

# Transport and Main Roads Sector Retention and Disposal Schedule

Responsible public authority: Transport and Main Roads public authorities

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## Scope of Retention and Disposal Schedule

This schedule applies to the core business records generated by the Transport and Roads public authorities that create and manage records relating to; Transport Infrastructure Management and Delivery, Transport Infrastructure Policy, Planning and Investment, Public Transport, and Transport Safety and Regulation. It also covers records no longer created by the Department of Transport and Main Roads and those records which were created by predecessor agencies which are now the responsibility of the Department Transport and Main Roads

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS) QDAN 249 v.7* and the *Maritime Safety Sector Retention and Disposal Schedule QDAN690 v.1*.

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

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

## Record Formats

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

## Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts

### Authority

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

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

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

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

### Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of Transport and Main Roads should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 225 v.1 issued 3 October 1997
- QDAN 335 v.1 issued 25 August 1998
- QDAN 396 v.1 issued 12 March 1999
- QDAN 418 v.1 issued 19 April 1999
- QDAN 474 v.4 issued 6 June 2002
- QDAN 479 v.1 issued 23 February 2000

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

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

### Retention of records

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

Public records must be retained for longer if:

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

v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

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

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

### **Records created before 1950**

Records described in QDAN474 v.5 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: *Management of Public Records Created Before 1950* which is available from the Queensland State Archives' website.

### **Transfer of public records to Queensland State Archives**

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

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

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# 1. TRANSPORT INFRASTRUCTURE MANAGEMENT AND DELIVERY

*The function of building, operating and maintaining road infrastructure designated as State Controlled Roads and transport facilities, road maintenance works such as pavement rehabilitation and bitumen resurfacing, research into road construction methods, testing of road infrastructure materials and hardware for use on new roads or existing infrastructure, such as bitumen, asphalt, concrete, soils, and pavement materials, both quarrying of materials and offers for supply of materials not required for particular road construction jobs. This function encompasses all works (projects) undertaken on road and transport related infrastructure such as: roads, bridges, culverts, public utility plant, footpaths, tunnels, noise barriers, transit centres, park and ride facilities, cycle infrastructure (bikeways), busways, busway terminals, ferry terminals, railway stations, light rail, airports and siting of minor facilities such as taxi ranks.*

Reference	Description of records	Status	Disposal action
1.1	<p><b>ASSET MANAGEMENT</b></p> <p><i>The activities associated with managing, maintaining and monitoring the lifecycle and performance of the department's unique assets such as construction plant equipment, inspection sites, training centres, vehicles, motorbikes and heavy vehicles. Includes the hire of modified vehicles or equipment acquired by the department to provide core services. Excludes the disposal or decommissioning of the department's unique assets.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the department's fleet and private garaged vehicles that are not related to the provision of core services.</i></p>		
1.1.1	<p><b>Protective equipment</b></p> <p>Records relating to the issuing, evaluation and history of protective equipment and clothing provided to road workers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• equipment and clothing history records</li> <li>• equipment and clothing issue registers</li> <li>• evaluation reports</li> <li>• research documents.</li> </ul>	Temporary	Retain for 25 years after last action.
1.1.2	<p><b>Service vehicles, plant, and specialised equipment</b></p> <p>Records relating to the acquisition, disposal, maintenance, service, repair and hire of</p>	Temporary	Retain for 7 years after disposal of asset.

Reference	Description of records	Status	Disposal action
	<p>modified vehicles acquired by the department to provide core services.</p> <p>Also includes records relating to the research, development, design, testing, registration, and calibration of specialist equipment and instruments.</p> <p>Equipment may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• line marking equipment</li> <li>• road paving testing equipment (for example weigh scales, sound metres, odometers, geophones, thermometers, ultra links, gas certification and longline and midline units).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• asset retirement applications</li> <li>• calibration records, such as schedules, parameters, procedures, manuals</li> <li>• certificates of calibration</li> <li>• disposal inspection notes</li> <li>• enquiries and requests to hire plant vehicles from the department</li> <li>• equipment requirement forms</li> <li>• modification approvals</li> <li>• details on type, make, model, date of purchase, service history</li> <li>• pre-delivery inspection notes</li> <li>• log books and schedules</li> <li>• vehicle registration records</li> <li>• design certification and plans</li> <li>• photographs</li> <li>• register of specialist equipment and instruments</li> <li>• test/trial results.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the department's fleet vehicles (which are not used for the provision of</i></p>		



Reference	Description of records	Status	Disposal action
	<i>core services).</i>		
1.1.3	<p><b>Vehicle inspection sites</b></p> <p>Records relating to the management, including audits, of vehicle inspections sites used by the department during programmed vehicle inspections including road side vehicle weigh sites.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• initial site assessments</li> <li>• inspection site pre-start checklists</li> <li>• licence agreements (hire contracts)</li> <li>• offer documents</li> <li>• photographs</li> <li>• safety inspections.</li> </ul> <p><i>See section 4.15 for records relating to inspection of vehicles undertaken by a qualified transport inspector.</i></p>	Temporary	Retain for 7 years after the site is no longer used.
1.2	<p><b>CONSTRUCTION AND MAINTENANCE WORKS</b></p> <p><i>The activities associated with the construction/demolition of civil infrastructure under a formal contractual arrangement including works performed for other jurisdictions, such as the Transport Roads &amp; Maritime Services of NSW. It also includes the activities associated with the concept planning, design, pre-construction works, construction and maintenance of road and transport infrastructure. Includes the site establishment and relocation of public utilities before actual construction begins; activities associated with maintaining, repairing, preserving or rehabilitating road, transport infrastructure and plant; research into methods of structural and hydraulic design, concrete technology; and rehabilitation of structures. Include records relating to the disposal or decommissioning of road and transport infrastructure assets and the management of culverts which surround bridges, in accordance with s. 50 of the Transport Infrastructure Act 1994.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the use, presence, neutralisation and removal of asbestos.</i></p> <p><i>See reference number 1.4.5 for records relating to the maintenance of school crossings.</i></p>		
1.2.1	<b>Department standards, specifications and manuals – transport infrastructure</b>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>The department's approved standards, specifications, technical manuals and codes for roads, bridges, structures and other transport infrastructure, these may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• bridge asset management manual</li> <li>• bridges inspection manual</li> <li>• bridges maintenance manual</li> <li>• landscape manual</li> <li>• pre-construction processes manual</li> <li>• public transport network procedures</li> <li>• road construction materials specifications</li> <li>• road planning and design manual</li> <li>• standard drawings for items repeatedly used in road or bridge construction</li> <li>• timber bridges maintenance manual.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• final approved manual</li> <li>• significant drafts</li> <li>• consultation records.</li> </ul>		
1.2.2	<p><b><i>Road and transport infrastructure – agreements with Indigenous communities</i></b>            Agreements established under Part 7 of the <i>Aboriginal Cultural Heritage Act 2003</i> or Part 7 of the <i>Torres Strait Islander Cultural Heritage Act 2003</i> between the department and Indigenous representative bodies (e.g. Land Councils or traditional owners) concerning the planning, construction or maintenance of road and transport infrastructure.            Records include but not limited to:</p> <ul style="list-style-type: none"> <li>• cultural heritage management plans and agreements</li> <li>• consultation and negotiation of agreements</li> </ul>	Temporary	Retain for 15 years after last obligations under the agreement have been met.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• applications</li> <li>• decision notices</li> </ul>		
1.2.3	<p><b>Road and transport projects – cancelled or halted</b></p> <p>Records relating to road and transport infrastructure projects that that are not deemed major under 1.2.4 and are halted or abandoned because of withdrawal of departmental approval, financial constraints or other reasons. Includes records related to pre-construction and post-construction works.</p>	Temporary	Retain for 40 years after last action
1.2.4	<p><b>Road and transport projects – major</b></p> <p>Records relating to road and transport infrastructure projects that are regarded as major due to either:</p> <ul style="list-style-type: none"> <li>• community interest</li> <li>• technical interest</li> <li>• environmental and land management impacts; and / or</li> <li>• accountability and legal interest.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• pre-construction and post-construction works</li> <li>• projects undertaken by the department that are funded under the National Disaster Relief and Recovery Arrangements (NDRRA) program</li> <li>• all repair and rehabilitation works undertaken on the road network; and</li> <li>• projects that are halted or abandoned because of protests, adverse media attention, withdrawal of departmental approval, or financial constraints.</li> </ul>	Permanent	Retain permanently
1.2.5	<p><b>Road and transport projects – minor</b></p> <p>Records relating to road or transport infrastructure projects that are not regarded as major under 1.2.4 Includes:</p> <ul style="list-style-type: none"> <li>• pre-construction and post-construction works</li> </ul>	Temporary	Retain 12 years after the demolition, removal, decommissioning or transfer of ownership of the asset to

