1, F8.18.1, F25.14.1 Records relating to detailed original research to support the development of significant programs within the agency – Retain permanently</p>
1.22.2	<p><b>Research – other~</b></p> <p>Records relating to researching and enquiring into other research areas relating to environment management activities that are not considered significant.</p> <p><b>Disposal action –</b> Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years, 2 years longer than in QDAN502 v.1 (F1.18.2) and QDAN653 v.1 (7.23.1) as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p>This retention is consistent with ACT, NAA and there is precedence with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.091.002 Records documenting routine research carried out to support the function – Destroy 7 years after action completed</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19231 Records documenting correspondence with other Australian government agencies, state and territory government agencies, other organisations or individuals in relation to research that does not result in the production of unique scientific or other data – Destroy 7 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.25.1 Records relating to research into the development of projects, standards, policies and guidelines supporting the local environment management function – Destroy 10 years after final report completed</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.33.03 Records documenting routine research carried out which is not considered necessary to substantiate project report findings or important for future projects – Destroy when reference ceases</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 10.5.3 Research outcomes-other – Agency to destroy 15 years from date of issue</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.21. Research-other – Retain for 7 years after action completed</p> <p><i>Small Business Development Retention and Disposal Schedule QDAN722 v.1</i> Reference 1.8.2 Small business industry research-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 1.13.2 Research-other – Retain for 7 years after action completed</p> <p><i>Forestry Retention and Disposal Schedule QDAN725 v.1</i> Reference 1.23.2 Research-other – Retain for 7 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F1.18.2, F2.19.2, F3.11.2, F7.20.2, F8.18.2, F25.14.2 Records relating to research projects of minor importance – Retain for 5 years after last action</li> <li>• Reference F1.18.3, F2.19.3, F3.11.3, F7.20.3, F8.18.3, F25.14.3 Records relating to the administration of research projects and activities – Retain for 2 years after last action</li> </ul> <p><i>Department of Environment and Resource Management QDAN653 v.1</i> Reference 7.23.1 Records relating to research into landscape management issues – Retain for 5 years after last action</p>

Function No	Title	Scope Note
2	<b>BIODIVERSITY MANAGEMENT</b>	<i>The function of maintaining biological diversity including actions taken to maintain the variability among living organisms from all sources, including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. These actions include identification and monitoring sustainable use of components of biological diversity, impact assessment and minimising adverse impacts, access to genetic resources and handling of biotechnology. Also includes management of wetlands, and forestry and fisheries issues.</i>
<b>Activities</b>		
2.1 Agreements 2.2 Conservation		

For other activities or record classes, see records covered by the Common Activities section of the schedule.



Ref. No	Description of record and retention period	Justification for retention period
2.1	<b>Agreements</b>	
2.1.1	<p><b>Biodiversity benefit sharing agreements</b></p> <p>Records relating to establishing, maintaining, reviewing and negotiating biodiversity benefit sharing agreements where the Department is party to the agreement and includes:</p> <ul style="list-style-type: none"> <li>• providing rights to other entities to use native biological material for biodiscovery</li> <li>• agreeing that rights are conditional on entities providing benefits of biodiscovery</li> <li>• receiving the benefits of biodiscovery as per agreements.</li> </ul> <p>Agreements include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• living organisms from all sources, including terrestrial, marine and other aquatic ecosystems</li> <li>• genetic diversity</li> <li>• species diversity, within and between species</li> <li>• ecosystem diversity and ecological complexity.</li> </ul> <p><b>Disposal action</b> – Retain for 30 years after agreement has lapsed/expired.</p>	<p><b>Background/business process;</b></p> <p>Agreements are created during environmental 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. Specifically biodiversity benefits sharing agreements allocate rights to entities willing to share their biodiscoveries with the State.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004</i> – s.43 – benefit sharing agreement must be kept for 30 years by the biodiscovery entity</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained 30 years after agreement has lapsed or expired as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work</li> <li>• have precedent for disposal set by legislation.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>There are no other similar schedules in other jurisdictions for comparison.</p>

