

APPRAISAL LOG

Rocket Pack Management retention and disposal schedule

Rocket Pack Authority

Date: June 2016

Title	Scope Note
COMMERCIAL SERVICES	<i>Competing commercially or providing a service to other agencies on a fee for service basis. Services may be undertaken on consultancy or contract basis.</i>

Activity**CONSTRUCTION**

The design and construction of rocket packs and rocket pack hangars.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1695	<p>Construction - rocket packs and rocket pack hangars</p> <p>Records relating to the design and construction of new rocket packs and hangars in accordance with the <i>Rocket Pack Act 2012</i>, including aeronautic engineering and architectural design.</p> <p>Disposal action - Permanent.</p>	<p>Why are these records created:</p> <p>This record class was revised to include coverage of architect records and to increase the retention period from 100 years after disposal of rocket packs to retain permanently. These records cover the activity of designing and constructing new rocket packs and hangars. The business process involves project planning, researching, approving, implementing and reporting. The process involves the aeronautic engineering and architectural design of the rocket packs and hangars by service providers. The Rocket Pack Authority construction crew receive the designs which they build and test.</p> <p>Records relating to the tendering process and contractual arrangements are covered in the current version of the <i>General retention and disposal schedule</i> (GRDS).</p> <p>Applicable legislation/standards:</p> <p><i>Rocket Pack Act 2012</i> s82-100 - requires the Rocket Pack Authority to produce and retain design and construction records.</p> <p>Why the records are retained for this retention period:</p> <p>The Rocket Pack Act was recently amended to make the disposal action for design and construction records of rocket packs and hangars retain permanently. This occurred following a number of fatal rocket pack accidents involving hangar designs.</p> <p>QSA permanent appraisal characteristics:</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"> • 6 – environmental management & change <p>Why do these records need to be kept permanently:</p> <p>Public records provide evidence that rocket packs are appropriately constructed in line with legislative</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>obligations.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records of New South Wales Rocket Pack Investigations DA4444</i> Reference 1.6.1 Design and construction of rocket pack records - Retain as state archives</p> <p><i>Archives Office of Tasmania Skyrocket Monitoring Authority DA2200</i> Reference 2.1.1 Building aeroplanes - Retain permanently</p> <p>Previous schedule references:</p> <p><i>Queensland Aerospace Authority QDAN111 v.2</i> Reference 1.1.1 Rocket pack construction – Retain for 100 years after disposal of rocket packs</p>

Activity**INSPECTIONS**

Officially examining rocket packs to ensure compliance under relevant legislation including the Rocket Pack Act 2012, Manufactured Fuels Regulation 2011 and Rocket Pack Design Regulation 2011.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1696	<p>Rocket packs</p> <p>Records relating to pre and post flight inspections of rocket packs.</p> <p>Includes repair and maintenance records.</p> <p>Disposal action -</p> <p>7 years after disposal of rocket pack.</p>	<p>Why are these records created:</p> <p>This is a new record class to cover the activities of inspecting rocket packs prior to testing to ensure the structures meet legislative requirements.</p> <p>Applicable legislation/standards:</p> <p><i>Manufactured Fuels Regulation 2011 s12</i></p> <p><i>Rocket Pack Act 2012 s101-105</i></p> <p><i>Rocket Pack Design Regulation 2011 s45-70</i></p> <p>Retention period justifications:</p> <p>The agency requires these records for the life of the rocket pack to monitor safety and performance of the vehicles and the infrastructure that house them.</p> <p>Comparison with other schedules' retention period:</p> <p><i>National Archives of Australia National Rocket Registry 2008/00422945 Reference 2.1.5 Safety monitoring of rocket pack companies - Retain for 7 years after company has closed</i></p> <p><i>State Records Authority of New South Wales Rocket Pack Investigations DA4444 Reference 1.8.1 Testing and monitoring aerospace vehicles for safety - Destroy 7 years after disposal of aerospace vehicle</i></p> <p><i>Archives Office of Tasmania Skyrocket Monitoring Authority DA2200 Reference 2.1.2 Safety testing of aeroplanes - Retain permanently</i></p>