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• construction, maintenance and rehabilitation works e.g. alterations, road widening, realignment, sealing and extensions</li> <li>• noise barriers and major maintenance</li> <li>• repair and renovation projects that change the structural integrity of roads and associated infrastructure.</li> </ul> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Registered Professional Engineer Queensland (RPEQ) or engineering and project approved designs</li> <li>• inspection/verification records</li> <li>• design approvals.</li> </ul>		another party.
1.2.6	<p><b><i>Routine infrastructure maintenance works</i></b></p> <p>Records relating to routine and ongoing infrastructure maintenance works performed by the department, including work undertaken on a contractual basis, such as pavement and accident repairs, replacements, cleaning, painting, vegetation control (e.g. mowing) and network inspections.</p> <p>Excludes maintenance works undertaken on recreational boating infrastructure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inspection reports</li> <li>• maintenance reports</li> <li>• photographs</li> <li>• service/maintenance logs.</li> </ul>	Temporary	Retain for 10 years after last action or expiry or cancellation of contract.
1.2.7	<p><b><i>Road opening and closure - temporary</i></b></p> <p>Records relating to the temporary opening or closure of a road.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> </ul>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• declarations under the <i>Land Act 1994</i></li> <li>• local government reports on road conditions</li> <li>• local government submissions to assess road closures and openings</li> <li>• notices</li> <li>• refusals.</li> </ul>		
1.2.8	<p><b><i>Bus stop installation, removal and relocation</i></b></p> <p>Records relating to the installation, removal and/or relocation of bus stops across the public transport service network including community consultation.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• site safety audits</li> <li>• maps detailing proposed/alternative bus stop locations</li> <li>• photographs and videos of proposed sites,</li> <li>• consultations feedback documentation.</li> </ul>	Temporary	Retain for 2 years after bus stop is removed/relocated.
1.2.9	<p><b><i>Facilities maintenance</i></b></p> <p>Records relating to the maintenance of bus stops, ferry terminals, rail stations and/or busway stations.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• maintenance audits</li> <li>• reports on maintenance</li> <li>• cleaning service arrangements</li> <li>• horticultural service arrangements</li> <li>• schedules.</li> </ul>	Temporary	Retain for 7 years after last action.
1.2.10	<p><b><i>Gating and equipment – installation and monitoring</i></b></p>	Temporary	Retain for 5 years after

Reference	Description of records	Status	Disposal action
	<p>Records relating to the installation of fare gates at stations, add value vending machines, handheld card readers, portable ticket issuing devices, standalone card interface devices and ticket office terminals across the network. Includes monitoring and reporting from fare gates and equipment devices across the network.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• impact assessments</li> <li>• design and location specifications</li> <li>• project management plans</li> <li>• schedules</li> <li>• testing and reporting documents</li> <li>• device failure</li> <li>• device replacement</li> <li>• vandalism</li> <li>• point-of-sale device reporting</li> <li>• research and discussion papers.</li> </ul>		equipment decommissioned.
1.3	<p><b>ENVIRONMENTAL MANAGEMENT</b></p> <p><i>The activities associated with balancing the protection, preservation and management of the natural environment with the development and maintenance of road infrastructure in accordance with the Environmental Protection Act 1994 and other laws to achieve ecologically sustainable development (ESD). This activity includes classes for managing transport activity implications on broader environmental issues such as the impact of population change on the environment, greenhouse gas emissions, and monitoring and reporting on environmental issues to ensure the department is compliant with environmental legislation and regulations.</i></p> <p><i>This activity covers: environmental Management System, recycling, energy conservation, renewable energy, air quality, noise pollution, water quality, greenhouse gas emissions, contaminated land management, management of degraded areas, management of introduced species such as fire ants, cane toads, feral animals, pests, and the flora and fauna protection. The natural environment encompasses flora, fauna, landforms, mangroves, bird life, and marine species.</i></p>		
1.3.1	<b>Ecosystems, flora and fauna protection - major</b>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>Records relating to major or controversial flora, fauna and ecosystem protection programs implemented by the department including programs for rare and threatened species.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agendas and minutes</li> <li>• briefings</li> <li>• program plans</li> <li>• reports</li> <li>• species management profiles</li> <li>• summary reports.</li> </ul>		
1.3.2	<p><b><i>Ecosystems, flora and fauna protection - minor</i></b></p> <p>Records relating to minor flora, fauna and ecosystem protection programs implemented by the department including programs for common or non-specific species.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agendas and minutes</li> <li>• briefings</li> <li>• program plans</li> <li>• reports</li> <li>• species management profiles</li> <li>• summary reports.</li> </ul>	Temporary	Retain for 7 years after last action.
1.3.3	<p><b><i>Environmental complaints - legally significant</i></b></p> <p>Records relating to complaints about the department's handling of environmental issues which may be legally significant or potentially legally significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• completed feedback forms</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• departmental response and supporting documentation</li> <li>• internal discussions relating to a complaint</li> <li>• letters of complaint</li> <li>• minutes of meetings and briefings</li> <li>• supporting documentation relating to the complaints.</li> </ul> <p><i>See reference number 1.3.4 for records relating to complaints resulting in major impact to the department and community of Queensland.</i></p> <p><i>See reference number 1.3.5 for records relating to other environmental complaints.</i></p>		
1.3.4	<p><b><i>Environmental complaints - major impact</i></b></p> <p>Records relating to complaints and suggestions which have a major impact on the policy and procedures of the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• completed feedback forms</li> <li>• departmental response and supporting documentation</li> <li>• internal discussions relating to a complaint</li> <li>• letters of complaint</li> <li>• supporting documentation relating to the complaints.</li> </ul>	Permanent	Retain Permanently
1.3.5	<p><b><i>Environmental complaints - other</i></b></p> <p>Records relating to complaints about the department's handling of environmental issues that are not covered under 1.3.3 and 1.3.4.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• completed feedback forms</li> <li>• departmental response and supporting documentation</li> <li>• internal discussions relating to a complaint</li> </ul>	Temporary	Retain for 3 years after last action.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• letters of complaint</li> <li>• supporting documentation relating to the complaints.</li> </ul>		
1.3.6	<p><b><i>Environmental impact assessments and reports</i></b>  Records relating to research conducted into specific aspects of environmental management which are a requirement of a development approval process and include the master set of environmental assessments, plans and reports relating to a specific transport infrastructure project or area.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environmental design report (EDR)</li> <li>• environmental impact assessments / statements (EIS)</li> <li>• research and supporting documentation during development of EIS</li> <li>• review of environmental factors (REF)</li> <li>• statement of environmental effects.</li> </ul> <p><i>See reference number 2.3.4 for records relating to environmental impact studies undertaken by the department as a referral agency.</i></p>	Permanent	Retain permanently.
1.3.7	<p><b><i>Environmental incident system – major</i></b>  Information captured in the environmental incident reporting system where the impact of the incident went beyond the boundaries of a project worksite or involved a breach of legislation.  Information captured may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• action taken</li> <li>• close out action</li> <li>• date and initial of reporting officer</li> <li>• date of incident</li> <li>• detailed description.</li> </ul> <p><i>See reference number 1.3.8 for records relating to minor environmental incidents.</i></p>	Permanent	Retain permanently

