



# Appraisal log

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Agriculture Retention and Disposal Schedule QDAN 719 v.1

Department of Agriculture and Fisheries

25 March 2015

Function No	Title	Scope Note
1	<b>COMMON AGRICULTURE ACTIVITIES</b>	<i>These activities are common across all agriculture related functions and can be used to sentence or dispose of records that are classified under any agriculture related function. The records classes covered by these activities often have similar purposes and outcomes. They may have different processes but often create broadly similar records. Alternatively, there are records classes that have unique content or different disposal actions (which might otherwise be expected to be covered by a common activity) and these are covered by the relevant activity under agriculture related functions (later in the schedule). "See also" references are provided to these unique records classes under relevant activities in core business functions.</i>

### Activities

- 1.1 Accreditation
- 1.2 Advice
- 1.3 Agreements
- 1.4 Appointments
- 1.5 Authorisation
- 1.6 Claims Management
- 1.7 Complaints
- 1.8 Declarations
- 1.9 Development
- 1.10 Enforcement
- 1.11 Extension Services
- 1.12 Incident and Emergency Responses
- 1.13 Inspections
- 1.14 Investigations
- 1.15 Licensing
- 1.16 Monitoring and Surveillance
- 1.17 Partnerships
- 1.18 Planning
- 1.19 Prosecution
- 1.20 Registration

1.21	Research
1.22	Reviewing and Evaluation
1.23	Stakeholder Engagement
1.24	Testing and Identification
1.25	Training

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p><b>Applications</b></p> <p>Records relating to applications for agriculture related accreditation including, but not limited to, accreditation for:</p> <ul style="list-style-type: none"> <li>• meatworks facilities</li> <li>• controlled saleyards</li> <li>• plant assurance certification</li> <li>• laboratory facilities.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after accreditation expired, withdrawn, surrendered, cancelled, rejected or withdrawn.</p>	<p><b>Background/business process:</b></p> <p>Accreditation records are created during application and renewal assessment processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess accreditation application; request further information; assess individual supporting information and reports; consult with stakeholders (if required); make required checks e.g. check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status (as applicable); grant accreditation; issue accreditation certification, transfer, suspend or cancel accreditation.</li> <li>• Receive licence renewal (application, statement, return, report, statutory data summary); assess renewal; approve renewal; reject renewal; issue advice of renewal or rejection</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Stock Act 1915 – s 35 (requires a person to have the written consent of the chief executive to establish, operate or maintain a laboratory)</i></p> <p><i>Plant Protection Act 1989 - s 21A-B, 21G-H, 21LC</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business and provide evidence of business processes associated with accreditation</li> <li>• provide legal reference in the event of misconduct or offences by the licence holder including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 10.1.1 - accreditation of departmental laboratories and equipment - retain for 7 years after accreditation ceases.</i></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Schedule/Authority FA258</i> reference number 2.1.1 - accreditation of persons or organisations approved to undertake the protection of farmed and natural resources from biological invasion and threats - retain minimum of 7 years after last action or accreditation lapses, whichever is longer, then destroy.</p> <p><b>Permanent value records at QSA</b></p> <p>Series 16694 Slaughterhouse Licence Receipt Butts 1969-1973 and series 10520 Slaughterhouse Licence Renewals and Related Memoranda 1931-1953. It is unlikely that these records would be appraised as permanent today using the current QSA appraisal criteria.</p>
1.2.1	<p>Records relating to the provision of agriculture related advice where the advice is not related to a specific enforcement or monitoring action or case file. Includes, but is not limited to, advice on:</p> <ul style="list-style-type: none"> <li>• animals and animal management</li> <li>• husbandry and welfare programs</li> <li>• chemical and contaminant management programs</li> <li>• agriculture industry programs</li> <li>• environmental and natural resource management programs</li> <li>• field crop management programs</li> <li>• food management and safety programs</li> <li>• horticulture management programs</li> <li>• pest and disease programs.</li> </ul>	<p><b>Background/Business Process;</b></p> <p>Advice records are created across many processes, and in many roles, for example developing animal based industries in rural and regional areas, and providing customised advice to industry members and members of the public, potentially landholders and livestock owners. Advice is inclusive in a number of records classes as well as an independent records class in its own right. Advice records class was sourced via file plan analysis with provision of advice crossing all animal management processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify advice request/requirement; research generic advice; research client particulars/circumstances; draft generic advice; tailor and package advice to client circumstances; seek approval; forward advice.</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Office of Racing Retention and Disposal Schedule/Authority QDAN 620</i> reference number 2.1.2 - correspondence relating to general racing matters - retain for 7 years after last action; reference number 2.1.3 - correspondence from breeders, owners, bookmakers, jockeys, trainers, regional racing associations regarding policy issues - retain for 7 years after last action.</p>

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	<p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	
1.3.1	<p><b>Agreements – proceeded with</b></p> <p>Records relating to agriculture related agreements between the department and other entities that proceed including, but not limited to, agreements relating to:</p> <ul style="list-style-type: none"> <li>• sale or dealing of animals and animal management</li> <li>• husbandry and welfare programs and activities</li> <li>• provision of goods and services for agriculture and veterinary chemicals and contaminants</li> <li>• chemical and contaminant management plans and processes</li> <li>• agriculture industry development</li> <li>• provision of services for environment and natural resources</li> <li>• field crops management, including activity, field trial and inspection agreements</li> <li>• horticulture management programs</li> <li>• provision of services for pest and disease</li> </ul>	<p><b>Background/business process:</b></p> <p>Agreements are created during animal management processes as evidence of foundational and facilitative arrangements as the basis for working with others in partnerships, collaborations, funding arrangements, through various means of agreements, e.g. memoranda of understanding, signed documents, formal agreements.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need for agreement and potential parties; negotiate and agree with potential parties; draft agreement; negotiate signing; plan and organise responsibilities under agreement; fulfil responsibilities (via other business processes); identify review date for agreement; review agreement.</li> </ul> <p>Agreements under this class may include agreements with landholders for the department to conduct livestock management trials on their properties in return for fee waivers for the life of the agreement; first priority access to data from other participating landholders and commercial in confidence research reports.</p> <p><b>Regulatory requirements:</b></p> <p><i>Agricultural Veterinary Chemicals (Queensland) Act 1994 - s 21</i>  <i>Plant Protection Act 1989 - s 21L</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for financial reasons. They are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• support the decisions of the business including ongoing requirements of the department under current agreements</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 1.1.2 - agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations - retain for 7 years after expiry of agreement;</p>

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	<p>management. Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p><b>Disposal action</b> - Retain for 7 years after agreement terminated or expired.</p>	<p>reference number 1.1.3 - land rentals - agreements between Forestry Plantations Queensland and private landowners for the establishment of State forest plantations on private land - retain for 7 years after expiry of agreement; reference number 1.1.4 - services agreements between Forestry Plantations Queensland and other parties for the provision of plantation related services - retain for 7 years after expiry of agreement.</p>
1.3.2	<p><b>Agreements - not proceeded with</b> Records relating to agriculture related agreements between the department and other entities that do not proceed.</p> <p><b>Disposal action</b> – Retain for 2 years after decision not to proceed.</p>	<p><b>Background/business process:</b> Agreements not proceeded may include draft unsigned agreements and working papers, where conditions agreeable to both parties could not be reached.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meets the department’s short term obligations for accountability and information accessibility</li> <li>• provide evidence of the decision by the department or another body not to approve an agreement</li> <li>• ensure short term access to agreements for the resurrection of an agreement or reworking of an agreement following a change of circumstance e.g. changes in government, changes in funding etc.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 1.1.5 - records relating to the development and negotiation of agreements between Forestry Plantations Queensland and other parties that do not result in a signed agreement - retain for 2 years after last action.</p>
1.4.1	<p><b>Authorised and accredited officers</b> Records relating to the appointment of officers and inspectors authorised or accredited to undertake</p>	<p><b>Background/business process:</b> Appointment records are created during representative, selection, nomination and election processes and subsequent remuneration negotiations. Powers are given by instruments of appointment, expressed with conditions and limitations as required.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify role need/vacancy; identify potential, suitable and short listed candidates; forward</li> </ul>

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	<p>agriculture related activities including, but not limited to:</p> <ul style="list-style-type: none"> <li>• animal management duties e.g. registering animals</li> <li>• chemical and contaminant management enforcement and certification</li> <li>• tuberculosis (TB) testing of stock</li> <li>• stock brands and earmarks registration</li> <li>• investigations</li> <li>• monitoring and enforcement of breaches of legislation.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after appointment ceased.</p>	<p>nomination/election notifications; run nomination/election process; identify successful candidate; negotiate remuneration; draft appointment including terms and conditions; seek approvals; appoint successful candidate; publish appointment notices.</p> <p><b>Regulatory requirements:</b>  <i>Animal Care and Protection Act 2001 - ss. 99, 101, 103, 114, 116</i>  <i>Apiaries Act 1982 - ss. 3, 4</i>  <i>Brands Act 1915 - ss. 4, 22A-B, 22G</i>  <i>Stock Act 1915 - ss. 4D-E, 4H-I, 5, 5B-C</i>  <i>Stock Regulation 1988 - s. 44</i>  <i>Stock Identification Regulation 2005 - s. 14</i>  <i>Drugs Misuse Act 1986 – ss. 91-92, 96</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with appointments including allocating conditions, varying and terminating appointments</li> <li>• support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 7.2.5 - records relating to the terms, conditions, qualifications and appointment of persons authorised to conduct examinations, assessments or inspections for the purposes of assessing the compliance of persons or operations with industry safety standards, regulations, competency or accreditation requirements - retain minimum of 10 years after last action or after appointment ceases, whichever is the longer, then destroy; reference number 10.3.6 - records relating to the appointment of inspectors for the purpose of monitoring compliance - retain minimum of 10 years after appointment expires, then destroy.</p>
1.5	<p><b>Granted rights</b>  Records relating to the granting of agriculture related authorisations including, but not</p>	<p><b>Background/business process:</b>  Records are created during authorisation approval processes for a range of authorities, permissions and rights granted to approved applicants under legislation. The period of currency or renewal period varies under different legislation.</p>

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	<p>limited to:</p> <ul style="list-style-type: none"> <li>• tuberculosis (TB) testing</li> <li>• managing environment and natural resources</li> <li>• pest and disease management and quarantine</li> <li>• introduction of pest, plant and insects into Queensland</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after authorisation ceased or expired.</p>	<p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess rights application; request further information; assess individual supporting studies and reports; consult with stakeholders (if required); make required checks e.g. check histories (e.g. criminal, occupational), qualifications, examination results; check mutual recognition and previous rights status (as applicable); grant rights, issue rights identification or certification; transfer, suspend or cancel rights.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Stock Act 1915 - Stock Regulation 1988 ss. 24, 45</i>  <i>Veterinary Surgeons Act 1936 s. 33E</i>  <i>Biological Control Act 1987 – ss. 20-23, 26, 54</i>  <i>Plant Protection Regulation 2002 - ss. 21-24, 27, 29, 41-43, 63-64, 72, 74, 78-81, 85, 89-90, 94, 98-100, 104-105, 116-118, 119-122, 130-131, 135A-B, 157, 164, 168-168A, 172, 188A</i></p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of business processes associated with granting rights</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.4.1 - external authorisations, including licences and permits, covering activities which have the potential to cause environmental harm - retain for 7 years after last action.  <i>Department of Natural Resources and Water (Forestry Plantation Queensland) Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.3.1 - records relating to external authorisation for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> - retain for 7 years after approval cancelled or superseded.</p>
1.5.2	<p><b>Unsuccessful and withdrawn applications</b>                      Records relating to</p>	<p><b>Background/business process:</b>                      See above.</p> <p><b>Regulatory requirements:</b></p>



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	<p>unsuccessful and withdrawn applications for agriculture related authorisations.</p> <p><b>Disposal action</b> - Retain for 2 years after authority refused or withdrawn.</p>	<p>See above.</p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• meets the department's short term obligations for accountability and information accessibility</li> <li>• support the decisions of the business as evidence of the reasons for an application refusal.</li> </ul>
1.6.1	<p><b>Compensation claims</b></p> <p>Records relating to claims for compensation for costs, damage or loss incurred under agriculture related legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• destruction or disposal of stock</li> <li>• veterinary services</li> <li>• damage to crops or stock</li> <li>• chemical contamination</li> <li>• pest and disease management and control.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after claim determined</p>	<p><b>Background/business process:</b></p> <p>Compensation claim records are created when assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the department's excise of legislative and inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess compensation claim application; request further information; investigate claim; approve application; reject application; pay claim.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Animal Care and Protection Act 2001 ss. 172, 191</i>  <i>Agricultural Standards Act 1994 - s 41</i>  <i>Stock Act 1915, Stock Regulation 1988 ss. 17, 31, 48-49, 64</i>  <i>Diseases in Timber Act 1975 - s 11</i>  <i>Exotic Diseases in Animals Act 1981 - s 33</i>  <i>Plant Protection Act 1989 - s 14</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions made in support of claims</li> <li>• remain available for potential repeat and overlapping claims for compensation</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 9.7.1 - claims made for compensation under the Vegetation</i></p>