Title	Scope Note
ENVIRONMENTAL AEROSPACE MANAGEMENT	<i>Protecting, preserving and maintaining the aerospace environment. Standards including the Manufactured Fuels Regulation 2011, Rocket Pack Act 2012 and Rocket Pack Design Regulation 2011.</i>

Activity**ENVIRONMENTAL MONITORING**

Checking, observing and recording the impacts of rocket pack operations on the surrounding environment.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1697	<p>Monitoring - summary records</p> <p>Records that provide a summary of the agency's environmental monitoring of the aerospace following use of rocket packs in accordance with relevant guidelines including dust, airborne particulates, water quality, contaminated land, noise pollution, and flora and fauna.</p> <p>Disposal action - Permanent.</p>	<p>Why are these records created:</p> <p>The emissions from rocket packs have a significant impact on the community and the environment including impacts on water and land quality. The process involves the monitoring of airborne and noise pollutant levels by the Rocket Pack Authority. Record class 1697 is a summary of the monitoring process and record class 1698 is the raw data and statistics collected during the process. This record class was revised to ensure records relating to the contamination of land were included.</p> <p>Applicable legislation/standards:</p> <p><i>Manufactured Fuels Regulation 2011 s46-50</i> – requires entities to monitor environmental pollutants</p> <p><i>Rocket Pack Act 2012 s21</i> – requires a summary record to be kept on noise pollution levels</p> <p><i>Rocket Pack Design Regulation 2011 s36</i> – requires designs to be monitored to ensure noise and environmental pollution levels are maintained</p> <p>Why the records are retained for this retention period:</p> <p>Noise and environmental levels from rocket packs can have a significant impact on the community and the environment by contaminating land, vegetation, water and wildlife. These impacts can change the ecological landscape over time so that the agency requires the summary records to demonstrate its compliance with environmental standards of the time and to prove that the agency acts in a responsible manner. The retention period for the raw data and statistic ensures that trend analysis over time can be assessed to identify changes in the environment.</p>
1698	<p>Monitoring - operational records</p> <p>Records relating to the environmental monitoring of the aerospace in accordance with relevant guidelines including dust,</p>	<p>QSA permanent appraisal characteristics:</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"> • 6 – environmental management & change

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>airborne particulates, water quality, contaminated land, noise pollution, and flora and fauna where the data has been consolidated in records covered under reference number 1697.</p> <p>Disposal action - 15 years after business action completed.</p>	<p>Why do these records need to be kept permanently: Public records have the potential to provide research value for aerospace and environmental scientists in the future.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia National Rocket Registry Job No 2008/00422945</i>, reference 2.1.5 - monitoring rocket pack environmental. Retain for 7 years after company has closed <i>State Records Authority of New South Wales Rocket Pack Investigations DA4444</i></p> <ul style="list-style-type: none"> • Reference 1.9.1 Summary monitoring environmental levels for aerospace vehicles for safety - Retain as state archives • Reference 1.9.2 Collated monitoring data on environmental levels for aerospace vehicles for safety - Destroy 15 years after last action <p><i>Archives Office of Tasmania Skyrocket Monitoring Authority DA2200</i></p> <ul style="list-style-type: none"> • Reference 3.1.1 Managing airborne pollutants from aeroplanes - Retain permanently • Reference 3.1.2 Collating information on airborne pollutants from aeroplanes - Retain for 25 years after last action <p>Previous schedule references: <i>Queensland Aerospace Authority QDAN111 v.2</i> Reference 2.1.1 Summary environmental records – Retain permanently</p>