Reference	Description of records	Status	Disposal action
1.3.8	<p><b><i>Environmental incident system - minor</i></b></p> <p>Information captured in the environmental incident reporting system, not covered by reference number 1.3.7. Includes incidents that were immediately remediated and have no impacts beyond a project worksite.</p> <p>Information captured may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• brief description</li> <li>• close out action</li> <li>• date and initial of reporting officer</li> <li>• date of incident</li> <li>• incident log.</li> </ul>	Temporary	Retain for 10 years after last action.
1.3.9	<p><b><i>Environmental licence system</i></b></p> <p>Information captured in the environmental licence system which holds information about:</p> <ul style="list-style-type: none"> <li>• environmental licences and permits required by the department</li> <li>• review dates.</li> </ul>	Temporary	Retain for 7 years after expiry, surrender or cancellation of licence.
1.3.10	<p><b><i>Environment management plans</i></b></p> <p>Records relating to approved management plans developed to underpin the department's approach to protecting and preserving environments and ecosystems impacted by road and transport infrastructure in accordance with regional, state and national requirements.</p> <p>Includes: state-wide plans, regional plans, district plans, catchment plans and area plans.</p> <p>Plans may cover a variety of areas including: codes of practice; conservation plans, conservation counter-disaster plans; or recovery plans; environment management plans; degraded land management plans; noise pollution plans; air quality plans; water quality plans; flora protection plans; fauna protection plans; fire risk management plans; greenhouse gas emissions management plans; pest control plans; water pollution management plans; and waste management plans; notice of approval.</p> <p>Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• approvals</li> <li>• briefings</li> <li>• consultation documentation</li> <li>• development records</li> <li>• major drafts and versions</li> <li>• research and workshop notes.</li> </ul>		
1.3.11	<p><b><i>Environmental management risk register</i></b>  Information captured in the environmental management risk register.  Information may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• environmental incident details</li> <li>• environmental project details</li> <li>• management of potential risks.</li> </ul> <p><i>See reference number 1.3.13 for register of significant environmental areas.</i></p>	Temporary	Retain for 10 years after last action.
1.3.12	<p><b><i>Environmental monitoring</i></b>  Records documenting the research of potential effects and monitoring of actual effects of road and transport infrastructure on the environment.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• air quality surveys</li> <li>• contaminated / degraded areas surveys</li> <li>• fauna and flora surveys</li> <li>• noise pollution surveys</li> <li>• soil testing.</li> </ul>	Permanent	Retain permanently.
1.3.13	<p><b><i>Environmental/sensitive areas register</i></b>  Master registers of all known and potential environmental areas such as state-controlled</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	roads in national parks. <i>See reference number 1.3.11 for records relating to the environmental management risk register.</i>		
1.3.14	<p><b><i>Environmental systems and processes audit</i></b> Records relating to compliance with environmental requirements including national and international standards, regulatory frameworks and legislation such as the <i>International Standard for Environmental Management Systems (AS/NZS ISO 14001:2004)</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit documentation</li> <li>• compliance and non-compliance reports and findings</li> <li>• corrective action required</li> <li>• Crown Law consultation</li> <li>• non conformance records</li> <li>• status logs.</li> </ul>	Temporary	Retain 5 years after last action.
1.3.15	<p><b><i>Pest control management</i></b> Records relating to the use of biological, physical or chemical pest control methods, including, but not limited to, spraying, baiting, fumigation, trapping and shooting. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• chemical usage and/or misuse reports</li> <li>• environmental assessments</li> <li>• precautions</li> <li>• exclusion zone areas</li> <li>• herbicide applications</li> <li>• herbicide training checklist</li> <li>• landowner and property owner consents</li> </ul>	Temporary	Retain for 25 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• locations</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• risk mitigation measures</li> <li>• signage</li> <li>• statistics and results</li> <li>• wash down bays</li> <li>• weed hygiene declaration</li> <li>• weed management reports</li> <li>• weed spraying program/ schedule.</li> </ul>		
1.3.16	<p><b><i>State-wide environmental initiatives advice - significant</i></b></p> <p>Records relating to advice provided by the department on significant state-wide environmental initiatives that represent a significant change in policy, approach or initiatives, for example the environmental offsets policy.</p> <p><i>See reference number 1.3.17 for records relating to advice not deemed to be significant.</i></p>	Permanent	Retain permanently.
1.3.17	<p><b><i>State-wide environmental initiatives advice - other</i></b></p> <p>Records relating to advice provided internally or externally by the department on environmental issues and initiatives that relate to the environmental impacts of road and transport infrastructure across the community of Queensland.</p> <p><i>See reference number 1.3.16 for records relating to advice deemed to be significant.</i></p>	Temporary	Retain for 20 years after last action.
1.3.18	<p><b><i>Waste management</i></b></p> <p>Records relating to the development, implementation and management of programs for the storage, removal and collection of hazardous materials such as fuels, herbicides, asbestos and pesticides. Includes summary reports.</p>	Permanent	Retain permanently.
1.3.19	<p><b><i>Water pollution</i></b></p>	Permanent	Retain Permanently

Reference	Description of records	Status	Disposal action
	<p>Records relating to the development, management and implementation of programs and actions for the management of water resources, including prevention and protection from pollution.</p> <p>Includes summary reports of monitoring and measuring outcomes and evaluations.</p>		
1.3.20	<p><b>Worksite discovery</b></p> <p>Records relating to the handling and reporting of worksite discoveries in accordance with procedures outlined in the environmental management system. Discoveries may include cultural heritage material, indigenous artefacts, human remains, injured fauna or the presence of acid sulphate soil.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• hold point decisions and related communications</li> <li>• notifications of discoveries to relevant state or local authority</li> <li>• test results and assessments.</li> </ul>	Temporary	Retain for 7 years after last action.
1.4	<p><b>INSPECTIONS AND EXAMINATIONS</b></p> <p><i>The activities associated with inspections, assessments and testing of road and transport infrastructure, including pavement management services such as the collection and analysis of data; the provision of expert advice; the storage and maintenance of data on road pavement conditions; investigations of pavement conditions on particular road surfaces; assessments of road infrastructure condition, road wear and loss of urban amenity associated with freight or other vehicles and/or movements; investigations of damage done to specific roads by natural disasters or man-made causes and assessments into the deterioration, replacement and expansion of existing transport infrastructure. Excludes inspections, assessments or testing of intelligent transport systems.</i></p>		
1.4.1	<p><b>Construction materials testing and investigations</b></p> <p>Records relating to the testing of materials for conformance with specifications. Includes routine testing by the department of construction materials used in infrastructure projects. Also includes monitoring the department's infrastructure assets, e.g. reinforcing and pre-stressing steel testing. Excludes core samples associated with infrastructure projects.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 35 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• certificates</li> <li>• testing reports</li> <li>• excavation logs</li> <li>• investigations</li> <li>• samples and photographs.</li> </ul> <p><i>See reference number 1.8.1 for core samples testing associated with infrastructure projects.</i></p>		
1.4.2	<p><b><i>Dam inspections</i></b> Records relating to underwater and structural investigations of dams and weirs undertaken by the department under a contractual arrangement. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• dam infrastructure monthly checklist reports</li> <li>• dam storage log books</li> <li>• inspection schedules</li> <li>• photographs</li> <li>• sample results</li> <li>• weekly inspection reports.</li> </ul>	Temporary	Retain for 15 years after the expiry or cancellation of the contract.
1.4.3	<p><b><i>Rail facilities maintenance inspections</i></b> Records relating to the monitoring of maintenance of rail transport facilities. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inspection records</li> <li>• site visit reports.</li> </ul>	Temporary	Retain for 7 years after last action.
1.4.4	<p><b><i>Road and infrastructure assessment and testing</i></b> Records relating to the assessment and testing of road and transport infrastructure, excluding bridge inspections. Includes:</p>	Temporary	Retain for 7 years after road or other structure has been demolished, decommissioned

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• assessing road infrastructure condition, road wear and loss of urban amenity associated with freight/vehicle movements</li> <li>• assessing the deterioration, replacement and/or expansion of existing transport infrastructure</li> <li>• collecting and analysing pavement condition data</li> <li>• investigation of damage caused by natural/man-made disasters</li> <li>• investigating pavement conditions on particular road surfaces</li> <li>• providing expert advice.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• diary notes e.g. time and details of repair</li> <li>• field data sheets</li> <li>• maps and weather maps</li> <li>• raw data (including video recordings)</li> <li>• requests</li> <li>• testing records</li> <li>• traffic management plans</li> <li>• traffic management signage checklists</li> <li>• video logs.</li> </ul> <p><i>See reference number 2.1.9 for records relating to a non-destructive testing on road pavement conditions.</i></p>		or ownership transferred to another entity.
1.4.5	<p><b><i>School crossings – inspections and maintenance</i></b></p> <p>Records relating to the inspection and maintenance of established school crossings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence to the school council</li> <li>• maintenance requests</li> </ul>	Temporary	Retain for 7 years after removal of crossing.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• school crossing and/or local government maintenance report.</li> </ul> <p><i>See reference number 1.4.6 for records relating to the assessment on installing a school crossing.</i></p> <p><i>See reference number 4.13.4 for records relating to road user safety programs, which includes school crossings.</i></p> <p><i>See reference number 4.13.8 for records relating to incidents on school crossings.</i></p> <p><i>See reference number 4.13.13 for records relating to the school crossing supervisor system.</i></p>		
1.4.6	<p><b>School crossing installation assessment</b></p> <p>Records relating to the assessment of schools for risks associated with the installation or non installation of a school crossing. Includes assessments for school crossings that do not progress.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation and correspondence with stakeholders e.g. Education Queensland</li> <li>• photographs</li> <li>• risk assessment reports.</li> </ul> <p><i>See reference number 1.4.5 for records relating to the inspection and maintenance of school crossings.</i></p> <p><i>See reference number 4.13.4 for records relating to road user safety programs, which includes school crossings.</i></p> <p><i>See reference number 4.13.8 for records relating to incidents on school crossings.</i></p> <p><i>See reference number 4.13.13 for records relating to the school crossing supervisor system</i></p>	Temporary	Retain for 15 years after last action.
1.4.7	<p><b>Structural engineering inspections – major</b></p> <p>Records relating to inspections of a major bridge or structure where the inspection results in rehabilitation works. Includes emergency inspections conducted into structural failures and/or structures impacted by natural or man made disasters such as flood or accident.</p> <p><i>See Appendix 1 for significance criteria.</i></p>	Permanent	Retain permanently