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		<p><i>Management Act 1999</i> - retain for 7 years after last action; <i>reference number 10.8.1</i> - claims made for compensation under the <i>Water Act 2000</i> and the <i>Water Supply (Safety and Reliability) Act 2008</i> - retain for 7 years after last action.</p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 13.1.3 - records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities - retain minimum of 7 years after date of audit.</p>
1.7	<p><b>Complaint resolution</b> Records relating to handling, mediating and conciliating agriculture related complaints including, but not limited to:</p> <ul style="list-style-type: none"> <li>• animal management and welfare</li> <li>• pest and disease management and control.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Complaint resolution records are created when a member of the public submits a written complaint into the conduct of licence holders, authorised officers or the department and its staff. Their behaviour is investigated, evidence is documented, recommendations are reported and complainant is advised. Complaints needing further investigation or escalation are forwarded for review by an appropriate officer (e.g. disciplinary action processes) or where appropriate to a hearing by a committee or board.</p> <p><b>Regulatory requirements:</b> <i>Animal Care and Protection Act 2001 ss. 87, 93</i></p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business by providing evidence of complaint outcomes</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Record Office Victoria Gas Safety Retention and Disposal Schedule/Authority PROS 99/06</i> reference number 2.1.0 - complaints/enquiries - routine - destroy 5 years after final action. <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 10.7.3 - investigations and inquiries concerning complaints or breaches of the regulations not resulting in any action - retain minimum of 5 years after last action.</p>
1.8.1	Records relating to agriculture related declarations made by the department including, but not limited to:	<p><b>Background/business process:</b> Declaration records are created during legislative processes but also as a separate activity to add regulatory notations to property titles. Some declarations are made in response to emergency situations and safety</p>

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	<ul style="list-style-type: none"> <li>• apiary (beekeeping) quarantine areas</li> <li>• chemical and contaminant management and control</li> <li>• chemical prohibition</li> <li>• dangerous or hazardous chemicals or areas</li> <li>• stock routes</li> <li>• pest quarantine areas and boundaries</li> <li>• disease outbreaks including emergency outbreaks and declarations of target organisms and agent organisms</li> <li>• pests and exotic diseases.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>issues such as declaring a quarantine area following a disease outbreak in bees.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify areas; survey/map and highlight areas (links to mapping business processes); draft declarations, seek approvals; publish declarations.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Apiaries Act 1982 s. 29</i></p> <p><i>Agricultural Chemicals Distribution Control Act 1966 – s. 28</i></p> <p><i>Biological Control Act 1987 – ss. 3B, 8, 10-19, 24-25, 27-32, 51</i></p> <p><i>Chemical Usage (Agricultural and Veterinary) Control Act 1988 – ss. 11C, 14</i></p> <p><i>Exotic Diseases in Animals Act 1981 – s. 28</i></p> <p><i>Land Protection (Pest and Stock Route Management) Regulation 2003 – s. 9</i></p> <p><i>Plant Protection Act 1989 – ss. 4, 6B, 6F, 6P, 7, 9-11A</i></p> <p><i>Plant Protection Regulation 2002 - ss. 26, 49, 73, 76, 83, 87, 92, 96, 102, 114, 124, 128, 134, 155, 162, 166, 170</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• document business processes associated with declarations on property titles</li> <li>• protect the rights and entitlements of citizens by providing evidence of changes to property titles used during the acquisition and disposal of property</li> <li>• are required for reference purposes once the declaration has been lifted</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 7.18.2</i> - notices required for wild river declarations in accordance with the <i>Wild Rivers Act 2005</i> - retain for 7 years after last action; <i>reference number 10.19.1</i> - publication of notices relating to the <i>Water Act 2000</i> in the media and/or Gazette - retain for 7 years after last action.</p>
1.9.1	<p><b>Significant *</b></p> <p>Records relating to planning</p>	<p><b>Background/business process:</b></p> <p>Development and development planning plays a key role in facilitating economic growth, progress and</p>

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	<p>and implementing significant business development initiatives designed to support the agriculture industry and assist its growth including, but not limited to:</p> <ul style="list-style-type: none"> <li>• environmental and genetic initiatives</li> <li>• environment and natural resources.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p>investment opportunities for animal related industries including revitalising existing assets with redevelopment applications.</p> <p>Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Research development environment and markets; determine broad direction appropriate to environment and markets; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop task lists and work schedules; run planned work as per other business processes; monitor performance; review plans.</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department for projects which continue over many years e.g. long term strategies to grow the beef industry</li> <li>• document the history of the department’s work in facilitating and implementing significant animal industry development.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary Functions and Programs of Government</li> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01 reference number 12.1.1 - development and implementation of Minister approved programs and initiatives - transfer permanently to PROV once administrative use is concluded.</i></p> <p><i>Public Record Office Victoria Retention and Disposal Schedule Department of Primary Industries PROS 04-01 reference number 9.1.0 - management and implementation of strategies or programs that protect resources, prepare for incidents and/or known risks, or set standards regarding resource use – retain permanently</i></p>
1.9.2	<p><b>Other ~</b></p> <p>Records relating to planning and implementing other</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>business development initiatives designed to support the agriculture industry and assist its growth.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• have less significance than those projects covered in reference number 1.9.1</li> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business for future projects</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 1.2.1 - records documenting the identification and examination of business opportunities and initiatives which lead to the completion of a business deal - retain for 10 years after last action.</p>
1.10.1	<p><b>Regulatory enforcement</b></p> <p>Records relating to issuing directives, orders, fines, penalties or exemptions for agriculture related matters under legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• holding stock shows and sales (or other gatherings of stock)</li> <li>• sale of unbranded cattle</li> <li>• breaches including condition breaches</li> <li>• seizing property or items</li> <li>• prescribed substances</li> <li>• destruction of agricultural produce</li> <li>• pest and disease management and control including declared pests</li> </ul>	<p><b>Background/business process:</b></p> <p>Enforcement related records are created during compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• As part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued</li> <li>• Identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Agricultural Veterinary Chemicals (Queensland) Act 1994 – s. 23A</i>  <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988 – ss. 16, 18, 22</i>  <i>Diseases in Timber Act 1975 – ss. 5, 8</i>  <i>Exotic Diseases in Animals Act 1981 – ss. 8-10, 10A, 12-18, 22</i>  <i>Exotic Diseases in Animals Regulation 1998 – ss. 4-5, 7-8</i>  <i>Land Protection (Pest and Stock Route Management) Act 2002 – ss. 29-30, 34, 53-54, 53A, 68, 80-81, 88, 90-91, 184-186</i>  <i>Plant Protection Regulation 2002 - ss. 46, 52, 55, 60-62, 132, 159-161</i>  <i>Stock Act 1915 - ss. 27-28, 32-33</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>quarantine areas.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><i>Stock (Cattle Tick) Notice 2005 – ss. 17, 33-35</i>  <i>Stock Regulation 1988 - ss. 59, 59H-1, 61</i></p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>are required to be retained for financial reasons as they are linked to the receipt of monies and are therefore required to be retained for the same period of time as the related financial records which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01</i> reference number 8.6.0 - issue of penalties or instruction for remedial actions to be undertaken in response to a breach of regulations - destroy 7 years after date of last access.  <i>State Records New South Wales Food Safety Management Retention and Disposal Schedule/Authority FA284</i> reference number 1.4.1 - summary records of issued penalty notices and prosecutions - retain minimum of 7 years after last action, then destroy; reference number 1.4.3 - records relating to the seizure, impounding or destruction of food stuffs, goods or equipment in connection with the preparation and handling of food substances - retain minimum of 7 years after last action, then destroy.  <i>Safe Food Production Queensland Retention and Disposal Schedule/Authority QDAN 708</i> reference number 1.4.1 - enforcement of food safety standards - retain for 7 years after last action.</p>
1.11.1	<p><b>Specialised information products and services</b>                      Records relating to the provision of specialised information products and services to identified industries and geographically defined communities to better manage and use the department's agriculture resources including</p>	<p><b>Background/business process:</b>                      Extension records are created during targeted information campaigns to select areas to increase people's knowledge of the department's resources and services.                      Illustrative process:</p> <ul style="list-style-type: none"> <li>Research industries and areas (bodies, groups, geographical communities); identify needs; develop targeted information; create targeted information strategy; design training courses, information packs, website resources, campaign itinerary; schedule campaign staff; organise travel and visits; run campaign; follow up outstanding requirements/questions from visits; conduct campaign review.</li> </ul> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>industry bodies, producer groups and individual producers.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for business enhancement and improvement of future campaigns</li> <li>support the decisions of the business including improving business relationships with clients and customers and to provide evidence of dispelling perceived favouritism of assisting some producers more than others, and justification of some targets over others.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Museum Retention and Disposal Schedule/Authority QDAN 697</i> reference number 6.1.1 - holiday programs - retain for 10 years after last action.</p>
<p>1.12.1</p>	<p><b>Significant *</b>                      Records relating to managing significant incidents, emergencies and natural disasters that impact on agriculture with consequences for human health and welfare including, but not limited to:</p> <ul style="list-style-type: none"> <li>animal diseases with potential or actual human transmission that involve human fatalities and/or serious human illness and injuries</li> <li>severe impacts on environmental and/or natural resources</li> <li>severe pest and disease outbreaks that require quarantining.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>                      Incident/emergency response records are created in one off processes, designed around the incident or emergency at hand. Significant incidents or emergencies involve loss of life or significant loss of property.                      Illustrative process:</p> <ul style="list-style-type: none"> <li>Receive incident/emergency notification; assemble incident/emergency team; prepare recordkeeping framework; meet to discuss and delegate; organise incident/emergency taskforce; develop action plan; undertake delegated roles; liaise with police; emergency services; inspectors/investigators and ground staff; communicate internally; prepare and send media releases; complete action plan; close incident/emergency; review responses; identify improvements for next incident/emergency.</li> </ul> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value for future incidents</li> <li>provides evidence of the department’s response in the event of legal challenges</li> <li>document the history of the department’s work in their response to significant incidents.</li> </ul> <p><b>Permanent retention criteria:</b>                      Meets the following characteristics of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>2 - Primary Functions and Programs of Government</li> <li>3 - Enduring Rights and Entitlements</li> <li>4 - Significant Impact on Individuals</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Schedule/Authority QDAN 623</i> reference number 2.1.1 - investigations of environmental accidents or incidents that caused, or had the potential to cause, significant environmental harm to native forests - retain permanently.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.1.1 - investigations of environmental accidents or incidents where serious environmental damage occurred or could have occurred - retain permanently.</p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 6.17.1 - significant incidents on State land including cyclones and bush fires where significant damage occurs - retain permanently.</p>
1.12.2	<p><b>Other ~</b> Records relating to managing other incidents, emergencies and natural disasters not covered by reference number 1.12.1. <i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <ul style="list-style-type: none"> <li>• See above.</li> </ul> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement of emergency and incident response handling.</li> <li>• support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.1.2 - investigations of environmental accidents or incidents where minimal environmental harm occurred - retain for 7 years after last action. <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.1.2 - investigations of environmental accidents or incidents where minimal environmental harm occurred - retain for 7 years after last action. <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 6.17.2 - minor incidents on State land including cyclones and bush fires where minor damage occurs - retain for 7 years after last action.</p>
1.13.1	<p><b>Significant *</b> Records relating to conducting</p>	<p><b>Background/business process:</b> Inspection records are created during compliance enforcement processes to inspect premises, vehicles,</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>significant agriculture inspections for compliance with legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• animal housing, transportation, conditions, feed and saleyards</li> <li>• audits of livestock on cattle stations, saleyards, feedlots and other areas used for raising and housing stock</li> <li>• testing and treating disease/suspected disease</li> <li>• transport, repair, alteration, sale, hire or disposal of agricultural and veterinary chemicals and contaminants equipment</li> <li>• notifiable pests and diseases</li> <li>• pest and plant management, control and quarantine.</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p>equipment and other items under legislation.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule inspection; collect required inspection documentation; mobilise to inspection site; observe/monitor inspection site; complete inspection documentation; draft inspection report; report inspection results; communicate inspection report.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Agricultural Chemicals Distribution Control Act 1966 – ss. 26-27, 30, 32-33, 36, 44</i></p> <p><i>Agricultural Standards Act 1994 – ss. 20-24</i></p> <p><i>Animal Care and Protection Act 2001 ss. 154-157, 159-160, 182-183, 214A</i></p> <p><i>Apiaries Act 1982 ss. 15, 27, 29</i></p> <p><i>Drugs Misuse Act 1986 - s 98-101</i></p> <p><i>Plant Protection Act 1989 – ss. 11E, 12-16, 19A, 20AA</i></p> <p><i>Stock Act 1915 ss. 29-29A</i></p> <p><i>Stock Regulation 1988 ss. 33, 52, 55, 60</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• cover the department for risks associated with the government’s responsibility to check and catch problems. Inspectors can uncover significant risks and undue exposure to the community, environment and workforce during routine inspections</li> <li>• directly relate to or provide background information to significant incidents or investigations</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts including environmental impacts and outcomes.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Department of Primary Industries and Fisheries (BSES) Retention and Disposal Schedule/Authority QDAN 596 reference number 2.5.1 - inspections of farms and the issue of destruction orders under the Plant Protection Act 1989 for crops found to be affected by pests or disease - retain for 20 years after last action.</i></p>
1.13.2	<p><b>Other ~</b></p> <p>Records relating to conducting other agriculture inspections not</p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Regulatory requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>covered by reference number 1.13.1. ~ Refer to Appendix: Definition of Significant Versus Other.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>See above.</p> <p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Department of Employment, Economic Development and Innovation (Office of Racing) Retention and Disposal Schedule/Authority QDAN 620</i> reference number 2.10.4 - copies of audit programs for licensed animals, clubs, participants and venues developed by control bodies and subsequently provided to the Office of Racing Regulation for review - retain for 7 years after last action.</p>
1.14.1	<p><b>Significant *</b> Records relating to significant agriculture investigations involving offences under legislation including, but not limited to:</p> <ul style="list-style-type: none"> <li>• mistreatment of a large number of animals of major industry importance during international export</li> <li>• severe chemical and contaminant incidents</li> <li>• severe pest and disease outbreaks</li> <li>• severe crop damage or destruction.</li> </ul> <p>* Refer to Appendix: Definition of Significant Versus Other</p> <p><b>Disposal action</b> - Retain</p>	<p><b>Background/business process:</b> Investigation records are created as part of compliance enforcement processes, where an investigating officer finds a cause or evidence to open a case to investigate further, or has a case referred by other authorised officers (inspectors, complaint conciliators) with a view to successfully prosecute for an offence under legislation. A case proceeds to prosecution if a worthy case has been made and is likely to succeed through the courts.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive complaint/notification of potential offence; conduct investigations; conduct interviews; collect evidence; compile case; make recommendations for prosecution; refer to prosecutors.</li> </ul> <p><b>Regulatory requirements:</b> <i>Agricultural Chemicals Distribution Control Act 1966</i> – ss. 20, 39-40, 42 <i>Agricultural Standards Act 1994</i> – ss. 11-14, 14A, 25-35, 39-40, 42-43, 45-46, 58-59, 62 <i>Animal Care and Protection Act 2001</i> ss. 17-37, 63, 85-86, 108-113, 122-135, 137-153, 187, 206-210 <i>Apiaries Act 1982</i> ss. 5, 18, 30-31, 36 <i>Brands Act 1915</i> ss. 22, 24, 28 <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> – ss. 7-13, 11A-B, 12A-V, 13A-B, 13E, 15, 20-21, 24-28, 30A <i>Drugs Misuse Act 1986</i> – ss. 103-113 <i>Diseases in Timber Act 1975</i> – ss. 6-7, 10, 12-13</p>