Ref. No	Description of record and retention period	Justification for retention period
2.2	<b>Conservation</b>	
2.2.1	<p><b>Natural environments</b></p> <p>Records relating to the preservation, protection, restoration and enhancement of natural environments, places, sites and property, including:</p> <ul style="list-style-type: none"> <li>• natural environments, including restoration or rehabilitation of areas, e.g. world heritage protected sites, endangered habitats</li> <li>• Aboriginal burial sites, including repatriation of aboriginal burial remains</li> <li>• Aboriginal and Torres Strait cultural heritage sites.</li> </ul> <p>Includes care, control and management of places and maintenance activities and follow ups, including those with specialised conservation purposes and actions.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process;</b></p> <p>Conservation and conservation planning plays a key role in facilitating the protection of environments and places in ways that enhances their environmental and community value and revitalises natural assets with appropriate redevelopment.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Research conservation techniques, products, tools and trades; research development or project-specific validity of designs, products and specifications; draft planning documents; consult with stakeholders; approve planning documents; map activities; develop task lists and work schedules of conservation work; run conservation work as per other business processes; monitor performance of contractors; develop maintenance schedule; monitor work of maintenance schedule; review plans; prepare conservation information resources and exhibits detailing work before/after, new/old (as appropriate)</li> </ul> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i></p> <ul style="list-style-type: none"> <li>• Reference 113.023.001 Records documenting the reclamation and rehabilitation of altered land – Retain as Territory archives</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• Reference 113.023.002 Records documenting conservation and/or protection activities related to the Environmental Management function for issues of significance to the Territory – Retain as Territory archives</li> </ul> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196</i> Reference 15.5.1 Records relating to rehabilitation programs and specific projects – Required as State archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.31.01 Records documenting the processes and investigations into the restoration and management of contaminated land and water – Permanent</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 9.7.0 The process of assisting in the recovery or rehabilitation of Departmental controlled resources following an incident – Permanent</p> <p><i>National and Heritage Trusts Retention and Disposal Schedule QDAN707 v.1</i> Reference 1.5.1 Natural and heritage listed properties-management and conservation – Retain permanently</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F21.19.1 Records relating to the development, management and application of strategies, programs and measures aimed at restoring and remediating environmentally degraded sites – Retain permanently</li> <li>• Reference F25.15.1 Records documenting the management and administration of the natural resources of marine parks, protected areas etc. – Retain permanently</li> </ul>

Function No	Title	Scope Note
3	<b>COASTS AND WATERWAYS MANAGEMENT</b>	<i>The function of managing, maintaining and protecting coastal zones, rivers and streams, and any other body of water not contained within a Protected Area. Includes integrated catchment, management, dune conservation, erosion minimisation, dredging and reclamations, coastal, management plans and approvals for building private works and commercial facilities.</i>
<b>Activities</b>		
3.1 Revocation		

For other activities or record classes, see records covered by the Common Activities section of the schedule.

Ref. No	Description of record and retention period	Justification for retention period
3.1	<b>Revocation</b>	
3.1.1	<p><b>Land changes</b></p> <p>Records relating to the revocation of tenures and managing changes to coastal zones, rivers, streams and other bodies of water not protected by a Protected Area status.</p> <p>Includes wild river declarations under the repealed <i>Wild Rivers Act 2005</i>.</p> <p><b>Disposal action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Land tenure change records are created during revocation processes to protect coasts and waterways from damage and environmental degradation, reduce pollution and mitigate their impact on the environmental and protected areas downstream.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Decide to revoke, publish intention to revoke, invite submissions, receive and assess submissions, prepare consultation summaries and reports, amend proposals as required, decision to continue revocation process or to not proceed, prepare ministerial notifications, submit for approval of revocation (of wild river declaration), prepare revocation finalisation documents, including publication of gazette notices, advice to land title registry, impacted agencies and activities, e.g. natural resources, water licensing, and changes to river related land title notations</li> <li>• Includes various proposals, publications, notices and reports, and amendments</li> <li>• Includes subsequent reporting requirements on wild rivers revoked.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Wild Rivers Act 2005</i> (repealed on 1 October 2014 by State Development, Infrastructure and Planning (Red Tape Reduction) and <i>Other Legislation Amendment Act 2014</i>, s.95) – s.32 (revoking a wild river declaration)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value to the department including knowledge of past activities</li> <li>• document the history of the department's significant work.</li> </ul> <p>This retention is consistent with NSW.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"><li data-bbox="936 276 1570 304">• 6 – Environmental Management and Change.</li></ul> <p data-bbox="887 316 1368 344"><b>Comparison with other schedules:</b></p> <p data-bbox="887 355 2130 515"><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA196</i> Reference 9.6.1 Records relating to individual sites where revocation removes land from the ongoing management responsibilities of the various bodies administering national parks, state parks and historic sites and the fauna protection panel – Required as State archives</p>