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• bridge scour surroundings reports</li> <li>• design inventory verification forms</li> <li>• inspection reports</li> <li>• maintenance schedules</li> <li>• photos and sketches records</li> <li>• structure management plans</li> <li>• timber drilling survey reports</li> <li>• underwater inspections.</li> </ul>		
1.4.8	<p><b><i>Structural engineering inspections – minor</i></b></p> <p>Records relating to inspections of a bridge or structure that is not deemed major under reference number 1.4.7. Includes inspections that result in rehabilitation works, and emergency inspections conducted into structural failures and/or structures impacted by a natural or man made disaster such as a flood or accident.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• bridge condition inspection reports</li> <li>• bridge scour surroundings reports</li> <li>• defective components reports</li> <li>• design inventory verification forms</li> <li>• inspecting engineer's written reports</li> <li>• photos and sketches records</li> <li>• routine maintenance inspection reports</li> <li>• structure condition inspection reports</li> <li>• structure maintenance schedules</li> <li>• structure management plans</li> </ul>	Temporary	Retain for 7 years after the structure has been decommissioned, demolished or ownership transferred to another entity.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>timber drilling survey reports</li> <li>underwater inspections.</li> </ul>		
1.4.9	<p><b>Vehicle impact and capacity</b></p> <p>Records relating to strategic and technical inspections regarding the impact and management of heavy freight and excess mass vehicles on structures.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>assessments</li> <li>load capacity assessments</li> <li>reports.</li> </ul>	Temporary	Retain for 20 years after last action.
1.4.10	<p><b>Bridge inspectors – level 1</b></p> <p>Records relating to level 1 bridge inspectors employed by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>applications and supporting documentation</li> <li>certificates of accreditation</li> <li>inspector reviews</li> <li>compliance audits.</li> </ul>	Temporary	Retain for 15 years after ceasing employment as inspector.
1.4.11	<p><b>Bridge inspectors – level 2</b></p> <p>Records relating to level 2 bridge inspectors employed by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>applications and supporting documentation</li> <li>certificates of accreditation</li> <li>inspector reviews</li> <li>compliance audits.</li> </ul>	Temporary	Retain for 100 years after ceasing employment as inspector.

Reference	Description of records	Status	Disposal action
1.5	<p><b>INTELLIGENT TRANSPORT SYSTEMS</b></p> <p><i>The activities associated with managing projects delivered by the department on the acquisition, design, construction and/or maintenance of intelligent transport systems, which include but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>access control systems</i></li> <li>• <i>closed circuit television (CCTV)</i></li> <li>• <i>construction and maintenance of surveillance systems</i></li> <li>• <i>electrical and civil intersection analysis and design</i></li> <li>• <i>flood warning systems</i></li> <li>• <i>radio and communication systems</i></li> <li>• <i>safety barrier systems</i></li> <li>• <i>street lighting</i></li> <li>• <i>traffic signals</i></li> <li>• <i>variable message signs (VMS).</i></li> </ul>		
1.5.1	<p><b><i>Busway and bus station monitoring system</i></b></p> <p>Records relating to Closed Circuit Television (CCTV) surveillance at bus stations and along busways.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• DVDs</li> <li>• logs and reports</li> <li>• photographs</li> <li>• video footage.</li> </ul>	Temporary	Retain for 5 years after last action.
1.5.2	<p><b><i>Design, construction and maintenance works – intelligent transport systems</i></b></p> <p>Records relating to the design, construction and maintenance of intelligent transport systems by the department, under a contractual or works order arrangement.</p>	Temporary	Retain for 15 years after formal project finalisation.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• designs and as constructed plans or drawings</li> <li>• finalisation certificates</li> <li>• financial records relating specifically to the project</li> <li>• project audit reports</li> <li>• traffic management signage checklists.</li> </ul>		
1.5.3	<p><b><i>Radio repeater sites and devices</i></b></p> <p>Records relating to the acquisition, management and maintenance of two-way radio repeater sites and devices used by the department and other organisations for communication.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• environment impact assessments</li> <li>• maintenance reports</li> <li>• purchase quotations</li> <li>• radio frequency spectrum licences</li> <li>• site maintenance programs</li> <li>• site plans and drawings.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the payment of annual radio frequency usage fees.</i></p>	Temporary	Retain for 7 years after the department no longer maintains the device.
1.5.4	<p><b><i>Traffic control devices – evaluation and research</i></b></p> <p>Records relating to the evaluation and consultation of the safety aspects, locations and traffic flow sequence of existing traffic control devices outside of an infrastructure project and the research into the safety, use, and efficiency of traffic control devices, such as road lighting and electrical reviews.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• evaluation reports</li> <li>• consultation between the department and community stakeholders</li> <li>• reports</li> <li>• research data.</li> </ul>		
1.5.5	<p><b><i>Traffic control devices – design, installation, modification or removal</i></b></p> <p>Records relating to the design, installation, modification and/or removal of traffic signals or traffic control devices, including variable message boards (VMS) and CCTV cameras, which is not part of a major road and transport infrastructure project.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• briefing documents</li> <li>• consultation documents</li> <li>• correspondence and consultation</li> <li>• modification and change approvals</li> <li>• original design plans</li> <li>• project plan</li> <li>• specifications.</li> </ul>	Temporary	Retain for 7 years until department no longer maintains device.
1.5.6	<p><b><i>Traffic control devices – maintenance</i></b></p> <p>Records relating to the maintenance of traffic control devices, including devices maintained by the department under a contract or works order arrangement.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• as constructed drawings</li> <li>• design decision justifications</li> <li>• fault forms/reports</li> <li>• maintenance report and / or internal work orders</li> </ul>	Temporary	Retain 7 years after the department no longer maintains device.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• maintenance schedule</li> <li>• photos.</li> </ul>		
1.5.7	<p><b>Traffic control devices requests - approved</b></p> <p>Records relating to requests for the erection or removal of regulatory traffic signs and devices on state-controlled roads as approved by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Includes applications for:</p> <ul style="list-style-type: none"> <li>• official signs published in the <i>Manual of Uniform Traffic Control Devices</i> (MUTCD) e.g. 'cane hauling ahead' signs, service or tourist signs</li> <li>• regulatory signs and traffic control devices such as speed limits, traffic lights.</li> </ul>	Temporary	Retain for 10 years after removal of sign.
1.5.8	<p><b>Traffic control devices requests – refused</b></p> <p>Records relating to requests for the erection or removal of regulatory traffic signals and devices on state-controlled roads, which are refused by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p>	Temporary	Retain for 2 years after refusal.
1.5.9	<p><b>Traffic control permit – approved</b></p> <p>Records relating to applications for traffic control permits approved by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>. Includes amendments and extensions to existing applications.</p>	Temporary	Retain for 5 years after last action.
1.5.10	<p><b>Traffic control permit – refused</b></p> <p>Records relating to applications for traffic control permits which are refused by the department, in accordance with the <i>Queensland Manual of Uniform Traffic Control Devices</i>.</p>	Temporary	Retain for 2 years after refusal.
1.5.11	<p><b>Traffic control permit – appeals</b></p> <p>Records relating to appeals against the department for non-issue, cancellation or suspension of a permit.</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
1.6	<p><b>LABORATORY MANAGEMENT</b></p> <p><i>The activities associated with the management and auditing of departmental laboratories and equipment used for scientific and technical investigation purposes.</i></p>		
1.6.1	<p><b>Laboratory Information Management System (LIMS)</b></p> <p>Research information on road materials recorded in the Laboratory Information Management System (LIMS). Also includes physical registers, such as testing registers.</p> <p>Information captured in LIMS includes:</p> <ul style="list-style-type: none"> <li>• article reference number</li> <li>• item description/material classification</li> <li>• location</li> <li>• material source</li> <li>• number of samples</li> <li>• project or client reference number</li> <li>• requirements/notes</li> <li>• sampled method</li> <li>• test request number.</li> </ul>	Permanent	Retain Permanently
1.6.2	<p><b>Regular compliance testing</b></p> <p>Records relating to regular compliance tests undertaken by the department to retain NATA accreditation, including mandatory and optional testing rounds.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence between the department and external testing agencies (e.g. Proficiency Testing Australia)</li> <li>• test results.</li> </ul>	Temporary	Retain for 5 years after last action.
1.6.3	<p><b>Laboratories and equipment accreditation</b></p>	Temporary	Retain for 7 years after