Ref. No	Description of record and retention period	Justification for retention period
	permanently.	<p><i>Environmental Protection Act 1994 – s. 326B</i></p> <p><i>Exotic Diseases in Animals Act 1981 – ss. 19-21, 37-41</i></p> <p><i>Land Protection (Pest and Stock Route Management) Act 2002 – ss. 39-46, 55-57, 92-93, 166-182, 251-289, 294</i></p> <p><i>Plant Protection Act 1989 – ss. 8-11, 11A, 13, 19-20, 20A, 23-24, 23A</i></p> <p><i>Stock Act 1915 ss. 21-22, 21I, 21K, 22A-E, 22H-I, 24-25, 34, 37, 39, 39A, 42-43, 45, 47</i></p> <p><i>Sugar Industry Act 1999 – ss. 252, 255-256, 255A</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• provide evidence of decisions, support actions, and provide a history of the investigations relating to farms, stations, saleyards, feedlots and other properties</li> <li>• are required for long term reference for generational change</li> <li>• support other business processes including complaint conciliation, mediation, enforcement and dispute resolution processes.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial contribution to community memory.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 3.4.1 - investigations into major fires that have a significant impact on State forest plantations e.g. major wild fires that cause a significant loss of life, plantation or property - retain permanently.</i></p> <p><i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS02-03 reference number 3.8.2.1 - site-specific investigations that set a precedent, involve possible substantial damage to the environment, have general public notoriety, or raise systemic issues - retain permanently.</i></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 10.3.4 Records relating to the provision of advice concerning, and inspections,</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		checks or assessments of mining operations or quality management programs for compliance with licence or operating conditions or with environmental protection legislation, regulations and standards where compliance is satisfactory. Includes scoping document, compliance and inspection/monitoring schedules and reporting. Includes the mining leaseholders Annual Environmental Management Report (AEMR) to the Department - retain minimum 20 years after last action or security deposit relinquished, then destroy
1.14.2	<p><b>Other ~</b> Records relating to investigating other agriculture offences under legislation not covered by reference number 1.14.1. <i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.1.2 - routine investigations of accidents or incidents that caused, or had the potential to cause, minimal environmental harm to native forests - retain for 7 years after last action. <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.1.2 - investigations of environmental accidents or incidents where minimal environmental harm occurred - retain for 7 years after last action. <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03</i> reference number 3.8.2.2 - investigation reports, recommendations and outcomes, consultants' reports, audit reports, prosecution briefs, memoranda of legal advice, prosecution recommendations, correspondence, testing and monitoring data, background information, complaint reports, log books, witness reports - destroy 7 years after the investigated activity has ceased.</p>
1.15.1	<p><b>Granted licences and permits</b> Records relating to approving and issuing agriculture related</p>	<p><b>Background/business process:</b> Licence* records are created during licensing application assessment processes.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>licences and permits including, but not limited to:</p> <ul style="list-style-type: none"> <li>• stock and stock route activities</li> <li>• disease prevention and testing</li> <li>• apiaries, beekeepers and beekeeping</li> <li>• animal pathogens and biological preparations</li> <li>• holding stock with tuberculosis (TB) or suspected TB</li> <li>• chemical, chemical products, contaminants and prescribed substances management</li> <li>• field crops</li> <li>• commercial plant breeders rights</li> <li>• germplasm and genetic material</li> <li>• cannabis seed suppliers and industrial cannabis researchers and grower.</li> </ul> <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p><b>Disposal action</b> - Retain for 7 years after licence/permit</p>	<p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive licence* application; assess licence application; request further information; assess individual supporting studies and reports; consult with stakeholders; make required checks; check histories (e.g. criminal, occupational), qualifications, examination results, mutual recognition and previous licence status; grant licence; issue licence identification or certification; transfer, suspend, renew or cancel licence.</li> </ul> <p><i>* License is generic term covering a range of types including licences, permits, leases, certifications, exemptions, clearances, claims, charges, benefits, interests. Note: The period of currency/renewal varies with type of licence and the legislation it is issued under.</i></p> <p><b>Regulatory requirements:</b></p> <p><i>Agricultural Chemicals Distribution Control Regulation 1998 – ss. 9, 11-12</i></p> <p><i>Agricultural Veterinary Chemicals Code – ss. 111-112, 114, 117-119</i></p> <p><i>Agricultural Chemicals Distribution Control Act 1966 – ss. 6-8, 8A, 12-16, 16A-B, 17, 19-20, 19A-B, 39-43</i></p> <p><i>Animal Care and Protection Act 2001 ss. 95-98</i></p> <p><i>Apiaries Act 1982 ss. 5-8, 8A, 9-10, 13, 16-17, 17A, 41</i></p> <p><i>Brands Act 1915 s. 24B</i></p> <p><i>Chemical Usage (Agricultural and Veterinary) Control Act 1988 – ss. 17, 22</i></p> <p><i>Drugs Misuse Act 1986 – ss. 53-54, 56-66, 68, 70</i></p> <p><i>Drugs Misuse Regulation 1987 – s. 27</i></p> <p><i>Exotic Diseases in Animals Act 1981 – s.14</i></p> <p><i>Stock (Cattle Tick) Notice 2005 – ss. 51, 53, 56-58, 60-62</i></p> <p><i>Stock Act 1915 ss. 18-19, 21B-D, 21F, 21H, 26-27, 29-30, 51, 61, 66</i></p> <p><i>Stock Regulation 1988 s. 37</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 4.4.1 - applications submitted to Forest Plantations Queensland requesting permission to conduct an activity within a State forest plantation or to use land managed by Forest Plantations Queensland for a particular purpose e.g. water storage and communications facilities - retain for 7 years after the refusal, cancellation or</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>ceased or expired.</p>	<p>expiry of the permit or licence.  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 2.2.3 - records relating to the issue of licenses, permits and authorities as part of pest and disease control measures e.g. for the cultivation, storage or movement of plants and animals, entry to or exit from areas which have been declared an infected place, restricted area or control area, to grow, move or hold specimens of noxious weeds - retain minimum of 7 years after authorisation lapses (i.e. expires, is withdrawn or cancelled) or after information is withdrawn or superseded, then destroy</p>
<p>1.15.2</p>	<p><b>Unsuccessful and withdrawn applications</b>                      Records relating to unsuccessful, refused and withdrawn applications for agriculture related licences and permits.</p> <p><b>Disposal action</b> - Retain for 2 years after licence/permit refused or withdrawn.</p>	<p><b>Background/business process:</b>                      See above.</p> <p><b>Regulatory requirements:</b>                      See above.</p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 2 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.3.2 - unsuccessful applications for Forestry Plantations Queensland to conduct environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i> - retain for 2 years after last action.</p>
<p>1.15.3</p>	<p><b>Granted commercial licences</b>                      Records relating to approving and issuing agriculture related intellectual property and commercialisation licences to approved individual and corporate candidates wishing to use or develop successful research and development designs, concepts or</p>	<p><b>Background/business process:</b>                      See above for illustrative process.</p> <p>This record class is specific to the granting of licences for the commercial use of intellectual property owned by the department especially in the areas of plant breeder's rights and genetic modifications.</p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a dispute arising from the ownership and usage of intellectual</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>opportunities developed by the department or its partnerships, including but not limited to:</p> <ul style="list-style-type: none"> <li>• commercial products, enablers and mechanisms</li> <li>• scientific and technological improvements</li> <li>• new products and selections</li> <li>• commercial plant breeders rights</li> <li>• germplasm and genetic modifications</li> </ul> <p>Includes the submission, renewal, transfer, release, change, surrender, cancellation, termination and surrendering of licences and permits.</p> <p><b>Disposal action</b> - Retain for 25 years after licence/permit ceased or expired.</p>	<p>property of the department over many years.</p> <p><b>Comparison with other schedules:</b>  <i>National Archives of Australia Records Disposal Authority IP Australia Job No 2004/00068493</i> Various record classes relating to the lodging of tents - 25 years.</p>
1.15.4	<p><b><i>Unsuccessful and withdrawn commercial licence applications</i></b></p> <p>Records relating to unsuccessful, refused and withdrawn applications for agriculture related intellectual property and commercialisation licences.</p> <p><b>Disposal action</b> - Retain for 7 years after licence/permit refused or withdrawn.</p>	<p><b>Background/business process:</b>  See above for illustrative process.</p> <p>This record class is specific to the granting of licences for the commercial use of intellectual property owned by the department especially in the areas of plant breeder's rights and genetic modifications.</p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i> which may be longer for those involving commercial rights and interests.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
1.16.1	<p><b>Monitoring licence holders and areas</b></p> <p>Records relating to monitoring and administering compliance of licensees with agriculture related legislation and licence conditions and monitoring community adherence to animal, wildlife, poultry and livestock practices and welfare. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• managing, moving, exporting and breeding animals</li> <li>• establishment and running of disease eradication and monitoring programs</li> <li>• organising owners of holdings or stock to carry out programs</li> <li>• inspecting, testing, treating and/or disposing of stock and saleyards</li> <li>• chemical and contaminants management and control</li> <li>• horticulture management and control</li> <li>• pest control measures and programs</li> <li>• declared pest populations and distribution</li> <li>• exotic disease eradication,</li> </ul>	<p><b>Background/business process:</b></p> <p>Monitoring and surveillance records are created in planning and programming enforcement actions processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Gather and analyse enforcement related data (e.g. remote sensors, offence demographics), report on enforcement related issues, plan enforcement priorities, design enforcement program, run enforcement program, (e.g. authorised officers duty rosters), collect enforcement work and output data, report on enforcement work outputs (e.g. planned versus actual comparisons) and outcomes (e.g. reductions/increases), review enforcement outcomes (e.g. recommendations for next program)</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Monitoring and surveillance is an inferred responsibility given enforcement, inspection, investigation, and prosecution activities. However, some legislation mandates monitoring and surveillance activities:</p> <p><i>Land Protection (Pest and Stock Route Management) Act 2002 - s 217, 241-242</i></p> <p><i>Exotic Diseases in Animals Act 1981 - Schedule 1</i></p> <p><i>Plant Protection Act 1989 - s 20B</i></p> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records Authority of New South Wales Department of Planning Retention and Disposal Schedule/Authority FA 245</i> reference number 4.6.2 - records relating to the monitoring and reporting on the performance of local councils in planning and development matters where no statutory action is taken for unsatisfactory performance - retain minimum of 7 years after last action, then destroy.</p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 3.6.1 - records relating to the development, management and application of prescribed burning programs. Includes prescribed burning guidelines; monitoring and surveillance programs; weather conditions, fuel, soil moisture, and damage assessments; aerial ignition programs; and district fire protection plans - retain for 7 years after last action.</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>control and prevention.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	
1.17.1	<p><b>Significant *</b></p> <p>Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to agricultural management outcomes.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Partnership records are created in setting up arrangements to work with others in significant partnerships and joint ventures set up to carry significant agricultural industry development responsibilities, activities and programs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify need for partnership, identify potential parties, negotiate with potential parties, agree on parties, agree on funding*, agree on roles and responsibilities, identify format of agreement (e.g. formal agreement, memorandum of understanding) , draft agreement or instrument (as required), negotiate signing*, plan and organise responsibilities under partnership, fulfil responsibilities (via other business processes), identify review date for agreement*, review agreement* (*if required)</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics</p> <ul style="list-style-type: none"> <li>2 - Primary Functions and Programs of Government</li> <li>5 - Substantial Contribution to Community Memory</li> <li>6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Department of Natural Resources and Water (Forestry Plantation Queensland) Retention and Disposal Schedule/Authority QDAN 633 reference number 1.1.1 - joint ventures – significant - agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations where the venture has major significance to the State e.g. propagation of Wollemi Pine. Includes records relating to the development, negotiation and ongoing management of agreements. Includes; agreements; and validation reports - retain permanently.</i></p> <p><i>Department of Primary Industries and Fisheries (BSES) Retention and Disposal Schedule/Authority QDAN</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>596 reference number 1.2.1 - records relating to the establishment of joint venture plant breeding projects and plant variety trials. Records include signed agreements, objectives, summary and final reports, evaluations, membership, funding, proposed projects and contracts under seal as well as minutes and agendas of meetings - retain permanently.</p> <p><i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01</i> reference number 12.1.1 - development and implementation of Minister approved programs and initiatives - retain permanently.</p>
1.17.2	<p><b>Other ~</b> Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference number 1.17.1. <i>*~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after partnership expires.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Department of Natural Resources and Water (Forestry Plantation Queensland) Retention and Disposal Schedule/Authority QDAN 633</i> reference number 1.1.2 - joint ventures - other agreements between Forestry Plantations Queensland and other private organisations for the joint establishment and maintenance of State forest plantations. Includes records relating to the development, negotiation and ongoing management of agreements. Includes; agreements; and validation reports - retain for 7 years after expiry of agreement.</p>
1.18.1	<p><b>Significant *</b> Records relating to planning significant agriculture development initiatives, programs, strategies, priorities and activities for improved community outcomes. Includes preparing management plans</p>	<p><b>Background/business process:</b> Planning records are created during planning, reviewing and evaluating animal management industry development processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research environment and markets; determine broad direction appropriate to environment and markets; develop mission statement; identify goals, objectives and strategies; draft planning document; consult with stakeholders; approve planning document; map activities; develop tactical and operational plans, task lists</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and consultation processes with community and key stakeholders. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• chemical and contaminant management</li> <li>• environmental management e.g. soil salinification and erosion on a massive scale</li> <li>• field crop management</li> <li>• food and food safety management e.g. national food plans, national and state food incident response plans and food protection plans</li> <li>• horticulture management</li> <li>• pest and disease management and eradication</li> <li>• stock route management</li> <li>• declared pests management and control</li> </ul> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p>and work schedules; run planned work as per other business processes; monitor performance as per performance management processes; review plans.</p> <p><b>Regulatory requirements:</b>  <i>Land Protection (Pest and Stock Route Management) Act 2002 - s 10-11, 13-14, 17, 98-99, 102, 106, 109-110, 114</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department including knowledge of past planning activities reducing the potential for repetition of mistakes, or unnecessary cycling through unsuccessful methodologies</li> <li>• document the history of the department's significant work.</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 2 - Primary functions and programs of government</li> <li>• 5 - Substantial contribution to community memory</li> <li>• 6 - Environmental management and change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.9.1 - development, management, and application of programs and actions aimed at controlling the occurrence of pests (e.g. insects and arachnids, animals and birds) and/or diseases which have a significant impact on NRW Forest Products core assets - retain permanently.  <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 2.5.1 - environmental conservation issues which underpin Forestry Plantations Queensland policies relating to environmental management - retain permanently.  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.6.1 - records relating to environmental conservation issues which underpin NRW Forest Products policies relating to environmental management. Includes Codes of Practice; Conservation plans; and Conservation counter-disaster plans - retain permanently.</p>
1.18.2	<p><b>Other ~</b>  Records relating to planning</p>	<p><b>Background/business process:</b>  See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>agriculture development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number 1.18.1.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul>
1.19.1	<p><b>Significant *</b> Records relating to prosecuting significant agriculture related offences under legislation including precedent setting cases.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Prosecution records are created when charging persons/parties with offences under legislation and conducting court cases by presenting evidence and arguments to the judiciary to resolve cases and prosecute offenders as a disincentive for non-compliance to legislation and other statutory instruments. Significant cases include those that set a precedent or are the first of its kind. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive referrals for prosecution from investigators; research and assess case; schedule agreed cases; prepare prosecution notes; conduct court case/present evidence; receive outcome; review case.</li> </ul> <p><b>Regulatory requirements:</b> <i>Agricultural Chemicals Distribution Control Act 1966 – ss. 39, 40, 42</i> <i>Agricultural Standards Act 1994 – ss. 11-14, 14A, 25- 35, 39-40, 42-43, 45-46, 58-59, 62</i> <i>Animal Care and Protection Act 2001 ss. 17-37, 63, 85-86, 108-113, 122-135, 137-153, 187, 206-210</i> <i>Apiaries Act 1982 ss. 5, 18, 30-31, 36</i> <i>Brands Act 1915 ss. 22, 24, 28</i> <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988 – ss. 7-11, 11A-B, 12-13, 12A-V, 13A-B, 13E, 15, 20-21, 24-28, 30A</i> <i>Diseases in Timber Act 1975 – ss. 6-7, 12-13</i> <i>Drugs Misuse Act 1986 – ss. 103-110, 112-113</i> <i>Exotic Diseases in Animals Act 1981 – ss. 19-21, 37-41</i> <i>Plant Protection Act 1989 – ss. 8-11, 11A, 13, 19-20, 20A, 23-24, 23A</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Stock Act 1915 ss. 21, 21I, 21K, 22, 22A-E, 22H-I, 24-25, 34, 37, 39, 39A.</i></p> <p><i>Sugar Industry Act 1999 – ss. 252, 255-256</i></p> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals.</li> </ul> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide evidence of decisions, support actions, and provide a history of repeat and habitual offenders</li> <li>• provide long term reference for generational change</li> <li>• set a precedent.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Justice and Attorney-General (Crown Law) Retention and Disposal Schedule/Authority QDAN 677 reference number 1.2.1 - records relating to representation and litigation services provided by Crown Law in matters which are precedent setting - retain permanently.</i> <i>Public Records Office Victoria Department of Primary Industries PROS04-01 reference number 6.2.0 - preparation of legal documents - retain permanently.</i></p>
1.19.2	<p><b>Other ~</b> Records relating to prosecuting offences under legislation not covered by reference number 1.19.1. <i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records New South Wales Food Safety Management Retention and Disposal Schedule/Authority FA284 reference number 1.4.1 - summary records of issued penalty notices and prosecutions - retain</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>minimum 7 years after last action, and then destroy.  <i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01</i> reference number 6.1.0 – litigation - destroy 7 years after administrative use has concluded.</p>
1.20.1	<p><b>Investigations and prosecutions registers</b>                      Records relating to registering investigations and prosecutions including results of investigating and prosecuting offences under agriculture legislation.</p> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b>                      Investigation and prosecution registration records are created during investigation and prosecution processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive and assess registration application; request further information; approve registration application; register entry</li> <li>• Receive and assess change request; request further information; approve change request; register entry</li> <li>• Receive deletion request (internally approved request of external advice); delete entry.</li> </ul> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for current and previous cases including the identification of historical and contextual information about relevant parties to current investigations and prosecutions</li> <li>• document the history of the department’s work.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Public Records Office Victoria Gas Safety Retention and Disposal Schedule/Authority PROS99-06</i> reference number 7.3.1 - summary and registration. Actions that result in the unique identification, control and summary of investigations and prosecutions – retain permanently.</p>
1.20.2	<p><b>Licence holder registers</b>                      Records relating to registering agriculture related licensees and sub-licensees under relevant legislation including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. Includes licences for, but not limited to:</p> <ul style="list-style-type: none"> <li>• registered persons</li> </ul>	<p><b>Background/business process:</b>                      License holder registration records are created as an out of licensing processes. Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry</li> </ul> <p><b>Regulatory requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• beekeepers</li> <li>• scientific users (use animals for scientific purposes)</li> <li>• approvals to conduct prohibited tests</li> <li>• chemical and contaminant management licensees and sub-licensees.</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><i>Agricultural Chemicals Distribution Control Regulation 1998 – ss. 24, 31</i>  <i>Animal Care and Protection Act 2001 – ss. 51-57, 59, 64-70, 73, 75-79, 87-88, 90, 93</i>  <i>Apiaries Act 1982 – s. 27</i>  <i>Sugar Industry Act 1999 – s. 249</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value for current and previous license holders including the identification of historical and contextual information about relevant parties</li> <li>• document the history of the department’s work.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Public Records Office Victoria Surveyor General Retention and Disposal Schedule/Authority PROS07-08</i> reference number 1.1.0 - registration of licensed surveyors – summary management - summary management by the SRBV of Licensed Surveyors who perform cadastral surveys in Victoria. This is achieved by SRBV maintaining the Register of Licensed Surveyors. This Register also maintains details of surveyors who have been audited – retain permanently  <i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01</i> reference number 8.1.0 - registration of successful licence applicants – retain permanently.</p>
1.21.1	<p><b>Significant *</b></p> <p>Records relating to researching and enquiring into significant agriculture related research areas to discover facts, theories and principles that support improved community and agriculture industry outcomes and business activities.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Research records are created in scientific experiments, trials and knowledge advancement processes which are used for the innovation, introduction and improvement of animal management products and processes and increasing knowledge of animal veterinary care. Research can endeavour to solve a problem, such as cure a disease, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes.</p> <p>Includes research such as studying animal borne diseases such as Hendra Virus and Lyssavirus (transmitted to humans via horses and bats).</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Conduct scan for previous research; develop research proposal; submit research proposal; seek approvals; conduct information scan; conduct research experiments/trials; manage project; draw conclusions based on experiment/trial outcomes; draft research report; report on progress; report completion; close project.</li> </ul> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department upon which future research is built</li> <li>• cover risks associated with challenges made to patents, commercialisation and other significant research outcomes, including transparency and repeatability of research trials and experiments</li> <li>• document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 2.10.1 - records of original research to support the development of significant environmental management programs within NRW Forest Products, such as the adoption of a modified or an alternative Environmental Management System - retain permanently; <i>reference number 3.7.1</i> - records of original research to support the development of significant fire management programs within NRW Forest Products, e.g., Reports into cessation or extension of prescribed burning - retain permanently; reference number 5.8.1 - records of original research, including method trials, to support the development of significant native forest management programs within NRW Forest Products - retain permanently. <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 3.7.1 -records of original research to support the development of significant fire management programs e.g., reports into the cessation or extension of prescribed burning - retain permanently; reference number 5.3.1 - records of original research, including method trials, to support the development of significant nursery management programs, e.g., reports on cloning etc. - retain permanently; reference number 3.7.1 - records of original research to support the development of significant fire management programs e.g., reports into the cessation or extension of prescribed burning - retain permanently; reference number 5.3.1 - records of original research, including method trials, to support the development of significant nursery management programs, e.g. reports on cloning, etc. - retain permanently. <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 10.22.5 - final reports of significant scientific and technical investigations conducted by the department and where the report has not been subject to legal deposit requirements - retain permanently.</p>
1.21.2	<b>Other ~</b>	<b>Background/business process:</b>



