

# Appraisal log

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Small Business Development Retention and Disposal Schedule

Department of Tourism, Major Events, Small Business and the Commonwealth Games

Date: August 2015

Function No	Title	Scope Note
1	<b>SMALL BUSINESS COORDINATION</b>	<p><i>The function of providing advice to small businesses and providing companies with the skills required to effectively manage their business through initiatives focusing on business resilience.</i></p> <p><i>The activities include:</i></p> <ul style="list-style-type: none"> <li>• <i>providing assistance in establishing growth and competitive development processes, giving recommendations for practical solutions to identified issues and impediments to business growth as well as the delivery of programs to enable businesses to respond to, and recover from, environmental and economic crises</i></li> <li>• <i>the development and delivery of programs to support the up-skilling of business capability and assist in the adoption of new technologies and business applications</i></li> <li>• <i>increasing the viability of small businesses by ongoing improvements to integrated business online services and business capacity and skills development programs</i></li> <li>• <i>encouraging and facilitating the establishment, growth and development of small businesses by investment attraction and strategic industry related policy, competition and structural adjustments, and development of new business opportunities</i></li> <li>• <i>cooperative projects to support changes; developing strategies to help enterprises adjust to changing commercial conditions.</i></li> </ul>
<b>Activities</b>		
1.1	Advice	
1.2	Agreements	
1.3	Business Improvement Assistance	
1.4	Development	
1.5	Partnerships	
1.6	Planning	
1.7	Registration	
1.8	Research	
1.9	Stakeholder Engagement	
1.10	Training	

Ref. No	Description of record and retention period	Justification for retention period
1.1	<b>Advice</b>	
1.1.1	<p><b>Small business industry</b> Records relating to the provision of small business related advice where the advice is not related to a specific enforcement or monitoring action or case file.</p> <p>Includes, but is not limited to, advice on:</p> <ul style="list-style-type: none"> <li>• small business management</li> <li>• business improvement programs</li> <li>• business issue resolution</li> <li>• growth impediments</li> <li>• small business industry programs.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/Business Process:</b> Advice records are created across many processes, and in many roles, for example developing small businesses and small business based industries in rural and regional areas, and providing customised advice to industry members and members of the public, potentially business owners and managers. 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 small business management 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> Office of the Director General (DTESB) 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 the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule – Business Development Records) Approval 2009 (No. 1) – Reference 177.005.002 Receipt and provision of all other advice – Destroy 5 years after action completed. General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 1.10.1 Complaint/compliment or suggestion registers – Retain for 7 years after last action.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.2	<b>Agreements</b>	
1.2.1	<p><b>Agreements – proceeded with</b> Records relating to small business related agreements between the department and other entities that proceed including, but not limited to, agreements relating to:</p> <ul style="list-style-type: none"> <li>• small business management</li> <li>• business improvement programs</li> <li>• small business industry programs</li> <li>• regional service provision to businesses through partnerships (e.g. DSDIP).</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after agreement terminated or expired.</p>	<p><b>Background/business process:</b> Agreements are created during small business coordination 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>Agreement records cover various stages of agreeing, negotiating, maintaining and reviewing the facilitative agreements in place, supporting the business of the department for purposes of:</p> <ul style="list-style-type: none"> <li>• Evidence that documents business processes associated with managing agreements, ensuring all activities and decisions of the department are retained or disposed of appropriately</li> <li>• Risk mitigation covering risks associated with adverse public relations and media coverage from department not proceeding with agreements of mixed public interest, for example, contracts worth large sums of money to industry but not proceeded with due to adverse environmental impacts</li> <li>• Protection of rights and interests of the Government, the organisation, its staff, clients and the community.</li> </ul> <p>Exemplification:</p> <ul style="list-style-type: none"> <li>• Agreements with public companies to participate in and sponsor investment attraction activities with view to extending industry reach or diversify markets.</li> </ul> <p><b>Business requirements:</b> Office of the Director General (DTEBS) 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 the <i>Limitation of Actions Act 1974</i>.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<p><b>Comparison with other schedules:</b>  <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 4.3.1            Financial agreements – Retain for 7 years after the expiry or termination of the agreement.</p>
1.2.2	<p><b>Agreements - not proceeded with</b>            Records relating to small business related agreements 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>Business requirements:</b>            Office of the Director General (DTEBS) 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><b>Comparison with other schedules:</b>            No similar retention period matching this records class has been found in similar sector jurisdictions. Please refer to other requirements and expectations for justification of retention period. This is a known gap in the GRDS.</p> <p><b>Comparison with other schedules:</b>  <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.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.3	<b><i>Business Improvement Assistance</i></b>	
1.3.1	<p><b><i>Specialised information products and services</i></b> Records relating to the provision of specialised information products, services and initiatives, to identified small businesses and small business industry players to better manage and use the department's small business resources to develop and grow. Excludes financial assistance.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Business improvement assistance records are created during targeted information campaigns to selected areas to increase people's knowledge of the department's resources and services. 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> Office of the Director General (DTESB) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for business enhancement and improvement of future campaigns</li> <li>• support the decisions of the business including improving business relationships with clients and customers and to provide evidence of dispelling perceived favouritism of assisting some businesses more than others, and justification of some targets over others.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule – Business Development Records) Approval 2009 (No. 1) – Reference 177.400.01 Consultation – Destroy 7 years after action completed.</i> <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 1.8.1 Information/marketing plans and strategies – Retain for 5 years after last action.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.4	<b>Small Business Development</b>	
1.4.1	<p><b>Small Business Development - Significant *</b></p> <p>Records relating to planning and implementing significant business development initiatives designed to support the small business industry and assist its growth including, but not limited to small business related initiatives and opportunities.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Development records, including regional development records, play a role in facilitating small business growth, progress and investment opportunities for the small business industry, and revitalising existing small business assets. Development records are created in regulatory processes of designing, applying, assessment, mandatory research and studies consultation, and approval processes.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Research development environment and markets; determine broad direction appropriate to environment and markets; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans.</li> </ul> <p><b>Business requirements:</b></p> <p>Office of the Director General (DTEBS) 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 for projects which continue over many years e.g. long term strategies to grow the small business industry</li> <li>• document the history of the department's work in facilitating and implementing significant animal industry development.</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>• 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 – Business Development Records) Approval 2009 (No. 1) – Reference 177.079.001 Planning – Retain as Territory Archives.</i></p>
1.4.2	<b>Small Business Development - Other ~</b>	<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 planning and implementing other business development initiatives designed to support small business industry and assist its growth.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>For those proposals that are not supported or not proceeded with these would fall into the category of “other” by virtue of most of them probably not being significant. Where they are significant they will be covered by 1.4.1.</p> <p><b>Business requirements:</b></p> <p>Office of the Director General (DTEBS) requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• have less significance than those projects covered in reference number 1.4.1</li> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business for future projects</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under 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 – Business Development Records) Approval 2009 (No. 1) – Reference 177.079.002 Planning – Destroy 5 years after plan is superseded.</i></p> <p><i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 12.9.6 Business development opportunities – Retain for 10 years after last action – Currently under review.</i></p>