Reference	Description of records	Status	Disposal action
	<p>Records relating to the accreditation by licensing agencies, such as the National Association of Testing Authorities (NATA), of the department's laboratories and equipment used for scientific and technical investigation purposes.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approvals</li> <li>• notifications</li> <li>• certificates</li> <li>• renewals.</li> </ul>		accreditation ceases.
1.7	<p><b>PROCUREMENT MANAGEMENT</b></p> <p><i>The activities involved in procurement to support the department's core service programs and projects, such as arranging or developing a service agreement, contract, memorandum of understanding (MOU) or other instrument for road and transport infrastructure works. Includes consulting, negotiating and liaising with parties until the service agreement, contract, MOU or other instrument is established. Also includes submitting, calling for and receiving tenders from potential external consultants or contractors for services, prior to the contract agreement's establishment.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) FINANCIAL MANAGEMENT for contract management that does not relate to the department's core services.</i></p>		
1.7.1	<p><b>Contracts, agreements, MOUs – significant</b></p> <p>Records relating to the establishment and management of service agreements, contracts or MOUs that relate to an infrastructure project, integrated transport service or road corridor usage that is considered significant against the criteria listed in <i>Appendix 1</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• alliance contracts, or equivalent, with local government authorities or associations</li> <li>• build own operate transfer (BOOT)</li> <li>• design and construct contracts (D&amp;CC)</li> <li>• design, construct and maintain contracts (DCM)</li> </ul>	Permanent	Retain Permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• early contractor involvement (ECI)</li> <li>• early tender involvement (ETI)</li> <li>• public private partnerships (PPP)</li> <li>• relocation agreements</li> <li>• road construction contracts (RCC).</li> </ul>		
1.7.2	<p><b><i>Contracts, agreements, MOUs – major</i></b></p> <p>Records relating to service agreements, contracts or MOUs that relate to medium-scale infrastructure project, integrated transport service or road corridor usage that is not considered significant under reference number 1.7.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• alliance contracts, or equivalent, with local government authorities or associations</li> <li>• build own operate transfer (BOOT)</li> <li>• design and construct contracts (D&amp;CC)</li> <li>• design, construct and maintain contracts (DCM)</li> <li>• early contractor involvement (ECI)</li> <li>• early tender involvement (ETI)</li> <li>• public private partnerships (PPP)</li> <li>• relocation agreements</li> <li>• road construction contracts (RCC).</li> </ul>	Temporary	Retain for 40 years after disposal or decommissioning of the infrastructure asset or completion of service contract.
1.7.3	<p><b><i>Contracts, agreements and MOUs – minor</i></b></p> <p>Records relating to service agreements, contracts or MOUs that relate to minor infrastructure asset projects or transport services that are not considered significant under 1.7.1 or 1.7.2, such as:</p> <ul style="list-style-type: none"> <li>• Air service</li> </ul>	Temporary	Retain for 20 years after disposal or decommissioning of the infrastructure asset or completion of service contract.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• Ferry service</li> <li>• Passenger transport</li> <li>• Rail transport service</li> <li>• Regional freight and livestock transport service</li> <li>• Road maintenance performance</li> <li>• School transport service.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• business continuity plan</li> <li>• business plan</li> <li>• correspondence between operators and department</li> <li>• incident management plan</li> <li>• letter of variation</li> <li>• peak demand management plans</li> <li>• performance reviews</li> <li>• service contract</li> <li>• supporting documentation.</li> </ul> <p><i>See reference number 3.1.1 for records relating to the review of air service contracts.</i></p> <p><i>See reference number 3.1.3 for records relating to the management of school bus routes.</i></p> <p><i>See reference number 3.1.5 for records relating to the school transport information system (STIMS).</i></p> <p><i>See reference number 3.3.4 for records relating to taxi service licences.</i></p>		
1.7.4	<p><b>Contracts, agreements, MOUs – other</b></p> <p>Records relating to service agreements, contracts or MOUs that relate to routine infrastructure assets or transport services that are not regarded as significant, major or minor under 1.7.1, 1.7.2 &amp; 1.7.3 such as:</p>	Temporary	Retain for 10 years after disposal or decommissioning of the infrastructure asset or completion of service

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• Rehabilitation (restorative maintenance) works</li> <li>• Number plate production</li> <li>• Routine marine maintenance</li> <li>• Routine road maintenance</li> <li>• Servicing (routine maintenance) works</li> <li>• Number plate production</li> <li>• Taxi industry service</li> <li>• Taxi security camera</li> <li>• Traffic management contracts.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• business plan</li> <li>• business continuity plan</li> <li>• correspondence between operators and department</li> <li>• incident management plan</li> <li>• letters of variation</li> <li>• peak demand management plans</li> <li>• performance reviews</li> <li>• service contract</li> <li>• supporting documentation.</li> </ul>		contract.
1.7.5	<p><b><i>Probity statements</i></b></p> <p>Records relating to the development of confidentiality agreements, deeds of non-disclosure, deeds of exclusivity, and probity statements signed between the department and external bodies.</p>	Temporary	Retain for 7 years after expiry or cancellation of contract.
1.7.6	<p><b><i>Procurement development</i></b></p>	Temporary	Retain for 5 years after last

Reference	Description of records	Status	Disposal action
	<p>Records relating to the development of a statutory instrument for the provision of services for construction of major roads, bridges or structures or the supply of goods and services, or for accreditation prior to the offer process.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• briefing of potential proponents</li> <li>• determination of prequalification level</li> <li>• development of Expressions of Interest (EOIs), tender or prequalification specifications and related documentation</li> <li>• evaluation of EOIs tender schedules</li> <li>• public notification and invitation</li> <li>• submission and supporting documentation</li> <li>• tender schedules.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for the development and management of contracts that do not relate to core service activities.</i></p>		action.
1.8	<p><b>RESOURCES MANAGEMENT</b></p> <p><i>The activities associated with locating and preserving natural resources for construction projects, including sourcing water and quarries for road infrastructure projects, testing core samples, materials, and plant equipment for conformance to specifications.</i></p>		
1.8.1	<p><b>Core samples testing</b></p> <p>Records relating to the testing of core samples for road and transport infrastructures.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• core samples</li> <li>• data</li> <li>• rock samples</li> <li>• technical reports.</li> </ul> <p><i>See reference number 1.4.1 for records relating to the testing of materials.</i></p>	Temporary	Retain for 7 years after the decommissioning, disposal or transfer of the bridge or structure.