Ref. No	Description of record and retention period	Justification for retention period
	<p>Records relating to researching and enquiring into research areas relating to animals or animal management activities not covered by reference number 1.21.1.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>Research records are created in scientific experiments, trials and knowledge advancement processes which for the innovation, introduction and improvement of chemical products and processes and increasing knowledge of safe chemical and contaminant management. Research can endeavour to solve a problem, increase productivity e.g. better yields or form a platform of information for planning and reviewing purposes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Conduct scan for previous research, develop research proposal, submit research proposal, seek approvals, conduct information scan, conduct research experiments/trials, manage project, draw conclusions based on experiment/trial outcomes, draft research report, report on progress, report completion, close project</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623 reference number 4.6.1 - research to support the development of significant forest product marketing programs within NRW Forest Products - retain for 10 years after last action.</i></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633 reference number 4.7.1 - research to support the development of significant natural forest product marketing programs within Forestry Plantations Queensland - retain for 10 years after last action</i></p>
1.22.1	<p><b>Significant *</b></p> <p>Records relating to reviewing significant programs, plans, activities, initiatives, strategies, priorities, systems and processes for the agriculture sector including priorities for the eradication of pests and diseases and identifying potential cures or causes.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p>	<p><b>Background/business process:</b></p> <p>Review records are created in reviewing a range of agriculture industry development related processes (including programs, plans, activities, initiatives, strategies, priorities, system, processes).</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need or receive request/order for review, identify review scope (terms of reference), determine direction appropriate to review scope (e.g. research environment, markets, processes as per scope and performance parameters), research review scope (e.g. programs, plans, activities, initiatives, strategies, priorities, systems, processes), identify outcomes (i.e. goals, objectives, strategies), identify findings, identify recommendations, draft review report and other required documents, consult with stakeholders, finalise review report and other required documents, submit recommendations and findings, conduct other activities as per review scope.</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> - Retain permanently.</p>	<p>records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Records Office Victoria Department of Primary Industries PROS04-01</i> reference number 11.5.1 - high public interest research outcomes - retain permanently; reference number 12.1.1 - development and implementation of Minister approved programs and initiatives – retain permanently.</p>
1.22.2	<p><b>Other ~</b> Records relating to reviewing other programs, plans, activities, initiatives, strategies, priorities, systems and processes for the agriculture sector not covered by reference number 1.22.1. <i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Review records are created in reviewing a range of agriculture industry development related processes (including programs, plans, activities, initiatives, strategies, priorities, system, processes). Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify need or receive request/order for review, identify review scope (terms of reference), determine direction appropriate to review scope (e.g. research environment, markets, processes as per scope and performance parameters, research review scope (e.g. programs, plans, activities, initiatives, strategies, priorities, systems, processes), identify outcomes (i.e. goals, objectives, strategies), identify findings, identify recommendations, draft review report and other required documents, consult with stakeholders, finalise review report and other required documents, submit recommendations and findings, conduct other activities as per review scope.</li> </ul> <p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01</i> reference number 11.3.0 - administration of research program - destroy 10 years from date of last access; reference number 12.1.2 - development and implementation of minor initiatives and programs -</p>