Ref. No	Description of record and retention period	Justification for retention period
1.5	<b>Partnerships</b>	
1.5.1	<p><b>Joint Ventures - Significant *</b> Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to small business management outcomes.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures to carry out significant small business industry development responsibilities, activities and programs. 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>Business requirements:</b> Office of the Director General (DTEBS) 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> Meets the following characteristics:</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> <p><b>Comparison with other schedules:</b> <i>Forestry Plantations Queensland Retention and Disposal Schedule QDAN 636 v.1</i> Reference 1.1.1 Joint ventures-significant – Permanent. <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7</i> – Reference 6.4.1 Joint Ventures-Significant – Retain permanently.</p>
1.5.2	<p><b>Joint Ventures - Other ~</b> Records relating to managing other joint operations by the department with other</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>organisations (private sector and government) not covered by reference number 1.5.1.</p> <p><b>Disposal action</b> - Retain for 7 years after partnership expires.</p>	<p>See above.</p> <p><b>Business requirements:</b> Office of the Director General (DTEBS) 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 the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule – Business Development Records) Approval 2009 (No. 1) – Reference 177.062.03 Signed simple Joint Ventures – Destroy 7 years after action completion or other termination of agreement or contract.</i> <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 6.4.2 Joint Ventures-Other – Retain for 7 years after last action.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.6	<b>Planning</b>	
1.6.1	<p><b>Small Business industry planning - Significant *</b>                      Records relating to planning significant small business development initiatives, programs, strategies, priorities and activities for improved community outcomes. Includes preparing management plans and consultation processes with community and key stakeholders. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• small business management</li> <li>• business improvement programs</li> <li>• small business industry programs.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>                      Planning records are created during planning, reviewing and evaluating small business industry development processes.                      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>Business requirements:</b>                      Office of the Director General (DTESB) 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><b>Permanent retention criteria:</b>                      Meets the following characteristic 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 – Business Development Records) Approval 2009 (No. 1) – Reference 177.079.001 Planning – Retain as Territory Archives.</i>  <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 12.9.1 Strategic Plans-Final – Retain permanently.</i></p>
1.6.2	<b>Small Business industry planning - Other ~</b>	<p><b>Background/business process:</b>                      See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to planning small business development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number 1.6.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Business requirements:</b> Office of the Director General (DTESB) 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 the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule – Business Development Records) Approval 2009 (No. 1) – Reference 177.079.002 Planning – Destroy 5 years after plan is superseded.</i> <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 12.9.5 Business development plans-final – Retain for 10 years after last action – Currently under review.</i></p>