Reference	Description of records	Status	Disposal action
1.8.2	<p><b><i>Geotechnical reports and documentation – major</i></b></p> <p>Records relating to technical reports and digitally generated drawings of major road and transport infrastructure, as determined by the criteria in <i>Appendix 1</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• technical reports</li> <li>• design reviews</li> <li>• drawings to support reports</li> <li>• road slope tests</li> <li>• investigations</li> <li>• testing reports.</li> </ul>	Permanent	Retain Permanently
1.8.3	<p><b><i>Geotechnical reports and documentation – minor</i></b></p> <p>Records relating to technical reports and digitally generated drawings of road and transport infrastructure not deemed significant under the criteria in <i>Appendix 1</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• technical reports</li> <li>• design reviews</li> <li>• drawings to support reports</li> <li>• road slope tests.</li> </ul>	Temporary	Retain for 7 years after the decommissioning, disposal or transfer of the road, bridge, structure or other infrastructure asset.
1.8.4	<p><b><i>Materials sourcing and supply</i></b></p> <p>Records relating to locating and preserving natural resources for construction projects by sourcing and supplying materials for road use.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• site visit reports</li> <li>• briefing documents</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>quarry certification.</li> </ul>		
1.8.5	<p><b>Research - pavement and material technology</b> Records relating to research into pavements and materials technology.</p>	Temporary	Retain for 20 years after last action.
1.9	<p><b>ROAD PERMITS AND LICENCES</b> <i>The activities associated with issuing and managing permits and licences for Ancillary Works and Encroachments (AWEs) and limited access to road corridors. AWE refers to land use other than road works on road reserves, and the issue of permits for use of land between road boundaries. (Includes design; construction; relocation; etc; which is not associated with a particular road works job) including recovery of costs for negative impact or damage to infrastructure.</i></p>		
1.9.1	<p><b>Advertising devices outside the road reserve</b> Applications for advertising outside the boundaries of, but visible from, state-controlled roads that are assessed by the department and approved by the local government, in accordance with the <i>Transport Infrastructure Act 1994</i>. <i>Includes approved, refused, cancelled and withdrawn requests.</i></p>	Temporary	Retain for 10 years after last action.
1.9.2	<p><b>Licences/leases – providers of road user services</b> Records relating to the issue of leases or licences to providers of centres catering to the needs of road users on access controlled roads e.g. motorways, toll roads or bus ways, or where the centre is on the road reserve. Also includes centres catering to pedestrians and cyclists. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>permanent centre closures</li> <li>temporary leases or licences.</li> </ul>	Temporary	Retain for 15 years after expiry or cancellation of lease/licence.
1.9.3	<p><b>Limited access – State owned requests</b> Records relating to the processing of and making decisions on limited access policy requests received from land owners and developers in accordance with the <i>Transport Infrastructure Act 1994</i>. Includes approved, refused, cancelled or withdrawn requests.</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• draft limited access plans sent to local governance authority</li> <li>• final or approved limited access plan</li> <li>• gazettal notice</li> <li>• limited access policy request</li> <li>• notification sent to the developer</li> <li>• response from local government authority</li> <li>• responsibility plans marked up with proposed and existing access.</li> </ul>		
1.9.4	<p><b>Public utility plant approvals</b></p> <p>Records relating to granting permission in accordance with the <i>Transport Infrastructure Act 1994</i> for the construction or re-location of public utility plant (PUP) such as electricity, telephone, gas lines, water supply on state-controlled roads.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notification and information provided by owner of plant</li> <li>• requirements notice.</li> </ul> <p><i>See reference number 1.9.5 for records relating to applications that were refused, cancelled or withdrawn prior to approval.</i></p>	Temporary	Retain for 25 years after last action.
1.9.5	<p><b>Public utility plant requests – refused, cancelled or withdrawn</b></p> <p>Records relating to applications for the construction or re-location of public utility plant (PUP) such as electricity, telephone, gas lines, water supply on state-controlled roads, in accordance with the <i>Transport Infrastructure Act 1994</i> that have been refused, withdrawn or cancelled prior to approval.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notification and information provided by owner of plant</li> <li>• requirements notice.</li> </ul>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal action
	<i>See reference number 1.9.4 for records relating to approved applications.</i>		
1.9.6	<p><b>Registers of permits and licences issued</b></p> <p>Registers of approvals relating to works associated with road and transport infrastructure. Information captured includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• details of permits issued for ancillary works and encroachments (AWEs) (i.e. road corridor individual permits)</li> <li>• register of leases or licences issued.</li> </ul>	Temporary	Retain for 75 years after last action.
1.9.7	<p><b>Road corridor (ancillary works) – refused / appeals</b></p> <p>Records relating to applications for permits requesting the removal, alteration or relocation of ancillary works that are not approved by the department and appeals to the department against decisions for the non-approval, removal, alteration, relocation of ancillary works.</p>	Temporary	Retain for 10 years after last action.
1.9.8	<p><b>Road corridor individual permit – major works</b></p> <p>Records relating to applications for road corridor permits (also known as ancillary works and encroachments) for uses of land between road boundaries by agencies other than the department. Includes permit renewal, removal, alteration, relocation of ancillary works, and agreement with the owner in relation to alteration, relocation, removal in accordance with the <i>Transport Infrastructure Act 1994</i>. See <i>Appendix 1</i> for significance criteria.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation (such as plans and specifications)</li> <li>• approval package sent to applicant</li> <li>• assessments</li> <li>• expressions of interest, call for tenders</li> <li>• general conditions</li> <li>• inspection details</li> <li>• letter to applicant</li> </ul>	Temporary	Retain for 65 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• permit conditions monitored</li> <li>• permit with road corridor permit (RCP) number</li> <li>• records relating to timber removal</li> <li>• technical conditions.</li> </ul> <p><i>See reference number 1.9.6 for records relating to the register of ancillary works and encroachments.</i></p>		
1.9.9	<p><b>Road corridor individual permit – minor works</b></p> <p>Records relating to applications for road corridor permits (also known as ancillary works and encroachments) for uses of land between road boundaries by agencies other than the department not covered under 1.9.8. Application approved by the department, in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Includes permit renewal, removal, alteration, relocation of ancillary works, and agreement with the owner in relation to alteration, relocation, removal in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation (such as, plans and specifications)</li> <li>• assessments</li> <li>• approval package sent to applicant</li> <li>• expressions of interest, call for tenders</li> <li>• general conditions</li> <li>• inspection details</li> <li>• letter to applicant</li> <li>• permit conditions monitored</li> <li>• permit with RCP number</li> <li>• records relating to burn-offs and timber removal</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"><li>records relating to cattle grids</li><li>technical conditions.</li></ul> <p><i>See reference number 1.9.6 for records relating to the register of ancillary works and encroachments.</i></p>		
1.9.10	<p><b><i>Busway access authorisation</i></b></p> <p>Records relating to authorising access to the busways and/or instances where unauthorised access has occurred.</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"><li>applications</li><li>registers.</li></ul>	Temporary	Retain for 5 years after expiry of authorisation.

## 2. TRANSPORT INFRASTRUCTURE PLANNING AND INVESTMENT

*The function of planning and designing road infrastructure designated as State Controlled Roads and transport facilities. Includes developing, approving, maintaining and monitoring the technical policies, standards, manuals and systems used to govern the technical aspects of transport infrastructure, including roads and bridges. Also includes the development and implementation of policies, regulations, studies, strategies and industry based consultation to improve and promote efficient and effective freight systems in Queensland for the transport of items other than passengers across and between all modes of transport (air, road, rail and sea).*

Reference	Description of records	Status	Disposal action
2.1	<p><b>BUSINESS OPPORTUNITIES, FUNDING, AND INVESTMENTS</b></p> <p><i>The activity of identifying and examining potential new business opportunities, and opportunities for work or services undertaken and managed on a contractual basis. Also includes evaluating potential markets, clients and economic analysis and contributing to the planning of infrastructure to sustain and grow the state's trade. Includes the management, coordination, implementation and reporting on transport and road infrastructure programs and provision to non-government community bodies in order to assist delivery of government program objectives including reporting and governance activities in accordance with the Government Owned Corporations Act. Also Includes support and commitment promoted by the department for achieving reconciliation through core business activities and initiatives by building relationships and opportunities for Aboriginal and Torres Strait Islander People and communities.</i></p>		
2.1.1	<p><b>Commercial and investment initiatives - ports</b></p> <p>Records relating to the department's assessment of major commercial and/or investment proposals relating to infrastructure projects relating to ports. Includes monitoring of the project before and after construction phases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation notes</li> <li>• environmental impact studies</li> <li>• meeting notes</li> <li>• native title assessment</li> <li>• project monitoring records, including performance review reports</li> <li>• proposal and supporting documentation.</li> </ul>	Temporary	Retain until the structure is demolished or sold.
2.1.2	<p><b>Cultural heritage programs and projects – evaluation</b></p>	Temporary	Retain for 15

Reference	Description of records	Status	Disposal action
	<p>Records relating to the evaluation of special programs and projects to support cultural heritage in the community that are not part of an infrastructure project. Includes the preparation of interpretation panels.</p> <p><i>See reference number 2.1.5 for records relating to the cultural heritage program.</i></p>		years after last action.
2.1.3	<p><b><i>Economic evaluation and advice</i></b></p> <p>Records relating to specialist advice provided internally and externally on the impacts of macro and micro-economic reform.</p>	Temporary	Retain for 25 years after last action.
2.1.4	<p><b><i>Freight corridor investments</i></b></p> <p>Records relating to advice, promotion, protection and development provided by the department to other government bodies and industry stakeholders regarding investment in Queensland's freight corridors including right mode, or combination modes; future freight flows; national and regional freight systems and services; emergency response; issues, challenges and opportunities confronting the freight and logistics industry across all modes (road, rail, sea and air).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• planning proposals</li> <li>• feasibility studies</li> <li>• possible locations for future freight terminals or hubs</li> <li>• meeting documents</li> <li>• correspondence and consultation with stakeholders.</li> </ul> <p><i>See reference number 2.1.5 for records relating to freight corridor studies and programs.</i></p>	Temporary	Retain for 10 years after last action.
2.1.5	<p><b><i>Programs and strategies</i></b></p> <p>Records relating to the designing and development of plans, schemes, studies, trials, action plans, initiatives undertaken by the department into the following, but not limited to:</p> <ul style="list-style-type: none"> <li>• freight corridors, which includes current and future freight corridor and movement the transport of freight across and between all modes (road, rail, sea and air) and the research and analysis of industry supply chains, emerging issues, trends and challenges on freight, such as:</li> </ul>	Permanent	Retain permanently

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>○ bulk and non-bulk freight movements</li> <li>○ freight vehicles and terminals</li> <li>○ modal competition</li> <li>○ freight infrastructure</li> <li>● rail network strategies</li> <li>● rail corridor studies</li> <li>● regional airport development scheme</li> <li>● indigenous and cultural heritage programs</li> <li>● transport infrastructure investment programs.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● intermodal freight terminal studies</li> <li>● proposed terminal and distribution locations</li> <li>● background research</li> <li>● correspondence and consultation with stakeholders and/or other government agencies</li> <li>● final program plan or strategy</li> <li>● trial outcomes</li> <li>● program reports</li> <li>● corridor direction statement</li> <li>● discussion papers and supporting documentation</li> <li>● strategy options reports</li> <li>● consultation papers</li> <li>● significant drafts.</li> </ul> <p><i>See reference number 2.6.6 for records relating to integrated transport plans and studies.</i></p>		
2.1.6	<b>Government, private, &amp; indigenous communities alliance</b>	Permanent	Retain