Function No	Title	Scope Note
4	<b>ENVIRONMENTAL MANAGEMENT</b>	<i>The function of regulating projects and operations which may have an impact on the state of the environment. Includes managing and controlling environmental components of, development proposals and commercial operations, monitoring and assessing those elements which impact on the state of the environment. Also includes licensing, contaminated land, remediation, environmental compliance and audits, Environmental Impact Assessments, Integrated Planning Act assessments, annual returns for licences and Environmentally Relevant Activities (ERA). Includes planning for a clean, safe and healthy environment, and developing policies to protect it against damaging influences.</i>
<b>Activities</b>		
<ul style="list-style-type: none"> <li>4.1 Accreditation</li> <li>4.2 Contaminated Sites Management</li> <li>4.3 Dispute Resolution</li> <li>4.4 Environmental Protection</li> <li>4.5 Extension services</li> <li>4.6 Restoration</li> </ul>		

For other activities or record classes, see records covered by the Common Activities section of the schedule.

Ref. No	Description of record and retention period	Justification for retention period
4.1	<b>Accreditation</b>	
4.1.1	<p><b>Environmental schemes – hazardous waste</b></p> <p>Records relating to assessing environmental schemes involving hazardous waste for accreditation and certification as suitable to fulfil environmental protection and improvement responsibilities in particular industries and organisations under relevant legislation.</p> <p>Includes waste product stewardship schemes (voluntary participation/by invitation), draft scheme statements, amendments, replacements, approvals, revocations, applications, renewals, changes, suspensions, cancellation and terminations.</p> <p>Environmental improvement schemes include those with aims of:</p> <ul style="list-style-type: none"> <li>• better waste management</li> <li>• better handling of hazardous/toxic substances</li> <li>• reduced waste</li> <li>• more efficient product consumption</li> <li>• reduced environmental impacts</li> <li>• decreased waste processing costs.</li> </ul> <p><b>Disposal action</b> – Retain for 100 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.</p>	<p><b>Background/business process:</b></p> <p>Accreditation records are created during application and renewal assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess accreditation application; request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status (as applicable); grant accreditation; issue accreditation certification, transfer, suspend or cancel accreditation</li> <li>• Receive licence renewal (application, statement, return, report, statutory data summary); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Waste Reduction and Recycling Act 2011 – s.78, 89-93 (voluntary product stewardship schemes)</i></p> <p><b>Business requirements:</b></p> <p>Environment, as part of Department of Environment and Heritage Protection (EHP), made up of various business units**, requires these records to be retained 100 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• document the history of the department’s significant work</li> <li>• provide evidence of the risk of contaminated waste to health.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>General Retention Disposal Schedule for Administrative Records QDAN249 v.7 Reference 10.7.9 Hazardous substances – Retain for 100 years after last action</i></p>



