

Safe Food Production Queensland Retention and Disposal Schedule

Responsible public authority: Safe Food Production Queensland

Queensland Disposal Authority Number (QDAN)	708	Version	1
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Approved by State Archivist	Darren Crombie	(Signature)	
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Scope of retention and disposal schedule

This schedule applies to Safe Food Production Queensland records including the regulation, compliance and enforcement for primary produce in Queensland. These records also relate to the *Meat Industry Act 1993* and some legacy records for the *Dairy Industry Act 1993*.

This schedule applies to all record formats, including electronic records.

This schedule is to be used in conjunction with the [General Retention and Disposal Schedule for Administrative Records](#) (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

Safe Food Production Queensland is the responsible public authority for the *Safe Food Production Queensland Retention and Disposal Schedule* at the time of approval of the schedule. In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Safe Food Production Queensland should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 507 version 2 - Queensland Dairy Authority approved 3 May 2001

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal

and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 708 v.1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by Safe Food Production Queensland' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

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1. FOOD SAFETY REGULATION

The function of ensuring the production of primary produce is carried out in a way that makes the primary produce fit for human and animal consumption and complies with the Food Production (Safety) Act 2000 and the Food Production (Safety) Regulation 2002. This function includes the maintenance of food quality through accreditations, compliance monitoring, auditing and enforcement of food safety standards, policy and legislation.

See General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- Board and committee management
- Legal Services
- Litigation
- Policies
- Procedures and processes
- Standards

Reference	Description of records	Status	Disposal action
1.1	<p>ACCREDITATION</p> <p><i>The activities associated with ensuring the production of primary produce is carried out in a way that makes the primary produce safe for human and animal consumption. When the accreditation is granted or renewed it authorises the holder to produce primary produce stated in the accreditation and on the conditions also stated in the accreditation under the Food Production (Safety) Act 2000.</i></p>		
1.1.1	<p>Records relating to the grant or renewal of accreditations to produce primary produce issued under Part 5 of the <i>Food Production (Safety) Act 2000</i>. Includes applications for accreditation that may be refused, suspended, cancelled, reviewed or have conditions placed on them.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certificates of accreditation • accreditation register • compliance notices • application forms • approved food safety programs/management statements • additional information if applicable • application to renew 	Temporary	Retain for 7 years after last action or when accreditation ceases or is revoked whichever is longer.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • open or temporary certificate • statutory notices • documents stating refusal • documents on appeals process. 		
1.2	<p>AUDITING <i>The activities associated with conducting audits and inspections, to monitor compliance with food safety schemes for the production of primary produce.</i></p>		
1.2.1	<p>Records relating to compliance audits and/or inspections of accredited holders that are required to have a food safety program under a food safety scheme.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit reports • auditor/inspector authorisations • notification of offence • records of audit planning • inspection/ investigation reports • copies of complaints • compliance notices • receipts of seizure • notice of damage. 	Temporary	Retain for 7 years after last action.
1.3	<p>AUTHORISATION <i>The activities associated with Safe Food Production Queensland approving an auditor to conduct audits under Part 6 of the Food Production (Safety) Act 2000.</i></p>		
1.3.1	<p>Records relating to the approval as a Safe Food Production Queensland Auditor by individuals to conduct audits to monitor compliance. Including the granting, renewing, refusing, amendment, suspension or cancellation of an approved auditor.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • application forms • prescribed fees • additional documents or supporting information • conditions on approval • documentation of granting application/renewal • issuing ID card • information notice re amendment, suspension or cancellation • returning of approval • auditor register. 		
1.4	<p>ENFORCEMENT</p> <p><i>The activities associated with receiving complaints, investigations and enforcement of offences by authorised officers to ensure food safety standards are met.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to breaches requiring legal advice and litigation; the development and master copies of policies associated with Safe Food Production core business and the development and master copies of procedures associated with Safe Food Production Queensland core business.</i></p>		
1.4.1	<p>Records relating to the enforcement of food safety standards including the notification of alleged unlawful or non-compliant food safety requirements, appointment of officers and investigations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • authorisation of identity • warrants • compliance notices • damage reports. 	Temporary	Retain for 7 years after last action.
1.5	<p>REVIEW OF DECISIONS</p> <p><i>The activities associated with the process by Safe Food Production Queensland for a review of decisions conducted by the Queensland Civil and Administrative Tribunal (QCAT) in regard to appeals by accredited persons or approved auditors.</i></p>		

Reference	Description of records	Status	Disposal action
1.5.1	Records relating to decisions made by Safe Food Production Queensland and reviewed by the Queensland Civil and Administrative Tribunal (QCAT) including reports, accreditation documentation and complaints.	Temporary	Retain for 7 years after last action.

2. LEGACY RECORDS

This section covers records of the Queensland Dairy Authority which is now defunct. Functions of the Queensland Dairy Authority were superseded by Safe Food Production Queensland in October 2000. These records were previously covered by QDAN 507 v.2 issued to the Queensland Dairy Authority.

Reference	Description of records	Date range	Status	Disposal action
2.1	QUEENSLAND DAIRY AUTHORITY <i>Records relating to milk production and supply and the restructuring of the dairy industry.</i>			
2.1.1	Milk Board minutes.	1938 - 1989	Permanent	Retain permanently.
2.1.2	Queensland Dairy Industry Authority Board minutes and papers.	1989 - 1994	Permanent	Retain permanently.
2.1.3	Queensland Dairy Authority Board minutes and papers.	1994 - 2000	Permanent	Retain permanently.
2.1.4	Appeal files including Malanda Merge; Norco Appeals; Groves and Nolan; Queensco; Progressive Milk; Teese; Crompton; Moneymen; 60 Maryborough Sth Burnett.	1978 - 1997	Permanent	Retain permanently.
2.1.5	Milk Prices Advisory Committee minutes.	Unknown	Permanent	Retain permanently.
2.1.6	Audit and Finance Advisory Committee minutes.	Unknown	Permanent	Retain permanently.
2.1.7	Milk Entitlement Advisory Committee minutes.	Unknown	Permanent	Retain permanently.
2.1.8	Distribution Advisory Committee minutes.	Unknown	Permanent	Retain permanently.