Reference	Description of records	Status	Disposal action
	<p>Records relating to the establishment and management of alliance partnerships between the department, other state and private organisations, and Indigenous communities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreement</li> <li>• meeting notes</li> <li>• briefing documents.</li> </ul> <p><i>See reference number 2.1.7 for records relating to initiatives.</i></p>		permanently.
2.1.7	<p><b>Government, private, &amp; indigenous communities initiatives</b></p> <p>Records relating to the establishment and management of initiatives between the department, other state and private organisations that contributes to the quality of life and well-being of Indigenous communities.</p> <p>Includes initiatives where the department is not the lead agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• final approved initiative</li> <li>• meeting documents</li> <li>• briefing documents</li> <li>• reports</li> <li>• meeting and consultation notes</li> <li>• consultation program.</li> </ul> <p><i>See reference number 2.1.6 for records relating to alliance partnerships.</i></p>	Temporary	Retain for 20 years after last action.
2.1.8	<p><b>Market analysis</b></p> <p>Records relating to analysis and evaluation of research data on potential road and transport markets and clients, and the provision of advice on market trends.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• market surveys</li> </ul>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• reports</li> <li>• requests for advice and advice given.</li> </ul>		
2.1.9	<p><b>Open market investigations – road pavement conditions</b></p> <p>Records relating to a non-destructive testing on road pavement conditions undertaken by the department that is not performed under the data collection policy.</p> <p>Testing includes: deflective (pavement strength); pavement condition evaluation; pavement skid resistance; retro-reflectivity and road geometry measurements.</p> <p><i>See reference number 1.4.4 for records relating to tests performed under the data collection policy.</i></p>	Temporary	Retain for 10 years after expiry or cancellation of contract.
2.1.10	<p><b>Port land leasing</b></p> <p>Records relating to the department leasing port land to port authorities for the development of facilities. Includes the department's approval of port land use plans, in accordance with the <i>Transport Infrastructure Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• initial request from port authority including draft lease</li> <li>• ministerial approval request</li> <li>• request notification</li> <li>• final signed lease or plan.</li> </ul> <p><i>See reference number 2.5.13 for records relating to the leasing of land and property regarding transport infrastructure works.</i></p>	Temporary	Retain for 7 years after expiry or cancellation of lease.
2.1.11	<p><b>Port network advice</b></p> <p>Records relating to specialist advice provided by the department on private sector and public sector investment in Queensland ports, the creation and location of new ports, the structure of management of existing ports by government owned corporations, and network strategies or policies, including contribution towards national and state government owned corporation strategies.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal action
2.1.12	<p><b><i>Port network structure reviews</i></b></p> <p>Records relating to the review of commercial business practices and operations of Queensland port authorities including the privatisation of Government Owned Corporations (GOCs).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• discussion papers and supporting documentation</li> <li>• consultation and submissions</li> <li>• final report</li> <li>• meeting documents.</li> </ul>	Permanent	Retain permanently.
2.1.13	<p><b><i>Rail investment proposals</i></b></p> <p>Records relating to the department's assessment of non-commercial rail investment proposals relating to volumetric developments (transit oriented developments) and / or infrastructure projects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• proposal and supporting documentation</li> <li>• consultation notes</li> <li>• advice response</li> <li>• native title assessment</li> <li>• environmental impact studies</li> <li>• meeting documents.</li> </ul>	Temporary	Retain until the structure is demolished or sold.
2.1.14	<p><b><i>Railway land (future) – declaration</i></b></p> <p>Records relating to the declaration (public notice) of future railway land in accordance with the <i>Transport Infrastructure Act 1994</i>, including land for light rails.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• written notification to local government</li> <li>• meeting and consultation notes.</li> </ul>	Temporary	Retain for 10 years after notice superseded or expired.

Reference	Description of records	Status	Disposal action
2.1.15	<p><b><i>Sustainability issues – investigation</i></b></p> <p>Records relating to the department’s response to, and/or investigation of, whole-of-government sustainability issues including economic, environmental and social sustainability elements. Includes monitoring and analysing the issues and trends that impact on the provision of a sustainable transport system. Including consultation and collaboration through a joint partnership or working group.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• response papers</li> <li>• consultation and correspondence documents</li> <li>• meeting documents</li> <li>• briefing documents</li> <li>• research and background notes.</li> </ul>	Temporary	Retain for 50 years after last action.
2.2	<p><b>CONGESTION MANAGEMENT AND DEVELOPMENT</b></p> <p><i>The activities relating to the strategic coordination and response to congestion management issues within Queensland, such as the development and implementation of initiatives to manage urban congestion. Includes the management and ongoing development of Queensland’s transport network, freight and rail corridors.</i></p>		
2.2.1	<p><b><i>Congestion projects</i></b></p> <p>Records relating to projects undertaken by the department on managing congestion across all modes of transport.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• project plan</li> <li>• correspondence and consultation documents</li> <li>• data from engagement process</li> <li>• progress reports</li> <li>• funding submissions</li> </ul>	Temporary	Retain for 10 years after completion of project.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• tender information</li> <li>• program finance records</li> <li>• service level agreements (i.e. memorandum of understanding).</li> </ul>		
2.2.2	<p><b>Congestion research</b></p> <p>Records relating to research commissioned internally or externally for the management of congestion.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• data</li> <li>• recordings</li> <li>• research brief</li> <li>• research results and findings, including reports.</li> </ul>	Temporary	Retain for 20 years after last action.
2.3	<p><b>DEVELOPMENT APPLICATIONS</b></p> <p><i>The activities relating to the assessment of development applications by the department as a concurrence agency under the Sustainable Planning Act 2009 that relates to transport planning (public transport, rail, and airports) and state controlled roads. Includes the administration of development applications for a material change of use or operational works covering development applications for a material change of use that includes environmentally relevant activities (ERA) which require assessment under the Environmental Protection Act 1994. An environmentally relevant activity involves the release of a contaminant that may cause environmental harm.</i></p>		
2.3.1	<p><b>Advice agency assessment</b></p> <p>Development applications assessed by the department in its role as an advice agency, in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation records depicting agreed decisions</li> <li>• final discussion papers.</li> </ul> <p><i>See reference number 2.3.4 for records relating to the assessments on environmental impact studies.</i></p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
2.3.2	<p><b><i>Concurrence agency status</i></b></p> <p>Development applications assessed by the department in its role as a concurrence agency, in accordance with the <i>Sustainable Planning Act 2009</i>.</p> <p>Also includes:</p> <ul style="list-style-type: none"> <li>• Ministerial call-ins</li> <li>• applications that have been approved without the final assessment by the department</li> <li>• approved applications that have lapsed or been cancelled</li> <li>• ministerial designations</li> <li>• review or input into Urban Land Development Authority (ULDA) development schemes and the assessment of development applications within Urban Development Areas (UDAs).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation records documenting agreed decisions</li> <li>• final discussion papers</li> <li>• applications and supporting documentation (drawings, plans, request for further information, extension of request periods, response amendments)</li> <li>• assessment reports</li> <li>• referral agency feedback</li> <li>• imposed conditions on an application</li> <li>• applications for alterations</li> <li>• decision notice.</li> </ul> <p><i>See reference number 2.3.7 for records relating to applications that have been refused and appeals against a decision to refuse.</i></p> <p><i>See reference number 2.3.8 for records relating to applications relating to state owned heritage sites.</i></p>	Temporary	Retain for 50 years after decision notice.
2.3.3	<p><b><i>Development application registers</i></b></p>	Permanent	Retain

Reference	Description of records	Status	Disposal action
	<p>Register of development applications submitted to the department in accordance with the <i>Sustainable Planning Act 2009</i>. Also includes the register of development approvals for environmentally relevant activities in accordance with the <i>Environmental Protection Act 1994</i>. Information contained in the register may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• location of the property</li> <li>• type of development applied for</li> <li>• date received</li> <li>• names of referral agencies</li> <li>• whether application was withdrawn, lapsed or decided</li> <li>• date of decision.</li> </ul>		permanently.
2.3.4	<p><b><i>Environmental impact studies – referral agency</i></b></p> <p>Records relating to assessments on environment impact studies undertaken by the department as a referral agency under the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• impact reports and supporting documentation</li> <li>• drawings and plans</li> <li>• requests for further information</li> <li>• assessment reports</li> <li>• referral agency feedback</li> <li>• imposed conditions and decision notice.</li> </ul> <p><i>See reference number 1.3.6 for records relating to environmental impact assessments and reports undertaken by the department that relate to a specific transport infrastructure project or area.</i></p>	Temporary	Retain for 20 years after last action.
2.3.5	<p><b><i>Lapsed / withdrawn prior to assessment</i></b></p> <p>Development applications that have lapsed or been withdrawn prior to assessment by the department, in accordance with the <i>Sustainable Planning Act 2009</i>. Includes applications that</p>	Temporary	Retain for 2 years after withdrawal or