Ref. No	Description of record and retention period	Justification for retention period
4.1.2	<p><b>Environmental schemes</b></p> <p>Records relating to assessing environmental schemes for accreditation and certification as suitable to fulfil environmental protection and improvement responsibilities in particular industries and organisations under relevant legislation.</p> <p>Includes waste product stewardship schemes (voluntary participation/by invitation), draft scheme statements, amendments, replacements, approvals, revocations and applications, renewals, changes, suspensions, cancellation, terminations.</p> <p>Environmental improvement schemes include those with aims of:</p> <ul style="list-style-type: none"> <li>• better waste management</li> <li>• reduced waste</li> <li>• more efficient product consumption</li> <li>• reduced environmental impacts</li> <li>• decreased waste processing costs.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.89 (accreditation of voluntary product stewardship schemes)</p> <p><b>Business requirements:</b></p> <p>Environment, as division of Department of Environment and Heritage Protection (EHP), made up of various business units** requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• provide legal reference in the event of misconduct or offences by the licence holder including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>Under s.96(1) of the <i>Waste Reduction and Recycling Act 2011</i>, the accreditation of an accredited product stewardship scheme expires on the date stated in the scheme or 5 years after the accreditation of the scheme.</p> <p>There is precedence in Queensland with the Agriculture schedule (QDAN719 v.1).</p> <p><b>Comparison with other schedules:</b></p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 12.4.0 Planning certificates – Agency to destroy 10 years after certificate issue</p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.1.1 Applications – Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled, rejected or withdrawn</p>
4.1.3	<p><b>Environment impacting providers and products</b></p> <p>Records relating to assessing organisations and/or individuals for accreditation, and certification as competent to fulfil environment impacting</p>	<p><b>Background/business process:</b></p> <p>Accreditation records are created during application and renewal assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess accreditation application; request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks, e.g. check histories (e.g. criminal, occupational), qualifications,</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>roles and services, which include the provision of appropriate products, in relevant retail, wholesale, manufacturing, and growing industries, under relevant legislation.</p> <p>Accreditation includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• service providers (accredited entities), e.g. retailers and manufacturers of wood burning stoves in solid fuel-burning equipment industry</li> <li>• product certifications and standards, e.g. wood burning stoves</li> <li>• applications, renewals, changes, suspensions, cancellation and terminations.</li> </ul> <p><b>Disposal action</b> – Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled or rejected.</p>	<p>examination results, mutual recognition and previous licence status (as applicable); grant accreditation; issue accreditation certification, transfer, suspend or cancel accreditation.</p> <ul style="list-style-type: none"> <li>• Receive licence renewal (application, statement, return, report, statutory data summary); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Environmental Protection Act 1994</i> – s.440ZL (sale of solid fuel-burning equipment for use in residential premises and related matters)</p> <p><b>Business requirements:</b>            Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• provide legal reference in the event of misconduct or offences by the licence holder including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>There is precedence in Queensland with the Agriculture schedule (QDAN719 v.1).</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 1.1.1 Applications – Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled, rejected or withdrawn</p>