Ref. No	Description of record and retention period	Justification for retention period
1.23.1	<p><b>Significant *</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate agriculture initiatives.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other.</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p>destroy 7 years after administrative use is concluded.</p> <p><b>Background/business process:</b></p> <p>Stakeholder engagement records can be a subset of other records classes where consultation and liaison are part of the job, however they are also created as separate but influential records sets.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify aspirations, identify stakeholders, identify champion stakeholders, identify and assess material issues and stakeholder needs, identify stakeholder participants for material issues and informing business processes, identify stakeholder roles and responsibilities (including roles of collaborating, reviewing, assessing, advising, deciding, informing, communicating, receiving), draft stakeholder plan, initiate engagement as per plan monitor stakeholder interaction (links to other business processes as per context of material issues), review engagement (links to performance management process).</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value</li> <li>document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics</p> <ul style="list-style-type: none"> <li>5 - Substantial Contribution to Community Memory</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03</i> reference number 3.3.1 - liaison activity that leads to the establishment of business sustainable programs and sets a precedent or raises systemic issues – retain permanently.</p>
1.23.2	<p><b>Other ~</b></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders not covered by reference number 1.23.1.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p>	<p><b>Background/business process:</b></p> <p>See above.</p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>under the <i>Limitation of Actions Act 1974</i>.</p> <p><b>Comparison with other schedules:</b>  <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03</i> reference number 3.3.2 - all other liaison activity - client files etc. - destroy 7 years after the activity and client cease.</p>
1.24.1	<p><b>Significant *</b>  Records relating to sampling, testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, chemicals and other products to confirm or exclude the presence of known or suspected bacteria, chemicals, pests, genes, diseases, medicines, toxins, poisons, viruses, and other contaminants. Includes processing, transporting and storing laboratory and pathology tests, and sample specimens, where test results are significant.</p> <p><i>* Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>  Testing and identification records are created in scientific and technical processes.  Illustrative process:</p> <ul style="list-style-type: none"> <li>• Take samples; package, receipt and test samples; record test results; register significant test results; dispose samples (at appropriate point).</li> </ul> <p><b>Regulatory requirements:</b>  <i>Agricultural Standards Act 1994 – ss. 37-38</i>  <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988 – s. 15</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value to the department especially those that provide a significant result e.g. first of its kind</li> <li>• document the history of the department’s significant work.</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristic of the QSA Appraisal Statement:</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory.</li> <li>• 6 - Environmental Management and Change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03</i> reference number 4.4.2.1 - major reporting that sets a precedent, has general public notoriety or raises systemic issues. Research methodologies used, stack test reports, analytical data, instrument charts, external laboratory reports, air quality control inventory – retain permanently.</p>
1.24.2	<p><b>Other ~</b>  Records relating to sampling,</p>	<p><b>Background/business process:</b>  See above.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, chemicals and other products where testing is not covered by reference number 1.23.1.</p> <p><i>~ Refer to Appendix: Definition of Significant Versus Other</i></p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Regulatory requirements:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• provide evidence of the processes used when testing and identification ensuring all findings and results, and subsequent decisions are based on accurate findings and results</li> <li>• reduce risks associated with incorrect sampling or testing by providing evidence of repeatable processes</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records New South Wales Food Safety Management Retention and Disposal Schedule/Authority FA284 reference number 1.7.1</i> - records relating to the analysis, diagnosis and testing of food samples - retain minimum of 7 years after last action, then destroy. <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03 reference number 4.4.2.2</i> - reporting not covered by 4.4.2.1, research methodologies used, stack test reports, analytical data, instrument charts, external laboratory reports, air quality control inventory - destroy 7 years after administrative use is concluded.</p>
1.24.3	<p><b>Test results previously collated into research and test reports</b></p> <p>Records relating to test results that have been previously collated into other research and test reports including sampling, testing, processing, analysing and diagnosing animal livestock, fodder crops, pastures, land, soil, water, chemicals and other products to confirm or exclude the presence of known or suspected bacteria,</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained until reference ceases as they have no ongoing value to the business area as the results are included in other documentation.</p> <p><b>Comparison with other schedules:</b> <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS 02-03 reference number 4.4.1</i> - testing required for analysis, review and forecasting purposes - destroy after test results have been incorporated into a report.</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>chemicals, pests, genes, diseases, medicines, toxins, poisons, viruses, and other contaminants.</p> <p><b>Disposal action</b> - Retain until reference ceases.</p>	
1.25.1	<p><b><i>Master curricular for formal qualifications (National Framework)</i></b></p> <p>Records relating to master curricular for training qualifications in agriculture for national training frameworks and to develop agricultural skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions in agriculture related legislation.</p> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in national qualification framework training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular; research developing knowledge bases; research developing industry practices; develop draft master curricular; prepare consultation information; invite industry review; receive consultation submissions; redraft and finalise master curricular.</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 25 years as they:</p> <ul style="list-style-type: none"> <li>provide long term reference value to the department for the development of future curricular</li> <li>support the business processes associated with training members of the public in animal management practices.</li> </ul> <p>DAFF is not a Registered Training Organisation and is therefore not required to comply with the standards set by the Australian Skills Quality Authority which includes the retention of student results for 30 years.</p> <p><b>Comparison with other schedules:</b></p> <p><i>State Records New South Wales Food Safety Management Retention and Disposal Schedule/Authority FA284</i> reference number 6.4.1 - course development - master set of approved curricula, course guides and handbooks for courses leading to formal degree/recognised qualification - required as State archives.</p>
1.25.2	<p><b><i>Master curricular not linked to formal qualifications</i></b></p> <p>Records relating to master curricular for training courses not formally linked to national training frameworks in</p>	<p><b>Background/business process:</b></p> <p>Master curricular (training) records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>agriculture and to develop agricultural skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under agriculture related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after curricular superseded.</p>	<p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 reference number 6.4.1</i> - course development - master set of approved curricula, course guides and handbooks for courses leading to formal degree/recognised qualification. Including training materials for mining operation – retain permanently.</p>
1.25.3	<p><b>Master curricular development material</b> Records relating to developing and reviewing master curricular for training qualifications in agriculture and to develop agricultural industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions under agriculture related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Master curricular (training) development records are created in training processes, both formally and informally. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Review existing curricular, research developing knowledge bases, research developing industry practices, develop draft master curricular, prepare consultation information, invite industry review receive consultation submissions, redraft master curricular, finalise master curricular</li> </ul> <p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258 reference number 6.1.1</i> records documenting the internal accreditation of courses not linked to a national qualification e.g. against industry standards or through internal processes - retain minimum of 7 years after last action, then destroy <i>Public Records Victoria Employment, Investment and Industry Retention and Disposal Schedule/Authority PROS08-04 reference number 4.7.0</i> development and administration of training programs - destroy 7 years after the conclusion of program.</p>

Ref. No	Description of record and retention period	Justification for retention period
1.25.4	<p><b>Training course guides, presentations, assessment and supporting materials</b></p> <p>Records relating to developing, delivering and assessing of training courses for training qualifications in agriculture and to develop agricultural industry and compliance skills and knowledge in staff and clients (internally and externally), including inspections, investigations and prosecutions training under agriculture related legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after training course superseded.</p>	<p><b>Background/business process:</b></p> <p>Training course records are created in training processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Review master curricular (if relevant), identify training outcomes, research training requirements (against curricular/outcomes), research areas of practice, develop draft training course outline, develop training session plans, develop training presentations, develop practical exercises, develop on the job activities, develop assessment activities, develop training tools (e.g. workbooks), test training session plan, review training session plan</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 6.1.1 records documenting the internal accreditation of courses not linked to a national qualification e.g. against industry standards or through internal processes - retain minimum of 7 years after last action, then destroy</p> <p><i>Public Records Victoria Employment, Investment and Industry Retention and Disposal Schedule/Authority PROS08-04</i> reference number 4.7.0 development/administration of training programs - destroy 7 years after conclusion of program.</p>
1.25.5	<p><b>Skills development support programs, materials and resources</b></p> <p>Records relating to developing, delivering and assessing skills development support programs in agriculture training such as coaching, mentoring, job shadowing and other programs, strategies, learning experiences.</p>	<p><b>Background/business process:</b></p> <p>Skills development support program records are created in rural labour support processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Identify labour shortages, identify job entry requirements, identify job applicant types, identify likely job applicants, identify barriers to job entry, identify programs to remove barriers, develop programs, run programs</li> <li>Source jobs, source job applicants, match job applicants to jobs, provide application support, administer applicable program elements</li> </ul> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p>records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 6.1.1 - records documenting the internal accreditation of courses not linked to a national qualification e.g. against industry standards or through internal processes. - retain minimum of 7 years after last action, then destroy.</p> <p><i>Public Records Victoria Employment, Investment and Industry Retention and Disposal Schedule/Authority PROS08-04</i> reference number 4.7.0 - development/administration of training programs - destroy 7 years after conclusion of program.</p>

Function No	Title	Scope Note
2	<b>ANIMAL MANAGEMENT</b>	<i>The management and protection of animals, bees and related products. Includes animal ethics, health and welfare; the provision of veterinary, animal health and stock inspection services; scientific research, development and extension into animal health and welfare, livestock diet and nutrition, housing and management and genetics and reproduction. Includes administering programs to support sustainable livestock farming; assisting industry growth and development; encouraging businesses to adopt innovative practices, processes and products; and providing advice on production methods and business management to improve competitiveness. Includes wildlife and companion animals. Excludes aquatic animals.</i>