Ref. No	Description of record and retention period	Justification for retention period
1.7	<b>Registration</b>	
1.7.1	<p><b>Small business registers</b> Records relating to registering small business information and maintaining national business information systems, including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. Includes establishing and maintaining registers.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Small business registration records are created in small business registration processes, responsible for tracking small businesses with requirements for regulatory and development information and resources. 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/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry <ul style="list-style-type: none"> <li>○ The intention of this statement is that deletion request is an internal action which deletes the entry from the register and its public view of entries for operational reasons e.g. perhaps it was registered before all processes had been followed. Whether this deletion actually deletes the metadata or just archives the record, would depend on the responsible system's current system settings, however, best practice would mean the record is archived until such time as the approved disposal action (via approved QDANs) is triggered. Other actions such as cancellation would keep the record available but searches would show it as cancelled. The cancellation action is included in the process action statement above the one quoted.</li> </ul> </li> <li>• Includes front end portal of self-managed information inputted and maintained by small businesses.</li> </ul> <p><b>Business requirements:</b> Office of the Director General (DTEBS) 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> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> </ul> <p><b>Comparison with other schedules:</b> <i>General Retention and Disposal Schedule for Administrative Records QDAN249 v.7 – Reference 8.3.4 Master</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		control records – Retain permanently.

Ref. No	Description of record and retention period	Justification for retention period
1.8	<b>Research</b>	
1.8.1	<p><b>Small business industry research - Significant *</b></p> <p>Records relating to researching and enquiring into significant small business related research areas to discover facts, theories and principles that support improved community and small business industry outcomes and business activities.</p> <p><b>Disposal action</b> - Retain permanently</p>	<p><b>Background/business process:</b></p> <p>Research records are created in small business management trials and knowledge advancement processes which is for the innovation, introduction and improvement of small business knowledge and processes and increasing knowledge of small business management. Research can endeavour to solve a problem, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <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>Business requirements:</b></p> <p>Office of the Director General (DTESB) 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> <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 – Business Development Records) Approval 2009 (No. 1) – Reference 177.091.001 Research – Retain as Territory Archives.</i></p>
1.8.2	<p><b>Small business industry research - Other ~</b></p> <p>Records relating to researching and enquiring into research areas relating to small business industry outcomes and business</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>Office of the Director General (DTESB) 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> </ul>

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	activities not covered by reference number 1.8.1. <b>Disposal action</b> - Retain for 7 years after action completed.	<ul style="list-style-type: none"><li>• need to be retained to support the decisions of the business.</li></ul> <b>Comparison with other schedules:</b> <i>Territory Records (Records Disposal Schedule – Business Development Records) Approval 2009 (No. 1) – Reference 177.091.002 Research – Destroy 7 years after action completed.</i>



Ref. No	Description of record and retention period	Justification for retention period
1.9	<b>Stakeholder Engagement</b>	
1.9.1	<p><b>Consultation and engagement - Significant *</b> Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate small business initiatives.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets. Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process).</li> </ul> <p><b>Regulatory requirements:</b> <i>Queensland Industry Policy Participation Act 2011 - s. 10</i></p> <p><b>Business requirements:</b> Office of the Director General (DTESB) 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> Meets the following characteristics:</p> <ul style="list-style-type: none"> <li>5 - Substantial Contribution to Community Memory.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Tourism Retention and Disposal Schedule QDAN709 v.1 - Reference 1.10.1 Consultation and engagement-significant – Retain permanently.</i></p>
1.9.2	<p><b>Consultation and engagement - Other ~</b> Records relating to conducting consultative and engagement processes with external stakeholders not covered by</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> <i>Queensland Industry Policy Participation Act 2011 - s. 10</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	reference number 1.8.1.  <b>Disposal action</b> - Retain for 7 years after action completed.	Office of the Director General (DTEBS) requires these records to be retained for 7 years as they: <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 the <i>Limitation of Actions Act 1974</i>.</li> </ul> <b>Comparison with other schedules:</b> <i>Tourism Retention and Disposal Schedule QDAN709 v.1</i> - Reference 1.10.2 Consultation and engagement-significant – Retain for 7 years after action completed.