Ref. No	Description of record and retention period	Justification for retention period
4.2.1	<p><b>Contaminated site restoration</b></p> <p>Records related to repairing damage done to the environment, through contamination of specific land sites and waterways, by licence holders, licensed activities and liable offenders (prosecuted or otherwise under relevant legislation).</p> <p>Excludes conducting remedial and rehabilitation works, restoring soil, landscapes, vegetation, groundwater, waterway functions, ecological functions, wildlife habitats, land contours, and water flows, etc., reintroducing wildlife species (as appropriate), not associated with contamination.</p> <p>Site restoration includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• scheduling and overseeing works by licensee</li> <li>• organising and conducting reparation works</li> <li>• removing contaminants, contaminated soil and water</li> <li>• managing hazardous substances through decontamination processes</li> <li>• finalising environmental assessments and audits</li> <li>• managing contaminated site, e.g. access, maintenance.</li> </ul> <p><b>Disposal Action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Restoration of contaminated land records are created where:</p> <ul style="list-style-type: none"> <li>• sites have been pre-contaminated by the nature of their use, e.g. service stations, cattle dips, landfill, refuse tips</li> <li>• sites inadvertently or neglectfully contaminated by licence holders and licensed activities in contravention of conditions of their licence</li> <li>• environmental status and quality of land has been compromised by chemicals and contaminants dumped by offending parties. Land may or may not have a protected or park status.</li> </ul> <p>Where the offending party have proven not willing or able to rectify works, work is organised or conducted by Departmental staff, and prosecution and/or cost recovery pursued.</p> <p>Contaminated site restoration can fulfil a guarantee made to the landholder when land was licensed. Financial assurances may have been collected from licensees. Where landowner and licensee are the same, and costs cannot be recovered, restoration is done on behalf of the environment and the community.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Conduct site assessment; prepare site restoration plan (consulting previous environmental impact studies); consulting stakeholders; prepare financial plans and reports; prepare schedule; oversee works; conduct environmental assessments; prepare final reports</li> <li>• Includes preparing financial costing for recovery of expenses from licensees or offenders</li> <li>• Includes consulting land owners and advising land and environmental management registries.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Coastal Protection and Management Act 1995</i> – s.148(9) (restraint of contraventions of Act etc.)</p> <p><i>Environmental Protection Act 1994</i> – s.274, 307A (directions about rehabilitation), 318Z (progressive rehabilitation), 363H (administering authority may issue clean-up notice), 458 (order to enter land to conduct investigation or conduct work), 502 (court may make particular orders), 701 (conditions about environmental management plans for particular environmental authorities)</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Environmental Protection Regulation 2008 – pt2 (conditions for mining claims and exploration permits)</p> <p><i>Nature Conservation Act 1992</i> – s.168 (court may order costs of rehabilitation or restoration), 173I (effect of enforcement order requiring restoration or rehabilitation of land)</p> <p>Nature Conservation (Wildlife Management) Regulation 2006 – s.207 (rehabilitation permits)</p> <p><i>Waste Reduction and Recycling Act 2011</i> – s.258 (court may make particular orders), 261(6)</p> <p><i>Wet Tropics World Heritage Protection and Management Act 1993</i> – s.83 (court may order costs of rehabilitation or restoration)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department’s significant work.</li> </ul> <p>This retention has not changed from QDAN502 v.1 (F1.16.1 &amp; F7.8.2) and QDAN653 v.1 (7.21.1) and is consistent with ACT, NSW, Tasmania and Victoria.</p> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i></p> <ul style="list-style-type: none"> <li>• Reference 113.023.001 Records documenting the reclamation and rehabilitation of altered land – Retain as Territory archives</li> <li>• Reference 113.023.002 Records documenting conservation and/or protection activities related to the environmental management function for issues of significant to the Territory – Retain as Territory archives</li> </ul> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 7.8.1 Site management files for contaminated sites</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>regulated under either the Unhealthy Building and Land Act and Contaminated Land Management Act – Required as State archives</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.30.01 Records documenting the rehabilitation of Level 2 industrial sites – Permanent</p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09</i> Reference 9.7.0 Recovery/rehabilitation – Retain as State archives</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F1.16.1 Records relating to the development, management and application of strategies, programs and measures aimed at restoring and remediating environmentally degraded sites – Retain permanently</li> <li>• Reference F7.8.2 Records relating to contaminated sites that present a major health risk, involve major controversy, result in litigation or sets a precedent – Retain permanently</li> </ul> <p><i>Department of Environment and Resource Management QDAN653 v.1</i> Reference 7.21.1 Records relating to remediation projects conducted by the department including the restoration of acid sulphate soil areas on Government owned land – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
4.3	<b>Dispute resolution</b>	
4.3.1	<p><b>Final decisions</b></p> <p>Records relating to final decisions of dispute resolution between parties from cases of environmental concern, rehabilitation, contaminated sites management, restoration agreements and licensing conflicts.</p> <p>Includes tenure holders and land owners about 'making good' agreements in relation to water bores under <i>Water Act 2000</i> (Chapter 3). Also includes conciliation, mediation and alternative dispute resolution processes.</p> <p><b>Disposal Action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></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"> <li>Identify issue, 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.</li> </ul> <p>Under the Environmental Offsets Regulation 2014, appeals of decisions can be taken to the Land Court or Planning and Environment Court.</p> <p>Under the <i>Environmental Protection Act 1994</i>, appeals of decisions can be taken to the Land Court.</p> <p>Under the <i>Water Act 2000</i>, disputes are generally settled via meditation, but can be taken to the Land Court if meditation is not finalised before the required period of time.</p> <p><b>Regulatory requirements:</b></p> <p><i>Biodiscovery Act 2004</i> – s.95 (decisions of EPA chief executive), 99 (decisions of DSDI chief executive)</p> <p><i>Coastal Protection and Management Act 1995</i> – s.112 (criteria for decision)</p> <p><i>Environmental Protection Act 1994</i> – schedule 2 (original decisions)</p> <p>Environmental Protection Regulation 2008 – s.50 (regulatory requirements for all environmental management decisions-general), 54 (additional regulatory requirements for particular environmental management decisions)</p> <p><i>Nature Conservation Act 1992</i> – s.39H (notice of decision)</p> <p><i>Water Act 2000</i> – s.425 (disputes about make good obligations)</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p>This retention is consistent with the Energy and Water Ombudsman Queensland schedule (QDAN700 v.1) and Courts sector (QDAN705 v.1).</p> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Energy and Water Ombudsman Queensland (EWOQ) Disposal Schedule QDAN700 v.1</i> Reference 1.2.2 Resulting in an agreement-significant – Retain permanently <i>Courts Sector Retention and Disposal Schedule QDAN705 v.1</i> Reference 2.1.5 Hearings-Land Appeal Court – Retain permanently.</p>
4.3.2	<p><b>Case histories and working papers</b> Records relating to case histories and working papers of dispute resolutions between parties about cases environmental concern, rehabilitation, contaminated sites management, restoration agreements and licensing conflicts.</p> <p><b>Disposal Action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> No other comparison schedules found.</p>