### Activities

- 2.1 Disposal
- 2.2 Registration
- 2.3 Vaccinations

Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<b><i>Evidence, products, animals, carcasses and waste</i></b> Records relating to disposing of evidence, products, animals, animal carcasses and other waste seized under enforcement, inspection and investigation activities. Includes issuing stock destruction notices; transferring and disposing of stock; publishing intention to sell; selling seized and detained stock; enforcing notices issued by local governments of destruction of stock straying upon roads and land that are diseased or	<p><b>Background/business process:</b></p> <p>Disposal related records are created during processes of evidence seizure, property forfeiture and waste collection generally through enforcement processes (e.g. inspections, investigations, prosecution) and disposal of such items in line with legislative and procedural requirements for handling said items.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Obtain warrants; collect evidence; seize property and waste; list and store evidence; list and store seized/forfeited items; issue seizure receipts/forfeiture notices; issue disposal notices; seek approvals; destroy items; certify destruction.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Brands Act 1915 s. 22</i></p> <p><i>Stock Act 1915 s. 19</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>suspected to be diseased. Includes seizure orders for removing and disposing of stock, products, animal carcasses, pathogens and biological preparations.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<ul style="list-style-type: none"> <li>• support the decisions of the business</li> <li>• ensure records are available in the event of a claim for damages or loss</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 7.1.2 - records relating to the destruction of expired, unsafe or surplus explosives in accordance with AS 2187 – 2006 - retain for 7 years after last action.</p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 2.4.3 - records relating to orders given for controlling the spread of identified diseases, pests, weeds, and non-indigenous animals at a local level. Includes orders for disinfection, detention notices, destruction orders, pest control orders, penalty notices - retain minimum of 10 years after last action.</p>
2.2.1	<p><b>Accreditations, licences, plans and property information - animal related</b></p> <p>Records relating to registering animal related accreditations, licences, plans and information against land areas, property and premises, including applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations. Includes the registration of:</p> <ul style="list-style-type: none"> <li>• apiary classification</li> <li>• veterinary premises and registration-related inspections of premises, fittings and equipment</li> <li>• registered places, tags, thresholds, property changes, stock status and</li> </ul>	<p><b>Background/business process:</b></p> <p>Animal accreditation registers are created during animal related licensing processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry</li> <li>• Receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Stock Identification Regulation 2005</i> – ss. 11, 16-26 , 41</p> <p><i>Apiaries Act 1982</i> – ss. 11, 14, 16-17</p> <p><i>Stock (Cattle Tick) Notice 2005</i> – ss. 41-42, 46, 60</p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>registered place status (chemical residue status, disease status or HGP status)</p> <ul style="list-style-type: none"> <li>• accredited meatworks, saleyards and feedlots.</li> </ul> <p><b>Disposal action</b> - Retain permanently.</p>	<p>Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 6.14.7 - pre 1994 land ownership records - records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits - retain permanently.</i></p> <p><i>Public Records Office Victoria Surveyor General Retention and Disposal Schedule/Authority PROS07-08 reference number 1.1.0 summary management by the SRBV of licensed surveyors who perform cadastral surveys in Victoria - Register of Licensed Surveyors – retain permanently.</i></p> <p><i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01 reference number 8.1.0 registration of successful licence applicants – retain permanently.</i></p>
2.2.2	<p><b>Animal identification registers</b></p> <p>Records relating to registering animal identification information and making national livestock identification information systems available for public inspection under relevant legislation including:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• renewals</li> <li>• transfers</li> <li>• releases</li> <li>• changes</li> <li>• surrenders</li> <li>• cancellations</li> </ul>	<p><b>Background/business process:</b></p> <p>Animal identification registration records are created in animal identification processes, responsible for tracking stock movements via tags, brands, marks, permits, and other control mechanisms to track and quarantine animals during disease outbreaks.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry,</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Brands Act 1915 – ss. 5- 6, 6A-C, 9-11, 9A, 11A, 12-14, 14A-B 16-17, 17A, 18A, 19, 19A, 20A</i></p> <p><i>Stock Identification Regulation 2005 – ss. 3, 9-10, 12, 15, 27, 28-30, 37, 67S, 67U-V, 76, 79, 83, 87, 101</i></p> <p><i>Animal Care and Protection Act 2001 – ss. 60, 62, 71-72, 80</i></p> <p><i>Veterinary Surgeons Act 1936 – s. 16</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• terminations</li> <li>• establishing and maintaining registers for the prevention, control and eradication of disease</li> <li>• registering tags</li> <li>• stock movements and untagged stock</li> <li>• transfer, reuse or recycling of tags</li> <li>• untagged travel permits for cattle, goats, pigs or sheep.</li> </ul> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained 25 years as they:</p> <ul style="list-style-type: none"> <li>• are required for long term business need based on industry cycles of renewal and regeneration</li> <li>• represent industry cycles over time required for reference to effectively assess long-term impacts. They are the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</li> <li>• are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>• are required for long term reference for generational change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01 reference number 8.1.0 - registration of successful licence applicants – retain permanently.</i></p>
2.2.3	<p><b>Brands and earmarks registers</b></p> <p>Records relating to registering animal brands and earmarks including special brands for use in local governments, departments, statutory bodies, nominees and the Queensland Police Service and apiary marks and brands.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>  Animal brands and earmarks are registered so that wandering stock can be identified and returned to their rightful owners.</p> <p><b>Regulatory requirements:</b>  <i>Brands Act 1915 – ss. 5- 6, 6A-C, 9-11, 9A, 11A, 12-14, 14A-B 16-17, 17A, 18A, 19, 19A, 20A</i>  <i>Stock Identification Regulation 2005 – ss. 3, 9-10, 12, 15, 27, 28-30, 37, 67S, 67U-V, 76, 79, 83, 87, 101</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> </ul> <p>QSA already holds several series of these types of records within the archival collection.</p> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01</i> reference number 8.1.0 - registration of successful licence applicants – retain permanently.
2.3.1	<p><b>Vaccination programs</b> Records relating to processing applications authorising vaccination programs including:</p> <ul style="list-style-type: none"> <li>processing notices of reactions to vaccines under approved vaccination programs, and advice given to the chief inspector</li> <li>monitoring compliance and effectiveness of vaccinations, vaccination programs and serological performance of commercial flocks vaccinated under alternative programs</li> <li>vaccination of flocks of fowl against Newcastle disease by commercial flock owners under approved programs under legislation</li> <li>details of alternative programs and evidence from vets as to the efficacy of programs.</li> </ul> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Vaccination records are created in authorised vaccination program processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>Develop vaccine, test vaccine, conduct controlled trials, release vaccinations</li> <li>Develop vaccination programs for at risk industries using research and testing techniques</li> <li>Run vaccination programs, oversee programs run by veterinarians, monitor success of programs, review vaccination effectiveness, review programs.</li> </ul> <p><b>Regulatory requirements:</b> <i>Apiaries Act 1982 - ss. 5-8, 8A, 9-10, 13, 16-17, 17A, 41</i> <i>Stock Regulation 1988 – ss. 59K-O, 59Q-S</i></p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>need to be retained to support the decisions of the business.</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Washington State Archives Animal Services Retention and Disposal Schedule/Authority AN50</i> - reference number AN50-10B-23 - preventative health record form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc. - retain for 6 years after completion of procedure then destroy. <i>Queensland Department of Primary Industries Animal and Plant Health Service Retention and Disposal Schedule/Authority QDAN 496</i> reference number 1 - certificates of health - retain for 7 years after last action.</p>

Function No	Title	Scope Note
3	<b>CHEMICAL AND CONTAMINANT MANAGEMENT</b>	<i>The management of the use of agricultural chemicals, including pesticides, herbicides, stock and veterinary chemicals and maintenance of an approved register of chemicals, assessing product applications, specifying conditions of use and maximum residue limits. Also includes; extension services of the department, the assessment and testing of chemicals, heavy metal and organochlorin residues and contaminants; and incident response management.</i>

### Activities

- 3.1 Disciplinary Action
- 3.2 Mapping
- 3.3 Registrations
- 3.4 Risk Management

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<p><b>Licensee disciplinary action</b></p> <p>Records relating to show cause notices issued to licensees for offences under legislation with potential for disciplinary action. Includes records created by the Agricultural Chemicals Distribution Control Board prior to licences being approved by the chief executive officer following enactment of relevant legislation.</p> <p><b>Disposal action</b> - Retain for 7 years after claim determined.</p>	<p><b>Background/business process:</b></p> <p>Disciplinary action records are created as a result of processes monitoring the conduct of licence holders, with non-compliant licence holders having their behaviour deemed inappropriate, given legislative requirements and terms and conditions of their licence. Their behaviour is investigated, evidence is documented, recommendations are reported and licence holders are given due notice of their rights to show cause why their licence should not be suspended or cancelled. Show cause notices can result in an application-like process approving or rejecting applications to take action, or be escalated to a hearing by committee or board.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive or identify issue; assess issue; reject or investigate issue; refer issue to investigation of misconduct; investigate misconduct; reject or accept case for disciplinary action; issue show cause notices; assess case made for not proceeding with disciplinary action; issue disciplinary action notices; register disciplinary action outcome; suspend or cancel relevant licences; close disciplinary action case.</li> </ul> <p><b>Regulatory requirements:</b> <i>Agricultural Chemicals Distribution Control Act 1966 - s 21, 21A-D</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>New South Wales Veterinary Practitioners Board Retention and Disposal Schedule/Authority FA273</i> reference number 4.3.3 - records relating to complaints that result in disciplinary action - retain minimum of 10 years after last action, then destroy.</p>
3.2.1	<p><b>Significant*</b>  Records relating to significant maps created for the purpose of inspecting and surveying sites for chemicals and contaminants including maps of sites of significant perpetual contaminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>  Mapping records are created as support tools to a variety of business processes, especially those which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify land areas to be mapped; identify sites to be mapped; research legal instruments and available land survey data; mobilise to site; take field measurements; observe and analyse field data; identify/plan property boundaries; establish property markers e.g. boundaries; conduct control surveys; establish cadastral surveys; examine property records and historical evidence; create surveys; certify surveys (required by statute or local ordinance); register surveys; overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Agricultural Chemicals Distribution Control Regulation 1998 – s. 3</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b>  <i>New South Wales Department of Planning Retention and Disposal Schedule/Authority FA245</i> reference number 3.9.1 - Maps, plans and drawings associated with significant sites identified for key public projects or to protect natural assets, such as heritage or heritage listed property, or property significant to the state or a region – retain permanently.</p>
3.2.2	<p><b>Other ~</b>  Records relating to inspecting and surveying sites for the purpose of managing chemicals and contaminants not covered by reference number 3.2.1 including mapping areas, surveying and mapping boundary locations, and completing aerial surveys and assessment surveys.</p> <p><b>Disposal action</b> - Retain whilst current and then 7 years after action completed.</p>	<p><b>Background/business process:</b>  See above.</p> <p><b>Regulatory requirements:</b>  <i>Agricultural Chemicals Distribution Control Regulation 1998 – s. 3</i></p> <p><b>Business requirements:</b>  Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 5.6.1 - original working maps used in the preparation of published maps and any subsequently scanned electronic copies - retain for 10 years after last action; reference number 5.6.5 - records relating to remote sensed data (RSD) either purchased or created by NRW Forest Products and used to update corporate maps. Includes satellite images, aerial photography, laser altimetry, etc. - retain for 10 years after last action.  <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 6.6.2 - original working maps used in the preparation of published maps and any subsequently scanned electronic copies – retain for 10 years after last action.</p>
3.3.1	<p><b>Hazard area declarations register - land areas</b>  Records relating to registering areas declared to be hazardous including related information</p>	<p><b>Background/business process:</b>  Hazardous land area registration records are created in declarations processes.  Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>and area plans, applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p>registration application, register entry,</p> <ul style="list-style-type: none"> <li>• Receive change/transfer/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry</li> </ul> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b> <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 3.3.2 - registers documenting information relating to wildfires within State forest plantations. Registers may include, but are not limited to datasets contained in the WILDFIRES database; hard copy registers - retain permanently. <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 6.14.7 - pre 1994 land ownership records - Records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits - retain permanently.</p>
3.3.2	<p><b>Chemical products and constituents registers</b></p> <p>Records relating to registering chemical products and constituent information and making it available for regulatory requirements, public</p>	<p><b>Background/business process:</b></p> <p>Chemical products and constituent information registration records are created in chemical and contaminant management processes, responsible for tracking chemicals and constituents via labels, instructions, variations, permits, and other control mechanisms to control inappropriate chemical use.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>inspection and internal use under legislation including the <i>Agricultural Veterinary Chemicals Code</i>. Includes processing applications for registration of chemical products or active constituents for proposed or existing chemical products; proposed variations of particulars or conditions of instructions for use; container label instructions for chemical products; establishing and maintaining registers; applications, renewals, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p>registration application, register entry,</p> <ul style="list-style-type: none"> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry</li> </ul> <p><b>Regulatory requirements:</b> <i>Agricultural Veterinary Chemicals Code 1994 - s 34-35, 56ZA</i></p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> </ul>
3.4.1	<p>Records relating to assessing, implementing and maintaining risk management reviews, profiles and registers for chemical and contaminant management processes.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Risk management records are created to support various chemical and contaminant management processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Assess risks, mitigate risks, and monitor risks.</li> </ul> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement.</li> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01 reference number 3.1.0 identification of risks and implementation of appropriate mitigation strategies - destroy 10 years after date of creation of the record.</i>

Function No	Title	Scope Note
4	<b>DEVELOPMENT OF AGRICULTURE INDUSTRY</b>	<i>The function of encouraging and facilitating the establishment, growth and development of competitive Queensland industries by attracting investment, commercialisation of new ideas, processes, goods and services, and fostering domestic and international growth of existing and emerging State industries. Includes strategic industry related policy, competition and structural adjustments, industry sustainability, and development of new business opportunities for rural communities. Also includes cooperative projects to support change in the operation of business ventures; developing strategies to help rural enterprises and communities adjust to changing commercial conditions, improving profitability and competitiveness; and providing industry advice and training assistance.</i>