Activity

INCIDENTS

Responding to emergency events within the State.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1699	<p>Incidents – significant</p> <p>Records relating to major operations to clean up land and waters impacted by contamination, spills or pollution where an emergency or disaster response was enacted by the Premier of Queensland.</p> <p>Includes investigations into contaminated sites conducted as part of the response.</p> <p>Disposal action - Permanent.</p>	<p>Why are these records created:</p> <p>Where an emergency or disaster response is enacted by the Premier of Queensland the management of this process is more involved than for routine incidents. For instance significant incidents involve the processes of briefings, developing contingency plans, responding, investigating and reporting while routine incidents may involve the simple process of cleaning up.</p> <p>Applicable legislation/standards:</p> <p>Various sections of the <i>Safeguard, Protection and Management Act 2000</i> and <i>Aerospace Protection Act 2001</i> as well as other State, Federal and specific environmental guidelines.</p> <p>Retention period justifications:</p> <p>Previously there was one record class that covered significant and routine incidents which had a temporary retention of 30 years after last action. Significant environmental incidents such as the crash of a rocket pack where an emergency or disaster response is enacted can have a major impact on the community and environment. Such a major incident can involve land and water contamination which may take many years to recover. Records of significant incidents are required to be retained permanently to prove that the agency was acting in a responsible manner and to document impacts that such an incident may have on the environment.</p>
1700	<p>Incidents - other</p> <p>Records relating to clean up operations of land and waters where no emergency or disaster response was enacted.</p> <p>Disposal action - 7 years after business action completed.</p>	<p>Records of routine incidents are required to document the agency's response to routine clean up operations in the event that legal action is required or to analyse the occurrence of incidents that may occur regularly.</p> <p>QSA permanent appraisal characteristics:</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"> • 6 – environmental management & change <p>Why do these records need to be kept permanently:</p> <p>Proof that the agency is protecting the community and environment when incidents occur that may impact on land and waterways.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of New South Wales Port Campbell Rocket Pack Authority Disposal Authority</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>DA55522</p> <ul style="list-style-type: none"> • Reference 6.2.1 Significant incidents - Retain as state archives • Reference 6.2.2 Routine incidents - Destroy 7 years after action completed <p><i>Public Record Office Victoria Retention and Disposal Authority for Rocket Authority PROS12/999</i></p> <ul style="list-style-type: none"> • Reference 6.6.1 Major incidents - Retain permanently • Reference 6.6.2 Routine incidents - Retain for 10 years after last action <p>Previous schedule references:</p> <p><i>Queensland Aerospace Authority QDAN111 v.2 Reference 2.2.1 Significant incidents – Retain permanently</i></p>

Title	Scope Note
ROCKET PACK OPERATIONS	<i>Monitoring flying and usage of rocket packs as well as managing and providing services for packs.</i>

Activity
CONTROL <i>Creating and maintaining rocket pack test flights in aerospace.</i>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1701	<p>Flights Records relating to the control of rocket pack flights.</p> <p>Disposal action - 10 years after business action completed.</p>	<p>Why are these records created: These are new record classes. Test and approved rocket pack flights must be controlled in accordance with the legislative requirements. The public authority must maintain a register of all tests and approved rocket pack flights. In addition, prior to any flight, personnel must undergo a pre-flight check to ensure they are fit for flying and rocket packs must be quality checked for safety.</p> <p>Applicable legislation/standards: <i>Rocket Pack Act 2012 s58-70</i></p>
1702	<p>Pre-flight checks - personnel Records relating to pre-flight checks of personnel flying rocket packs.</p> <p>Disposal action - 7 years after business action completed.</p>	<p>Why the records are retained for this retention period: These record classes provide information about the control of rocket pack flights, the person's fitness for flying and the safety of the pack. The records provide evidence of the agency's risk management control and monitoring to ensure the health and safety of the personnel. The retention period for each of these record classes meets the business requirements of the Rocket Pack Control Centre.</p> <p>Comparison with other schedules' retention period: <i>National Archives of Australia National Rocket Registry 2008/00422945 Reference 2.1.8 Pre-rocket pack safety tests - Retain for 2 years after flight</i> <i>State Records Authority of New South Wales Rocket Pack Investigations DA4444 Reference 1.8.10 Controlling and managing aerospace vehicles - Destroy 7 years after disposal of aerospace vehicle</i> <i>Archives Office of Tasmania Skyrocket Monitoring Authority DA2200 Reference 2.1.2 Personnel fitness checklist - Retain for 7 years after flight</i></p>
1703	<p>Quality checking - rocket packs Records relating to the</p>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>provision of quality checking of rocket packs prior to test or approved flights.</p> <p>Disposal action - 2 years after business action completed.</p>	

SAMPLE