Ref. No	Description of record and retention period	Justification for retention period
4.4	<b><i>Environmental protection</i></b>	
4.4.1	<p><b><i>Environmental protection – significant*</i></b></p> <p>Records relating to managing and influencing the performance of significant environmental management, sustainability and responsible resource programs.</p> <p>Significant issues include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental degradation and impacts</li> <li>• ecology, ecosystems, catchments, reserves and sanctuaries</li> <li>• flora and fauna, including wildlife management programs.</li> </ul> <p>Environmental protection includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• systematic monitoring of results of activities</li> <li>• collecting and analysing information to track progress toward planning results and inform programs</li> <li>• creating environmental impact assessments of pending developments</li> <li>• studying, protecting and enhancing environment and natural resources.</li> </ul> <p><b>Disposal Action</b> – Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Environmental protection records are created in initiating environmental protection processes, such as environmental management, sustainability and responsible resource programs, covering a wide range of environmental issues. Environmental protection processes cover both protection programs and performance monitoring of environmental problems and solutions. It includes the pro-active creation of environmentally sensitive assessments and studies and the reactive implementation of management programs, with a view to responding to environmental problems with best case scenarios.</p> <p>Environmental protection records are also created in monitoring the impact of environmental forces. These forces can include carbon emissions, trading schemes and climate change on ecology and ecosystems. Includes monitoring broad scale environmental considerations in environmental impact assessment processes.</p> <p><b>Illustrative process:</b></p> <p>These processes work with and align with advice, research, planning, and other activities:</p> <ul style="list-style-type: none"> <li>• Plan environmental protection priorities, gather and analyse environment related data, collect environmental protection information, analysis of industry impact on environment, review environmental outcomes, report on environment related issues, consider industry impacts on environment, develop impact reductions for industry mechanisms (to protect environment), monitor mechanisms and outcomes, report protection outcomes</li> <li>• Provide input into environmental impact assessments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Cape York Peninsula Heritage Act 2007</i>  <i>Coastal Protection and Management Act 1995</i>  <i>Environmental Offsets Act 2014</i>  <i>Environmental Protection Act 1994</i>  Environmental Protection Regulation 2008  <i>Nature Conservation Act 1992</i>  Nature Conservation (Administration) Regulation 2006  Nature Conservation (Wildlife) Regulation 2006</p>



Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Wet Tropics World Heritage Protection and Management Act 1993</i></p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p>This retention is consistent with the Fisheries schedule (QDAN724 v.1).</p> <p><b>Permanent retention criteria:</b> Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul> <p><b>Comments:</b> Precedent of keeping environmental protection records as significant permanent records by Queensland State Archives has already been set across schedules of several agencies. This retention reflects this, and the increasing importance of environmental records in a world focusing more on climate change and environmental problems.</p> <p><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 5.1.1 Environmental protection-significant – Retain for 25 years after action completed <i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.3.1 Environmental protection-significant – Retain permanently</p>
4.4.2	<p><b>Environmental protection – other~</b> Records relating to managing performance of other environmental management programs and operations.</p> <p><b>Disposal Action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>This retention is consistent with other Queensland schedules with similar record classes.</p> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule QDAN719 v.1</i> Reference 5.1.12 Environmental Protection-other – Retain for 7 years after action completed</p> <p><i>Fisheries Retention and Disposal Schedule QDAN724 v.1</i> Reference 4.3.2 Environmental protection-other – Retain for 7 years after action completed</p>