#### Activities

##### 4.1 Rural Skilling

Ref. No	Description of record and retention period	Justification for retention period
4.1.1	<p>Records relating to developing and implementing skills development programs and other employment initiatives aimed at improving skills and labour in rural primary industries to ensure continuous supply capable of meeting ongoing demand.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Rural skilling records are created in various processes designed to identify and fill labour market shortages and monitor ongoing needs and demand for jobs.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Research rural labour market skills; identify training availability shortfalls, training markets and training programs; source training providers; organise training venues, and training courses; identify traineeship and apprenticeship requirements; identify jobs and career paths; organise recruitment agency involvement; monitor job shortfalls; identify job sharing opportunities; monitor seasonal worker markets; organise information distribution.</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
		<b>Comparison with other schedules</b> <i>Public Records Victoria Employment, Investment and Industry Retention and Disposal Schedule/Authority PROS08-04</i> reference number 4.7.0 development and administration of training programs - destroy 7 years after the conclusion of program

Function No	Title	Scope Note
5	<b>ENVIRONMENT AND NATURAL RESOURCES</b>	<i>The function of responding to external conditions, circumstances and influences surrounding and/or affecting the development and/or life of organisms, plants, animals and humans, and including the need for control, conservation and regulation. Also refers to the management of natural systems from a broad perspective and includes the long term manifestations of weather often impinging on the environment and resulting in wider ramifications such as natural disasters and climate change which directly affect primary industries.</i>

### Activities

5.1 Environmental Protection

5.2 Risk Management

Ref. No	Description of record and retention period	Justification for retention period
5.1.1	<p><b>Significant *</b></p> <p>Records relating to managing the performance of significant environmental management programs, including systematic monitoring of results of activities; collecting and analysing performance information to track progress toward planning results; using performance information to inform programs; studying, protecting and enhancing environment and natural resources to ensure sustainable and responsible resource development efforts including significant issues in degradation, ecology,</p>	<p><b>Background/business process:</b></p> <p>Environmental protection records are created in monitoring the impact of environmental forces on agricultural industries. These forces can include carbon emissions and trading schemes, climate change, ecology and ecosystems. Includes monitoring industry considerations in environmental impact assessment processes.</p> <p>Illustrative process: These processes work with and align with advice, research, risk management activities, and extension and training activities of other agricultural functions.</p> <ul style="list-style-type: none"> <li>Plan environmental protection priorities; gather and analyse environment related data; collect environmental protection information; analyse industry impact on environment; review environmental outcomes; report on environment related issues; consider industry impacts on environment; develop impact reductions for industry mechanisms (to protect environment); monitor mechanisms and outcomes; report protection outcomes</li> <li>Provide input into environmental impact assessments</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained 25 years as they:</p> <ul style="list-style-type: none"> <li>are required for long term business need based on industry cycles of renewal and regeneration</li> <li>represent industry cycles over time required for reference to effectively assess long-term impacts. They are</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>ecosystems, catchments, environmental impact assessments, reserves and sanctuaries.</p> <p><b>Disposal action</b> - Retain for 25 years after action completed.</p>	<p>the foundations for corporate memory for enhancement and improvement of economic and environmental impacts and outcomes</p> <ul style="list-style-type: none"> <li>• are needed to provide evidence of these decisions, support actions, and provide a history of environmental management programs</li> <li>• are required for long term reference for generational change.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 10.3.4 - records relating to the provision of advice concerning, and inspections, checks or assessments of mining operations or quality management programs for compliance with licence or operating conditions or with environmental protection legislation, regulations and standards where compliance is satisfactory - retain minimum 20 years after last action or security deposit relinquished.</p>
5.1.2	<p><b>Other ~</b></p> <p>Records relating to managing performance of other environmental management programs and operations not covered by reference number 5.1.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> See above.</p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 10.9.2 - records relating to the development, establishment, implementation and evaluation of operational plans or of programs supporting the management of natural resources and environmental protection - retain minimum of 5 years after last action, then destroy.</p>
5.2.1	<p>Records relating to assessing, implementing and maintaining risk management reviews, profiles and registers for environmental and natural</p>	<p><b>Background/business process:</b> Risk management records are created to support various other agriculture related management processes.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Assess, mitigate and monitor ongoing risks.</li> </ul>



Ref. No	Description of record and retention period	Justification for retention period
	<p>resources programs.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Public Record Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS 04-01</i> reference number 3.1.0 identification of risks and implementation of appropriate mitigation strategies - destroy 10 years after date of creation of the record.</p>

Function No	Title	Scope Note
6	<b>FIELD CROP MANAGEMENT</b>	<i>The function of researching, growing, farming, harvesting, milling, producing, assisting industry growth and development, protecting the commercial production and management of field crops, pastures and related products. Major activities relate to the breeding, cultivation, improvement, irrigation, protection and the management of field crops and pastures; commercialisation of new selections and varieties; environmental protection systems; and seeding and fertilisation systems. Includes extension services and scientific research into field crop and pasture agronomy, breeding, cropping, cultivators, entomology, pathology, plant quarantine fertiliser spraying, wheat quality and field trials and evaluations, gene mapping, quality and improvement programs, molecular markers, new varieties and nutrition; harvest and post-harvest handling; supply chain management; soil dry land salinity and water management; and farming production technologies relating to field crop and pasture production, storage and transportation.</i>

### Activities

#### 6.1 Registrations

Ref. No	Description of record and retention period	Justification for retention period
6.1.1	<p><b>Land areas registers</b></p> <p>Records related to registering applications and submissions received under legislation including, but not limited to the <i>Sugar Industry Act 1999</i> including mortgages, caveats and area plans, transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b></p> <p>Land registration records are created as part of registration processes for the field crop industry players relying on mortgages and caveats for farm financing.</p> <p>Illustrative processes for front end processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application; assess registration application; request further information; approve registration application; register entry</li> <li>• Receive change/transfer/cancellation request; assess request; request further information; approve request; register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Sugar Industry Act 1999 – s. 249</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b> <i>Forestry Plantations Queensland Retention and Disposal Schedule/Authority QDAN 633</i> reference number 3.3.2 - registers documenting information relating to wildfires within State forest plantations. Registers may include, but are not limited to datasets contained in the WILDFIRES database; hard copy registers - retain permanently. <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 6.14.7 - records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits - retain permanently.</p>

Function No	Title	Scope Note
7	<b>FOOD MANAGEMENT</b>	<i>The function of researching, identifying, developing and protecting new and existing whole and processed food markets for the Queensland agribusiness sector, both primary and food-related secondary industries. Includes the identification and enhancement of health and consumer quality attributes that add value to Queensland tropical and sub-tropical agribusiness food industry sectors, and researching and developing methods to ensure food quality and safety. Includes food products made from horticulture, aquaculture, seafood, cereals, meat and dairy produce and related products and services.</i>

### Activities

#### 7.1 Quality Management

Ref. No	Description of record and retention period	Justification for retention period
7.1.1	<p><b>Food production</b></p> <p>Records relating to developing quality management tools, checking methods and technology for food production to meet quality standards including consultation with community and key stakeholders.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b></p> <p>Quality management records are created in food safety processes for a continuous improvement and quality checking process to ensure safe food consistently reaches the consumer.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>Develop food quality resources (around food producer quality policies and procedures); develop methods for continuous improvement activities (including testing, risk management); disseminate resources; oversee industry implementation (of food quality resources and continuous improvement); review food quality resources.</li> </ul> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 6.2.1 - records relating to inspections, audits or assessments of the agency's education and training processes, systems or facilities for compliance with relevant legislation, regulations and standards, including the assessment of quality management programs against industry standards, reporting and providing advice on issues related to compliance - retain minimum of 7 years after last action.

Function No	Title	Scope Note
8	<b>HORTICULTURE MANAGEMENT</b>	<i>The management and development of the horticulture industry which includes the commercial production of lifestyle, fruit, nut, vegetable, viticulture and other horticulture crops and products. Includes the breeding, cultivation, improvement, irrigation, production, protection and management of horticulture crops, commercialisation of new selections and varieties and scientific research into horticulture agronomy. Also includes administering programs to support the commercial production of horticulture crops, assisting industry growth and development, encouraging businesses to adopt innovative practices, processes and products, and providing advice on cultivation methods and business management to improve competitiveness.</i>

This function does not have any corresponding activities or record classes included as all records are covered by the Common Activities section of the schedule. It has been included to ensure a number for sentencing purposes for the department.

Function No	Title	Scope Note
9	<b>PEST AND DISEASE MANAGEMENT</b>	<i>The function of controlling pests, parasites and diseases in plants and animals. Includes exotic and endemic pests and diseases. Also includes disease identification; emergency response management; eradication programs; pest identification; quarantining of affected properties, plants and animals; movement and containment controls; and treatments and weed management systems diseases, pests and integrated pest management systems and the appointment of inspectors for this function.</i>

### Activities

- 9.1 Audit
- 9.2 Claims Management
- 9.3 Enforcement
- 9.4 Mapping
- 9.5 Registrations
- 9.6 Vaccinations

Ref. No	Description of record and retention period	Justification for retention period
9.1.1	<p><b>Significant * recommendations and findings</b></p> <p>Records relating to audits of pests and disease management facilities and professions, including quality assurance audits to monitor compliance with pest and disease management legislation and re-auditing commercial risk management plan audits completed by inspectors, where significant recommendations and findings were made that</p>	<p><b>Background/business process:</b></p> <p>Audit records are created whilst checking quality management processes, management controls and operational processes, for their effectiveness for product/service quality, operational applicability and fraud prevention.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Schedule audit; collect required audit documentation; mobilise to audit site; check auditable records; complete audit documentation; draft audit report; report audit results; communicate audit report.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Plant Protection Regulation 2002 - s 58</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>result in significant changes to processes, policies and procedures.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<ul style="list-style-type: none"> <li>document the history of the department's significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>5 -Substantial Contribution to Community Memory</li> <li>6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b> <i>Public Record Office Victoria Environment Protection Authority Retention and Disposal Schedule/Authority PROS02-03</i> reference number 3.7.2 - overseeing of audits conducted under the Environmental Auditor (Contaminated Land) program and similar programs – retain permanently.</p>
9.1.2	<p><b>Other ~ observations and findings</b></p> <p>Records relating to other audits of pests and disease management facilities and professions, including quality assurance audits to monitor compliance with pest and disease management legislation and re-auditing commercial risk management plan audits completed by inspectors, not covered by reference number 9.1.1.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> As above.</p> <p><b>Regulatory requirements:</b> <i>Plant Protection Regulation 2002 - s 58</i></p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>are required for future business enhancement and improvement</li> <li>need to be retained to support the decisions of the business</li> <li>ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 6.2.1 - records relating to inspections, audits or assessments of the agency's education and training processes, systems or facilities for compliance with relevant legislation, regulations and standards, including the assessment of quality management programs against industry standards, reporting and providing advice on issues related to compliance - retain minimum of 7 years after last action, then destroy.</p>
9.2.1	<p><b>Compensation - exotic diseases</b></p> <p>Records relating to managing</p>	<p><b>Background/business process:</b> Compensation claim records are created in assessing the Department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the Department's excise of legislation and</p>