Ref. No	Description of record and retention period	Justification for retention period
1.10	<b>Training</b>	
1.10.1	<p><b>Master curricular for formal qualifications (National Framework)</b></p> <p>Records relating to master curricular for training qualifications in small business management and development for national training frameworks and to develop agricultural skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions in agriculture related legislation.</p> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in national qualification framework training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular; research developing knowledge bases; research developing industry practices; develop draft master curricular; prepare consultation information; invite industry review; receive consultation submissions; redraft and finalise master curricular.</li> </ul> <p><b>Business requirements:</b></p> <p>Office of the Director General (DTESB) requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value to the department for the development of future curricular</li> <li>support the business processes associated with training members of the public in small business practices.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Agriculture Retention and Disposal Schedule</i> – Reference 1.25.1 Master curricular for formal qualifications (National Framework) – Retain for 25 years after action completed.</p> <p><i>University Sector Retention and Disposal Schedule QDAN601 v.3</i> – Reference 601.2/C281 Curricula approval – Retain for 10 years after course/program is no longer offered.</p>
1.10.2	<p><b>Master curricular not linked to formal qualifications</b></p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks in small business management and development and to develop small business related skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular.</li> </ul> <p><b>Business requirements:</b></p> <p>Office of the Director General (DTESB) 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> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>under small business related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after curricular superseded.</p>	<p>processes under the <i>Limitation of Actions Act 1974</i>.</p> <p><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule</i> – Reference 1.25.2 Master curricular not linked to formal qualifications – Retain for 7 years after curricular superseded.  <i>University Sector Retention and Disposal Schedule QDAN601 v.3</i> – Reference 601.3/21 Curricula development and review – non-award courses/programs – Retain for 5 years after last action.</p>
1.10.3	<p><b><i>Master curricular development material</i></b>  Records relating to developing and reviewing master curricular for training qualifications in small business management and development and to develop small business industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under small business related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b>  Master curricular (training) development records are created in training processes, both formally and informally.  Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular</li> </ul> <p><b>Business requirements:</b>  Office of the Director General (DTESB) 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><b>Comparison with other schedules:</b>  <i>Agriculture Retention and Disposal Schedule</i> – Reference 1.25.3 Master curricular development material – Retain for 7 years after action completed.</p>
1.10.4	<p><b><i>Training course guides, presentations, assessment and supporting materials</i></b>  Records relating to developing, delivering and assessing of training courses for training qualifications in small business management and development</p>	<p><b>Background/business process:</b>  Training course records are created in training processes.  Illustrative process:</p> <ul style="list-style-type: none"> <li>Review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools (e.g. workbooks) , test training</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and to develop small business industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions training under small business related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after training course superseded.</p>	<p>session plan, review training session plan</p> <p><b>Business requirements:</b> Office of the Director General (DTEBS) 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><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule</i> – Reference 1.25.4 Training course guides, presentations, assessment and supporting materials – Retain for 7 years after training course superseded. <i>University Sector Retention and Disposal Schedule QDAN601 v.3</i> – Reference 601.2/C285 Course/subject details – Retain for 10 years after course/program last offered.</p>
1.10.5	<p><b>Skills development support programs, materials and resources</b></p> <p>Records relating to developing, delivering and assessing skills development support programs in small business management and development training such as coaching, mentoring, job shadowing and other programs, strategies, learning experiences.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Skills development support program records are created in rural labour support processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify labour shortages, identify job entry requirements, identify job applicant types, identify likely job applicants, identify barriers to job entry, identify programs to remove barriers, develop programs, run programs</li> <li>• Source jobs, source job applicants, match job applicants to jobs, provide application support, administer applicable program elements</li> </ul> <p><b>Business requirements:</b> Office of the Director General (DTEBS) 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><b>Comparison with other schedules:</b> <i>Agriculture Retention and Disposal Schedule</i> – Reference 1.25.5 Skills development support programs, materials and resources – Retain for 7 years after action completed.</p>

## Appendix: Definition of Significant Versus Other

### \* Significant

Significance may be determined by a number of factors:

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

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

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

### ~ Other

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

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

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

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