Ref. No	Description of record and retention period	Justification for retention period
4.5	<b>Extension services</b>	
4.4.1	<p><b>Specialised information products and services</b></p> <p>Records relating to the provision of specialised information products and services to identified industries and communities to better manage and use the department's environmental management resource. Includes extension services to industry bodies, producer groups and individual producers.</p> <p><b>Disposal action</b> – Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Extension records are created during targeted information campaigns to select areas to increase people's knowledge of the department's resources and services.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research industries and areas (bodies, groups, geographical communities); identify needs; develop targeted information; create targeted information strategy; design training courses, information packs, website resources, campaign itinerary; schedule campaign staff; organise travel and visits; run campaign; follow up outstanding requirements/questions from visits; conduct campaign review.</li> </ul> <p><b>Business requirements:</b></p> <p>The retention period of this record class has been increased by 2 years.</p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years, as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.030.001 Records documenting the planning, monitoring and evaluation of customer services provide to the agency's public clients – Destroy 5 years after action completed</p> <p><i>National Archives of Australia Department of the Environment, Water, Heritage and the Arts 2007/00380834</i> Reference 19183 Records documenting the development of educational resources relating to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs – Destroy 7 years after last action</p> <p><i>Northern Territory Disposal schedule for Local Environment Management Records 2008/4</i> Reference 1.9.1 Records relating to delivering and developing extension services to the community and the industry regarding local environmental management such as litter reduction education – Destroy 7 years after grant acquitted</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.29.02 Records relating to activities associated with ongoing management of minor environmental programs – Destroy 5 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1</i> Reference F3.6.1 Records relating to the provision and delivery of agency programs, services to targeted groups within the community, e.g. private landholders, business, etc. – Retain for 5 years after last action</p>

Ref. No	Description of record and retention period	Justification for retention period
4.6	<b>Restoration</b>	
4.6.1	<p><b>Restoration – significant*</b></p> <p>Records relating to the restoration of significantly damaged or degraded sites to an agreed optimum and environmental priority given their original state and environmental significance.</p> <p>Excludes managing contaminated sites and materials.</p> <p>Restoration includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• conducting remedial and rehabilitation works</li> <li>• restoring soil, landscapes, vegetation, groundwater, waterway functions, ecological functions, wildlife habitats, land contours and water flows etc.</li> <li>• reintroducing wildlife species (as appropriate).</li> </ul> <p>Significant sites include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• sites of particular significance</li> <li>• sites with best case management outcomes as example cases</li> <li>• sites of particular environmental importance.</li> </ul> <p><b>Disposal action – Retain permanently.</b></p>	<p><b>Background/business process:</b></p> <p>Restoration records evidence the activities associated with assisting the environment return to its natural and usual state, from a damaged or less than optimum state. Includes planning restoration activities, identifying appropriate environmental, horticulture, water and land restoration practices, undertaking restorative plans, and maintaining and monitoring the return of site to its natural, or a similar comparative, state.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• restoration of degraded areas and mining sites</li> <li>• repair of damage caused by licence holder activities or offences against legislation</li> <li>• overseeing licence holders rehabilitate affected areas</li> <li>• project managing contracted workers to remedy problems after licence holder has left site completing restoration work using security bond and compensation fund monies.</li> </ul> <p>Illustrative process:</p> <p>These processes work with and align with planning, construction, maintenance, project management and other activities.</p> <ul style="list-style-type: none"> <li>• Plan environmental restoration priorities, gather and analyse environment related data, research previous environmental impact assessments documenting state of land, identify potential and proposed practices, analyse proposed practices for best outcomes on environment, determine environmental outcomes working towards, prepare reparation works mitigation mechanisms (e.g. erosion barriers in mean time), prepare restoration plan, approve restoration plan</li> <li>• Organise contractors and workers to complete restoration priorities and activities (excluding tendering processes), document work programs and plans for outcomes required, commission work, monitor completion of work.</li> <li>• Monitor environmental outcomes, report restoration outcomes.</li> </ul> <p><b>Regulatory requirements:</b> <i>Environmental Protection Act 1994 – s.390-391, 401-416, 419</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long-term reference value</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i></p> <ul style="list-style-type: none"> <li>• Reference 113.023.001 Records documenting the reclamation and rehabilitation of altered land – Retain as Territory archives</li> <li>• Reference 113.023.002 Records documenting conservation and/or protection activities related to the environmental management function for issues of significance to the Territory – Retain as Territory archives</li> </ul> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216 Reference 7.8.1 Site management files for contaminated sites regulated under either the Unhealthy Building and Land Act and Contaminated Land Management Act – Required as State archives</i></p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400 Reference 01.30.01 Records documenting the rehabilitation of Level 2 industrial sites – Permanent</i></p> <p><i>Public Record Office of Victoria Retention &amp; disposal authority for records of the Department of Sustainability &amp; Environment PROS05/09 Reference 9.7.0 Recovery/rehabilitation – Retain as State archives</i></p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>• Reference F1.16.1 Records relating to the development, management and application of strategies, programs and measures aimed at restoring and remediating environmentally degraded sites. Includes land management programs for mining sites, revegetation, reforestation, etc. – Permanent</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>Reference F1.16.2 Major or controversial rehabilitation programs – Permanent</li> <li>Reference F7.18.2 Major or controversial rehabilitation programs – Permanent</li> </ul>
4.6.2	<p><b>Restoration – other~</b></p> <p>Records relating to the restoration of other damaged or degraded sites to an agreed optimum and environmental priority.</p> <p>Excludes managing contaminated sites and materials, sites of particular significance, including sites with best case management outcomes as example cases and sites of particular environmental importance.</p> <p><b>Disposal action –</b> Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Territory Records (Records Disposal Schedule-Environmental Management Records) Approval 2011-86</i> Reference 113.023.004 Records documenting conversation and or protection activities related to the environmental management function for issues, which are not of significance to the Territory – Destroy 10 years after action completed</p> <p><i>State Records NSW Department of Environment and Conservation Functional retention and disposal authority DA216</i> Reference 7.8.2 Records relating to sites identified as not posing a serious risk i.e. sites which are not visited or investigated – Retain minimum of 7 years after date of last action, then destroy</p> <p><i>Tasmanian Disposal schedule for functional records of Environmental Management DA2400</i> Reference 01.30.02 Records documenting the rehabilitation of level 1 industrial sites – Destroy 10 years after action completed</p> <p><b>Previous schedules:</b></p> <p><i>Environmental Protection Authority QDAN502 v.1:</i></p> <ul style="list-style-type: none"> <li>Reference F1.16.3 Minor rehabilitation programs – Retain for 7 years after last action</li> <li>Reference F7.18.3 Minor rehabilitation programs – Retain for 7 years after last action</li> </ul>