Ref. No	Description of record and retention period	Justification for retention period
	<p>compensation funds and accounts for the payment of expenses for controlling, eradicating and preventing the spread of exotic diseases under relevant legislation including compensation payments for costs and expenses; revenue from sale of stores or equipment; distribution of surplus moneys and repayments into fund; closure of compensation fund for specific outbreaks, and the disbursement of payments and retention of future payments for undetermined claims pending settlement.</p> <p><b>Disposal action</b> - Retain for 7 years after funding ceases.</p>	<p>its inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess compensation claim application; request further information; investigate claim; approve or reject application; pay claim</li> </ul> <p><b>Regulatory requirements:</b> <i>Exotic Diseases in Animals Act 1981 - s 33</i></p> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• are required to be retained for Financial reasons, they are linked to receipt of monies therefore the records are required for the same period of time as the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i>.</li> </ul> <p><b>Comparison with other schedules:</b> <i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 3.5.2 - records relating to the assessment of successful applications and short listing for grant funding. Records may include, but are not limited to grant applications; notification of approval – (grant offer); notification of rebate received - retain for 7 years after last action.</i></p>
9.2.2	<p><b>Rewards - fire ants</b></p> <p>Records relating to processing claims for rewards for the discovery and notification of fire ant colonies to the department.</p> <p><b>Disposal action</b> - Retain for 7 years after claim determined.</p>	<p><b>Background/business process:</b> Compensation claim records are created in assessing the department's liability for compensation payable to applicants for a range of loss, damage and costs associated with the Department's excise of legislation and its inspectorate duties.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Receive and assess compensation claim application; request further information; investigate claim; approve or reject application; pay claim</li> </ul> <p><b>Regulatory requirements:</b> <i>Plant Protection Regulation 2002 – ss. 64F-H</i></p> <p><b>Business requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• are required to be retained for Financial reasons, they are linked to receipt of monies therefore the records are required for the same period of time as the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i></li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i></li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653</i> reference number 9.7.1 - records relating to claims made for compensation under the <i>Vegetation Management Act 1999</i> - retain for 7 years after last action.</p> <p><i>State Records New South Wales Department of Primary Industries Retention and Disposal Schedule/Authority FA258</i> reference number 13.1.3 - records relating to collecting royalty payments, payments made to private landowners in compensation for the conduct of mining activities - retain minimum of 7 years after date of audit, then destroy.</p>
9.3.1	<p><b><i>Disease protection – defined areas</i></b></p> <p>Records relating to enforcement actions on defined land areas covering individuals, companies, premises or properties for eradicating, controlling, checking or preventing the spread of exotic disease under relevant legislation including the disinfection, treatment and control of the movement of persons, animals, vehicles, vessels and things from declared infected areas,</p>	<p><b>Background/business process:</b></p> <p>Enforcement related records are created in compliance monitoring processes to ensure adherence to legislative requirements, and take punitive action against offenders.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• As part of monitoring and surveillance programs, and conducting inspection or investigation processes, on-the-spot notices, such as directives, orders, fines, penalties and exemptions, are issued.</li> <li>• identify breach/issue; communicate breach/issue to relevant person; issue notices; register issued notices; communicate issued notices to other business processes; follow up notices with action requirements; collect notices for notices with payment requirements; follow up payments.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Land Protection (Pest and Stock Route Management) Act 2002</i> – ss. 29-30, 34, 53-54, 53A, 68, 80-81, 88, 90-91, 184-186</p> <p><i>Diseases in Timber Act 1975</i> – ss. 5, 8</p> <p><i>Exotic Diseases in Animals Act 1981</i> – ss. 8-10, 10A, 12-18, 22</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>infected premises, restricted areas, standstill zones and control areas; supervised treatments of stock from infected properties at risk; seizure, detention, and disposal of animals, carcasses, animal products, animal pathogens, biological preparations, property and articles and the requisition of land, buildings, vehicles, vessels, equipment, and instruments.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><i>Exotic Diseases in Animals Regulation 1998 – ss. 4-5, 7-8</i>  <i>Stock (Cattle Tick) Notice 2005 – ss. 17, 33-35</i>  <i>Plant Protection Regulation 2002 - s 46, 52, 55, 60-62, 132, 159-161</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required to be retained for Financial reasons, they are linked to receipt of monies therefore the records are required for the same period of time as the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i>.</li> <li>• need to be retained to support the decisions of the business.</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i></li> </ul> <p><b>Comparison with other schedules:</b>  <i>Victorian Department of Primary Industries Retention and Disposal Schedule/Authority PRO04-01</i> reference number 8.6.0 - issue of penalties or instruction for remedial actions to be undertaken in response to a breach of regulations - destroy 7 years after date of last access.  <i>State Records New South Wales Food Authority Food Safety Management Retention and Disposal Schedule/Authority DA284</i> reference number 1.4.1 - enforcement - summary records of issued penalty notices and prosecutions – retain minimum of 7 years after last action.</p>
9.4.1	<p><b>Significant*</b></p> <p>Records relating to inspecting, surveying, identifying and locating significant pest and disease management areas and facilities including surveying and mapping building lines, rabbit districts, animal-proof fencing, pest quarantine areas and boundaries, plans and maps for stock facilities and activities and completing aerial and assessment surveys.</p>	<p><b>Background/business process:</b></p> <p>Mapping records are created as support tools to a variety of business processes, especially those which run state-wide programs. Common processes include enforcement, extension, licensing, monitoring and surveillance, registrations and research.</p> <p>Illustrative process:</p> <ul style="list-style-type: none"> <li>• Identify land areas and sites to be mapped; research legal instruments; research available land survey data; mobilise to site; take field measurements; observe and analyse field data; identify/plan property boundaries; establish property markers e.g. boundaries, conduct control surveys, establish cadastral surveys; examine property records and historical evidence; create surveys; certify surveys (as required by statute or local ordinance); register surveys; overlay layouts, areas and zones on survey maps. Areas overlaid could include declared areas, special zones and exclusion areas.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Plant Protection Regulation 2002 - ss. 18, 73, 76, 83, 87, 92, 96 102, 114, 124, 128, 134, 155, 162, 166, 170</i></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><b>Disposal action</b> - Retain permanently.</p>	<p><i>Stock (Cattle Tick) Notice 2005 – s. 62</i>  <i>Land Protection (Pest and Stock Route Management) Regulation 2003 – s. 16</i></p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b>                      Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b>  <i>New South Wales Department of Urban Affairs Urban Planning Retention and Disposal Schedule/Authority DA65</i> reference number 1.1 - maps and plans relating to development in New South Wales c.1940-c.1979 – retain permanently.  <i>New South Wales Department of Planning and Development Retention and Disposal Schedule/Authority DA245</i> reference number 3.9.1 - maps, plans and drawings associated with significant sites identified for key public projects or to protect natural assets, such as Heritage or heritage listed property, or property significant to the state or a region – retain permanently.</p>
9.4.2	<p><b>Other ~</b>                      Records relating to inspecting, surveying, identifying and locating other pest and disease management areas and facilities not covered by reference number 9.3.1.</p> <p><b>Disposal action</b> - Retain whilst current and then for 7 years</p>	<p><b>Background/business process:</b>                      See above.</p> <p><b>Regulatory requirements:</b>                      See above.</p> <p><b>Business requirements:</b>                      The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	after action completed.	<ul style="list-style-type: none"> <li>• need to be retained to support the decisions of the business.</li> </ul> <p><b>Comparison with other schedules:</b>  <i>Queensland Department of Natural Resources and Water (Forest Products) Retention and Disposal Schedule/Authority QDAN 623</i> reference number 5.6.1 - original working maps used in the preparation of published maps and any subsequently scanned electronic copies - retain for 10 years after last action; reference number 5.6.5 - records relating to remote sensed data (RSD) either purchased or created by NRW Forest Products and used to update corporate maps. Includes satellite images, aerial photography, laser altimetry, etc. - retain for 10 years after last action.</p>
9.5.1	<p><b>Land title registry</b>  Records relating to registering charges, caveats and notations on land title registrations for unpaid amounts relating to the pest control of declared pests including transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b>  Land area registration records are created in licensing processes.  Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Receive and assess registration application; request further information; approve registration application; register entry</li> <li>• Receive change/transfer/cancellation request; assess request; request further information; approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice); delete entry</li> </ul> <p><b>Regulatory requirements:</b>  <i>Land Protection (Pest and Stock Route Management) Act 2002 – ss. 84-85</i></p> <p><b>Business requirements:</b>  The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b>  Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 3 - Enduring Rights and Entitlements</li> <li>• 4 - Significant Impact on Individuals</li> <li>• 5 - Substantial Contribution to Community Memory</li> <li>• 6 - Environmental Management and Change</li> </ul> <p><b>Comparison with other schedules:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Queensland Department of Environment and Resource Management Retention and Disposal Schedule/Authority QDAN 653 reference number 6.14.7 - pre 1994 land ownership records - Records created as evidence of land ownership issued prior to 1994 including original certificates of title; deeds of grant; leases; licences; permits - retain permanently.</i></p>
9.5.2	<p><b>Declared pest permits registers</b> Records relating to registering declared pest permits under relevant legislation including transfers, releases, changes, surrenders, cancellations and terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Background/business process:</b> Declared pest permit registration records are created in animal identification processes, responsible for tracking declared pests via permits and other control mechanisms to track their movement, location, spread and successful eradication. Illustrative processes:</p> <ul style="list-style-type: none"> <li>• Receive registration application, assess registration application, request further information, approve registration application, register entry,</li> <li>• Receive change/renewal/transfer/suspension/cancellation request, assess request, request further information, approve request, register entry</li> <li>• Receive deletion request (internally approved request of external advice), delete entry.</li> </ul> <p><b>Regulatory requirements:</b> <i>Land Protection (Pest and Stock Route Management) Act 2002 – s. 75</i></p> <p><b>Business requirements:</b> Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> </ul>
9.5.3	<p><b>Accredited persons registers</b> Records relating to registering accredited persons under the <i>Plant Protection Act 1989</i> including transfers, releases, changes, surrenders,</p>	<p><b>Background/business process:</b> Accredited persons registration records are created in accreditation processes. Illustrative processes: See above</p> <p><b>Regulatory requirements:</b></p>

Ref. No	Description of record and retention period	Justification for retention period
	<p>cancellations, terminations.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><i>Plant Protection Act 1989 – s. 21D</i></p> <p><b>Business requirements:</b></p> <p>The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> </ul> <p><b>Comparison with other schedules:</b></p> <p><i>Public Records Office Victoria Surveyor General Retention and Disposal Schedule/Authority PROS07-08</i> reference number 1.1.0 - registration of licensed surveyors – summary management - summary management by the SRBV of Licensed Surveyors who perform cadastral surveys in Victoria. This is achieved by SRBV maintaining the Register of Licensed Surveyors. This Register also maintains details of surveyors who have been audited – retain permanently.</p> <p><i>Public Records Office Victoria Department of Primary Industries Retention and Disposal Schedule/Authority PROS04-01</i> reference number 8.1.0 registration of successful licence applicants – retain permanently.</p>
9.5.4	<p><b>Approvals, controls and exemptions registers</b></p> <p>Records relating to registering approvals, controls and exemptions for the movement, holding and processing of zones, properties, facilities, schemes, routes, licences, chemicals and other objects relevant to the treatment, movement, or clearing of stock to prevent and control the spread of pests and diseases e.g. meatworks, feedlots, saleyards, properties, persons, and programs. Includes</p>	<p><b>Background/business process:</b></p> <p>Stock pest and disease information, including approval, control and exemption registration records are created in animal identification, movement, treatment, processing and clearing processes, and are responsible for tracking and curtailing pest and disease movements via approvals, exemptions and other control mechanisms.</p> <p>Illustrative processes</p> <p>See above.</p> <p><b>Regulatory requirements:</b></p> <p><i>Stock (Cattle Tick) Notice 2005 - s 43-44, 60, 62-64</i></p> <p><b>Business requirements:</b></p> <p>Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained permanently as they:</p> <ul style="list-style-type: none"> <li>• provide long term reference value</li> <li>• document the history of the department’s significant work</li> </ul>

Ref. No	Description of record and retention period	Justification for retention period
	<p>providing access to and the inspection of registers and certified extracts.</p> <p><b>Disposal action</b> - Retain permanently.</p>	<p><b>Permanent retention criteria:</b> Meets the following characteristics</p> <ul style="list-style-type: none"> <li>• 5 - Substantial Contribution to Community Memory</li> </ul>
9.6.1	<p>Records relating to producing, supplying, storing and administering vaccinations and vaccination programs including the manufacture of Tick Fever Centre vaccine batches.</p> <p><b>Disposal action</b> - Retain for 7 years after action completed.</p>	<p><b>Background/business process:</b> Vaccination records are created in authorised vaccination program processes. Illustrative process:</p> <ul style="list-style-type: none"> <li>• Develop vaccination programs for at risk industries using research and testing techniques</li> <li>• Run vaccination programs; oversee programs run by veterinarians; monitor success of programs; review vaccination effectiveness; review programs.</li> </ul> <p><b>Business requirements:</b> The Agriculture Division (DAFF), including AgriScience Queensland and Biosecurity Queensland, requires these records to be retained for 7 years as they:</p> <ul style="list-style-type: none"> <li>• are required for future business enhancement and improvement</li> <li>• need to be retained to support the decisions of the business</li> <li>• ensure legal reference, including standard appeals of decisions, judicial review and other court processes under the <i>Limitation of Actions Act 1974</i></li> </ul> <p><b>Comparison with other schedules:</b> <i>Washington State Archives Animal Services Retention and Disposal Schedule/Authority AN50</i> - reference number AN50-10B-23 – preventative health record form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.- retain for 6 years after completion of procedure. <i>Queensland Department of Primary Industries Animal and Plant Health Service Retention and Disposal Schedule/Authority QDAN 496</i> reference number 1 - certificates of health (Human) - retain for 7 years after last action.</p>



## Appendix: Definition of Significant Versus Other

### \* **Significant**

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind)

**If on balance of the factors, the records represent significant issue/s, retain as “Significant”.**

**If in doubt, seek advice or keep as default with review until more information becomes available.**

### ~ **Other**

Also known as non-State significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious i.e. routine, duplicable, low value, short applicability, short term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of 'significant' above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only

**If on balance of the factors, the records represent non-significant issues, retain as “Other”.**

**If in doubt, seek advice or keep as default with review until more information becomes available.**