

Rocket pack management retention and disposal schedule

QDAN700

Authorised June 2016

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of commercial services, environmental aerospace management and rocket pack operations created by Rocket Pack Authority.

Where printed, this reproduction is only accurate at the time of printing.

Refer [here](#) for the current, authorised version.

Using this schedule

This schedule applies to records created in any format, unless otherwise specified in the class description.

The Rocket Pack Management retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule \(GRDS\)](#). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every 5 years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

- QDAN245 v.2

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [recordkeeping section](#) of the For Government website.

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available from the [recordkeeping section](#) of the For Government website.

Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency.

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

How we can help?

More information on implementing schedules is available from the [recordkeeping section](#) of the For Government website. Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives at rkqueries@archives.qld.gov.au.

Approved by State Archivist: Mike Summerell

Date: 1 June 2016

SAMPLE

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SAMPLE

COMMERCIAL SERVICES

Competing commercially or providing a service to other agencies on a fee for service basis. Services may be undertaken on consultancy or contract basis. See the General retention and disposal schedule (GRDS) for records relating to finance, marketing, business development and contracts.

Disposal Authorisation	Description of records	Retention period & trigger
CONSTRUCTION <i>The design and construction of rocket packs and rocket pack hangars.</i>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • project planning and control records • feasibility studies • aeronautic engineer and architectural design briefs and reports • pack design plans • hangar floor, elevations, roof and ceiling plans. 	Permanent. Transfer to QSA after business action completed.
INSPECTIONS <i>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.</i>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection and damage reports • cost recovery requests • calibration report 	7 years after disposal of rocket pack.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none">• maintenance schedule and report.	

SAMPLE

ENVIRONMENTAL AEROSPACE MANAGEMENT

Protecting, preserving and maintaining the aerospace environment. Standards including the Manufactured Fuels Regulation 2011, Rocket Pack Act 2012 and Rocket Pack Design Regulation 2011.

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to complaints and litigation of environmental issues, e.g. pollution.

Disposal Authorisation	Description of records	Retention period & trigger
ENVIRONMENTAL MONITORING <i>Checking, observing and recording the impacts of rocket pack operations on the surrounding environment.</i>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consolidated data • reports • studies. 	Permanent. Transfer to QSA after business action completed.
1698	<p>Monitoring - operational records</p> <p>Records relating to the environmental monitoring of the aerospace in accordance with relevant guidelines including dust, 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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • raw data • statistics. 	15 years after business action completed.
INCIDENTS <i>Responding to emergency events within the State.</i>		
1699	<p>Incidents – significant</p> <p>Records relating to major operations to clean up land and waters impacted by contamination, spills or</p>	Permanent. Transfer to QSA after business action

Disposal Authorisation	Description of records	Retention period & trigger
	<p>pollution where an emergency or disaster response was enacted by the Premier of Queensland. Includes investigations into contaminated sites conducted as part of the response.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • briefings • contingency action plans • emergency or disaster response records • investigations • photographs • reports. <p>See <i><u>Incidents – Other</u></i> for records relating to routine incidents.</p>	completed.
1700	<p><i>Incidents - other</i></p> <p>Records relating to clean up operations of land and waters where no emergency or disaster response was enacted.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • photographs • reports. 	7 years after business action completed.

ROCKET PACK OPERATIONS

Monitoring flying and usage of rocket packs as well as managing and providing services for packs.

Disposal Authorisation	Description of records	Retention period & trigger
CONTROL <i>Creating and maintaining rocket pack test flights in aerospace.</i>		
1701	<p>Flights</p> <p>Records relating to the control of rocket pack flights.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • test flight registers • approved flight registers. 	10 years after business action completed.
1702	<p>Pre-flight checks - personnel</p> <p>Records relating to pre-flight checks of personnel flying rocket packs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • personnel checklist • questionnaires • manifests. 	7 years after business action completed.
1703	<p>Quality checking - rocket packs</p> <p>Records relating to the provision of quality checking of rocket packs prior to test or approved flights.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • scheduled checklist. 	2 years after business action completed.

LEGACY RECORDS

This section covers legacy records of the Cairns Office of the Rocket Pack Chief Engineer.

Disposal Authorisation	Description of records	Date range	Retention period & trigger
OFFICE OF THE ROCKET PACK CHIEF ENGINEER <i>Records previously covered by QDAN535 v.1.</i>			
1704	Berthage ledgers recording daily comings and goings of rocket packs in the Cairns region.	2002-2010	Permanent. Transfer to QSA after business action completed.