Function No	Title	Scope Note
5	<b>WILDLIFE CONSERVATION</b>	<i>The function of managing plants and animals in their natural habitats to ensure their conservation and sustainable use covering native, imported and domestic species of protected, threatened, common and pest wildlife. Includes consideration of genetic diversity, undertaking research, management and administration of permits/licences, and development and implementation of management and recovery plans.</i>
<b>Activities</b>		
5.1 Licensing		

For other activities or record classes, see records covered by the Common Activities section of the schedule.



Ref. No	Description of record and retention period	Justification for retention period
5.1	<b>Licensing</b>	
5.1.1	<p><b>Requisites and supplies</b></p> <p>Records relating to supplying wildlife management authority holders with items requisite to fulfilling their roles and authority conditions under legislation including but not limited to <i>Nature Conservation Act 1992</i>.</p> <p>Includes processing returned and completed items. Requisites and supplies include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• issuing shooter/dealer animal tags and skin templates</li> <li>• processing returns of operations</li> <li>• processing shooter/dealer returns</li> <li>• processing movement advice notices</li> <li>• collecting wildlife data</li> <li>• collecting protected plant harvest or trade information.</li> </ul> <p><b>Disposal action</b> – Retain completed documents for 2 years after close of relevant management period, e.g. harvest period; statutory period for return of document.</p>	<p><b>Background/business process:</b></p> <p>Licence* records are created during licensing application assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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><b>Regulatory requirements:</b></p> <p>Nature Conservation (Macropod) Conservation Plan 2005 – s.94 (macropod tags)  Nature Conservation (Wildlife Management) Regulation 2006 – s.347 (chief executive may supply tags for use by person)</p> <p><b>Business requirements:</b></p> <p>Environment, made up of various business units** within Department of Environment and Heritage Protection (EHP), requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under s.10 of the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p>Under s.106 of the Nature Conservation (Macropod) Conservation Plan 2005, records must be kept for at least 2 years after the day they are entered into an approved electronic system.</p> <p>Under s.107 of the Nature Conservation (Macropod) Conservation Plan 2005, copies of return of operations must be kept for at least 2 years.</p> <p>This retention has not changed from QDAN502 (F1.12.3).</p> <p><b>Comparison with other schedules:</b></p> <p>No other comparison schedules found.</p>

		<p><b>Previous schedules:</b> <i>Environmental Protection Authority QDAN502 v.1</i> Reference F1.12.3 Other records relating to administrative matters concerned with data collection – Retain for 2 years after last action</p>
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## 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.**