

# 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.

### Question

When was the agency first established?

### Answer

1 July 2012

Is the agency established by legislation?

Yes

No

If yes, please list the legislation below:

Rocket Pack Act 2012

What is the history of the agency e.g. names of predecessor agencies or machinery of government changes?

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.

What function/s is the agency currently performing or responsible for?

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.

Does the agency report to another entity?

Yes

No

If yes, please list the relevant entities below:

Reports to Minister for Aerospace Services and Environmental Regulation and provides yearly reports to parliament.

Reports on rocket pack incidents to the Commonwealth National Rocket Registry.

## Agency contact details

Agency contact – name and position	Will Robinson, Records Manager RPRA
Writer of the schedule and appraisal log	Will Robinson
Date	29 June 2016

## Schedule scope

Information about the scope of the schedule.

Question	Answer
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.

Question	Answer
Which retention and disposal schedules issued to the agency will be superseded on the approval of this schedule?	QDAN 1111 v2 issued to the Office of the Rocket Pack Chief Engineer 20 June 2011
Which retention and disposal schedules issued to the agency will NOT be superseded by this schedule? Excludes the <i>General retention and disposal schedule</i> .	N/A

## Records management

Information about the records the schedule will cover.

Question	Answer
How is recordkeeping managed across the agency?	<input checked="" type="checkbox"/> Managed centrally by a records team/unit <input type="checkbox"/> Managed by individual staff members <input type="checkbox"/> Other (Please specify) .....
What recordkeeping system/s does the agency have?	<input type="checkbox"/> Paper-based filing system <input checked="" type="checkbox"/> Electronic document and records management system <input checked="" type="checkbox"/> Records maintained in business systems

What collections of records exist in the agency?

<input type="checkbox"/> Other (Please specify) .....
<input type="checkbox"/> Hard copy files
<input type="checkbox"/> Photographs
<input type="checkbox"/> Maps
<input checked="" type="checkbox"/> Plans
<input checked="" type="checkbox"/> Audio visual material
<input type="checkbox"/> Databases
<input type="checkbox"/> Business systems
<input type="checkbox"/> 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?

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> 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?

<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> 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.
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## 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?

Answer
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please list the legislation below: <i>Manufactured Fuels Regulation 2011</i> <i>Rocket Pack Act 2012</i> <i>Rocket Pack Design Regulation 2011</i>

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?

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
If yes, please list the legislation or standards below: <i>Aerospace Protection Act 2001</i> <i>Safeguard, Protection and Management Act 2000</i>

## Consultation

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

### Question

List the people consulted during the development of the retention and disposal schedule?

### Answer

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.

### Question

Do any records have a proposed retention period of permanent in this schedule?

### Answer

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

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.