# Rocket Pack Management Retention and Disposal Schedule

## Background Information

Responsible agency: Rocket Pack Authority

### Agency background

Information about when and how the agency was first established and its current role and function/s.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>When was the agency first established?</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Is the agency established by legislation?</td>
<td>☑ Yes                                                                         No</td>
</tr>
<tr>
<td>If yes, please list the legislation below:</td>
<td>Yes, Rocket Pack Act 2012                                                      No</td>
</tr>
<tr>
<td>What is the history of the agency e.g. names of predecessor agencies or machinery of government changes?</td>
<td>From 2002 to 2011 the Cairns Office of the Rocket Pack Chief Engineer operated within the Department of Aerospace. The agency investigated the safety issues and environmental concerns surrounding the distribution of energy efficient rocket packs for domestic use.</td>
</tr>
<tr>
<td>What function/s is the agency currently performing or responsible for?</td>
<td>The agency's functions include providing a commercial service to deliver rocket packs, monitoring the use of rockets to ensure rocket fuel does not contaminate the environment and testing and flying rocket packs prior to use and/or sale.</td>
</tr>
<tr>
<td>Does the agency report to another entity?</td>
<td>☑ Yes                                                                         No</td>
</tr>
<tr>
<td>If yes, please list the relevant entities below:</td>
<td>Yes, reports to Minister for Aerospace Services and Environmental Regulation and provides yearly reports to parliament.</td>
</tr>
<tr>
<td>REPORTS ON ROCKET PACK INCIDENTS TO THE COMMONWEALTH NATIONAL ROCKET REGISTRY.</td>
<td></td>
</tr>
</tbody>
</table>
Agency contact details

<table>
<thead>
<tr>
<th>Agency contact – name and position</th>
<th>Will Robinson, Records Manager RPRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writer of the schedule and appraisal log</td>
<td>Will Robinson</td>
</tr>
<tr>
<td>Date</td>
<td>29 June 2016</td>
</tr>
</tbody>
</table>

Schedule scope

Information about the scope of the schedule.

<table>
<thead>
<tr>
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</table>
| Which entities does this retention and disposal schedule cover? | Rocket Pack Authority  
Cairns Office of the Rocket Pack Chief Engineer |

Existing Queensland Disposal Authority Numbers (QDAN)

Information about any existing schedules of the agency.

<table>
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<tr>
<td>Which retention and disposal schedules issued to the agency will be superseded on the approval of this schedule?</td>
<td>QDAN 1111 v2 issued to the Office of the Rocket Pack Chief Engineer 20 June 2011</td>
</tr>
<tr>
<td>Which retention and disposal schedules issued to the agency will NOT be superseded by this schedule?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Excludes the General retention and disposal schedule.

Records management

Information about the records the schedule will cover.

<table>
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<tr>
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</table>
| How is recordkeeping managed across the agency? | ☒ Managed centrally by a records team/unit  
☐ Managed by individual staff members  
☐ Other (Please specify) ........................................... |
| What recordkeeping system/s does the agency have? | ☒ Paper-based filing system  
☒ Electronic document and records management system  
☒ Records maintained in business systems |
What collections of records exist in the agency?

| ☐ Hard copy files                      | ☐ Photographs                              |
| ☐ Maps                                  | ☐ Plans                                    |
| ☒ Audio visual material                | ☐ Databases                                 |
| ☐ Business systems                      | ☐ Other (Please specify) ..................... |

Does the agency have any legacy records i.e. collections of records that do not relate to the current functions and activities of the agency?

☐ Yes
☐ No

If yes, please briefly detail the legacy records:
Cairns Office of the Rocket Pack Chief Engineer (legacy records)

Are the legacy records included in the retention and disposal schedule?

☐ Yes
☒ No

How will the disposal of legacy records be managed if they are not included in this retention and disposal schedule?

There is approximately 3 km of legacy records held with a secondary storage provider. The Rocket Pack Authority has a project planned for the next financial year to appraise and sentence these records.

**Legislative context**

Information about the legislation that the agency administers and which legislation has a direct impact on the operation or recordkeeping requirements of the agency.

**Question**

Is the agency responsible for administering any legislation?

☐ Yes
☐ No

If yes, please list the legislation below:
*Manufactured Fuels Regulation 2011*
*Rocket Pack Act 2012*
*Rocket Pack Design Regulation 2011*

Is there any key legislation, industry standards, best practice standards and/or whole-of-government policies NOT administered by the agency but which may have a direct impact on the operational or recordkeeping requirements of the agency?

☐ Yes
☐ No

If yes, please list the legislation or standards below:
*Aerospace Protection Act 2001*
*Safeguard, Protection and Management Act 2000*
Consultation

Information about who was consulted during the development of the retention and disposal schedule.

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</table>
| List the people consulted during the development of the retention and disposal schedule? | Jonathon Black, Chief Executive Officer  
Dr Zachary Smith, Managing Scientist, Rocket Pack Regulation Unit  
Penny Robinson, Supervising Scientist, Rocket Pack Standards  
Donald West, Supervising Chemist, Community Safety  
Stan Robot, Chief Engineer, Investigations  
Adam Clark, Corporate Services  
Roberta Flack, Rocket pack Legal Services  
Lauretta Johnson, Chief Information Officer, Rocket Pack Regulation |

Summary of permanent value records

Information about permanent value records of the agency.

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| Do any records have a proposed retention period of permanent in this schedule? | Yes  
No |
| If yes, please list permanent record classes below:  
Reference 1.1.1 Construction - rocket packs and rocket pack hangars  
Reference 2.1.1 Monitoring - summary records  
Reference 2.2.1 Significant incidents | Yes  
No |
| Does Queensland State Archives hold any permanent records your agency is responsible? | Yes  
No |
| If yes, please list record series held at QSA below:  
See appendix 2 for a list of record series held by QSA. |