Reference	Description of records	Status	Disposal action
	require assessment under the <i>Environmental Protection Act 1994</i> for environmentally relevant activities or contaminated land matters.		lapsed period.
2.3.6	<p><b>Pre-lodgement requests</b></p> <p>Records relating to requests for information provided by the department during the pre-lodgement stage of a development application.</p> <p>Includes requests for information regarding expired or lapsed applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• pre-lodgement job card</li> <li>• response letter and supporting documentation</li> <li>• pre-lodgement meeting documents</li> <li>• pre-lodgement referral advice.</li> </ul>	Temporary	Retain for 7 years after last action.
2.3.7	<p><b>Refusal/appeals - concurrence agency</b></p> <p>Records relating to development applications refused by the department in its role as a concurrence agency under the <i>Sustainable Planning Act 2009</i>. Also includes records relating to appeals against the department's decision to refuse or refuse in part a development application.</p> <p><i>See reference number 2.3.2 for records relating to applications approved by the department.</i></p>	Temporary	Retain for 10 years after refusal or conclusion of appeal.
2.3.8	<p><b>State owned heritage sites – development applications</b></p> <p>Records relating to development applications assessed by the department that relate to a State owned heritage site. Also includes applications that are refused by the department and appeals against the department's decision to refuse or refuse in part a development application.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• notice of refusal</li> <li>• correspondence between parties.</li> </ul> <p><i>See reference number 2.3.7 for records relating to refused applications.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
2.4	<p><b>DRAWING, MAPS, PLANS and SURVEYING</b></p> <p><i>Activities relating to the management of engineering drawings, designs, plans, surveys, models and maps generated through transport and road infrastructure programs and projects. These activities span the lifecycle of the road and transport infrastructure process including, but not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>production and approval of concept plans, preliminary plans, design plans, structural plans, historical plans, special plans and indexes, bikeway plans, building plans, on/off ramps, aerial photographs, models, calculations, maps and designs of structures, roadways and other components of road and transport infrastructure.</i></li> <li>• <i>surveying land to determine the nature, boundaries and the extent of the land as well as the collection of data for future infrastructure needs.</i></li> </ul> <p><i>This activity covers all forms of surveying and related data collection including:</i></p> <ul style="list-style-type: none"> <li>• <i>airborne laser scanning (ALS)</i></li> <li>• <i>terrestrial laser scanning (TLS)</i></li> <li>• <i>Laser Infra-red Detection and Ranging (LIDAR)</i></li> <li>• <i>mobile mapping</i></li> <li>• <i>cadastral surveying</i></li> <li>• <i>subdivision and engineering surveying</i></li> <li>• <i>photogrammetry</i></li> <li>• <i>topographic mapping.</i></li> </ul>		
2.4.1	<p><b><i>Aerial and land surveys – master set</i></b></p> <p><i>Master set of aerial and land surveys undertaken or commissioned by the department.</i></p>	Permanent	Retain permanently.
2.4.2	<p><b><i>Draft maps</i></b></p> <p><i>Draft maps of roads showing state controlled roads in Queensland, including proposed roads, and all other aspects of the road and transport network, in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i>.</i></p> <p><i>See reference number 2.4.3 for records relating to master set of maps.</i></p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
2.4.3	<p><b>Engineering designs, plans, models, calculations and drawings - significant</b></p> <p>Master set of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure deemed significant under <i>Appendix 1</i>.</p> <p>Includes proposed roads, road freight corridors and all other aspects of the road and transport network. Also includes finalised maps that have not been approved, plans relating to projects in environmentally sensitive areas, involving socially or culturally sensitive matters, and responses and plans showing damage to and the reconstruction of transport infrastructure affected by disasters such as flood, fire, cyclones, and landslides.</p> <p>Record formats include but are not limited to:</p> <ul style="list-style-type: none"> <li>• microfilm or microfiche masters (and preservation copies) of source records</li> <li>• born digital records (those generated digitally via CADD, 12D)</li> <li>• paper-based records that have neither been microfilmed nor digitised to the standards issued under the <i>Public Records Act 2002</i>.</li> </ul>	Permanent	Retain permanently.
2.4.4	<p><b>Engineering designs, plans, models, calculations and drawings - other</b></p> <p>Master set of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure not deemed to be significant under 2.4.3. Includes proposed roads, road freight corridors and all other aspects of the road and transport network.</p> <p>Record formats include but are not limited to:</p> <ul style="list-style-type: none"> <li>• microfilm or microfiche masters (and preservation copies) of source records</li> <li>• born digital records (those generated digitally via CADD, 12D)</li> <li>• paper-based records that have neither been microfilmed nor digitised within the standards issued under the <i>Public Records Act 2002</i>.</li> </ul>	Temporary	Retain for 7 years after the demolition, removal, decommissioning or transfer of ownership of the asset to another party.
2.4.5	<p><b>Engineering designs, plans, models, calculations and drawings – project cancelled, halted, proposed or withdrawn</b></p> <p>Master set of certified engineering designs, plans, models, calculations and drawings relating to road and transport infrastructure where the project has been cancelled, halted or withdrawn and is</p>	Temporary	Retain for 20 years after last action.



Reference	Description of records	Status	Disposal action
	<p>not significant under 2.4.5. Includes proposed roads, road freight corridors and all other aspects of the road and transport network not covered under 2.4.3, in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i>.</p> <p>Record formats include but are not limited to:</p> <ul style="list-style-type: none"> <li>• microfilm or microfiche masters (and preservation copies) of source records</li> <li>• born digital records (those generated digitally via CADD, 12D)</li> <li>• paper-based records that have neither been microfilmed nor digitised within the standards issued under the <i>Public Records Act 2002</i>.</li> </ul> <p><i>See reference number 2.4.3 for records relating to significant projects.</i></p> <p><i>See reference number 2.4.10 for records relating to unapproved or uncertified designs and plans for completed projects.</i></p>		
2.4.6	<p><b>Geospatial models – registers and indexes</b></p> <p>Indexes and registers used to control the department’s master collection of maps, plans, drawings, and models</p> <p>Information captured in the indexes and registers includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• geospatial information management system (GIMS) metadata</li> <li>• bridge design control system metadata</li> <li>• card indexes.</li> </ul>	Permanent	Retain permanently.
2.4.7	<p><b>Survey plans and surveyor’s records - duplicate set</b></p> <p>Copies of surveys, survey plans and information on surveys undertaken by or on behalf of the department, under the repealed <i>Survey Coordination Act 1952</i> or the <i>Survey and Mapping Infrastructure Act 2003</i>.</p>	Temporary	Retain for 7 years after last action.
2.4.8	<p><b>Survey plans and surveyor’s records (including notings, field books and field book register) - certified or registered</b></p> <p>Master set of certified or registered survey plans, reports, survey books and field note books and information on surveys undertaken by or on behalf of the department, under the repealed <i>Survey</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<i>Coordination Act 1952 or the Survey and Mapping Infrastructure Act 2003.</i>		
2.4.9	<b>Survey requests</b> Records relating to requests to undertake surveys for a departmental road or transport infrastructure project or other program of work.	Temporary	Retain for 25 years after last action.
2.4.10	<b>Unapproved or uncertified engineering designs, plans, models, calculations and drawings – completed projects</b> Unapproved or uncertified engineering designs, plans, models, calculations and drawings that form part of a completed project no covered under 2.4.3.	Temporary	Retain for 7 years after the project is closed.
2.5	<b>LAND USE AND ACQUISITIONS</b> <i>The activities associated with the department acquiring and disposing of land or property, as regulated by the Acquisition of Land Act 1967. Includes the conversion and rehabilitation of land from one use to another and disposal by any means, such as destruction, sale or replacement.</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for the acquisition and disposal of government buildings and capital assets.</i>		
2.5.1	<b>Acquisition or property and land use – planning</b> Records relating to the planning of property acquisitions for future infrastructure works to be undertaken by the department. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• consultation notes and reports</li> <li>• planning report</li> <li>• estimates</li> <li>• advice</li> <li>• stakeholder correspondence.</li> </ul>	Temporary	Retain for 25 years after last action.
2.5.2	<b>Archaeological research</b>	Permanent	Retain

Reference	Description of records	Status	Disposal action
	<p>Records relating to research and investigations undertaken by or for the department on road and transport sites where Indigenous and non-Indigenous archaeological material / artefacts are evident. Research includes condition assessments to support heritage area management policies and plans.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• data collection and recording forms</li> <li>• condition assessments</li> <li>• consultation with stakeholders</li> <li>• management plans</li> <li>• maps, plans and aerial photographs</li> <li>• deficiency analysis report.</li> </ul>		permanently.
2.5.3	<p><b>Construction impacts to native title – stakeholder consultation</b></p> <p>Records relating to stakeholder consultation concerning the implications for native title to the planning and construction of a specific bridge, structure, road, or transport infrastructure.</p> <p><i>See reference number 2.5.8 for records relating to native title assessments.</i></p>	Permanent	Retain permanently.
2.5.4	<p><b>Government and non-government agreement (ILUA)</b></p> <p>Records relating to native title agreements, including Indigenous Land Use Agreements (ILUAs), which are entered into with other government or non-government organisation and involve road and transport infrastructure or services.</p>	Permanent	Retain permanently.
2.5.5	<p><b>Government and non government agreement (ILUA) – development</b></p> <p>Records relating to the department's involvement in the development and negotiation for providing road and transport service within an agreement entered into with other government or non-government organisation or entity.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• negotiation records including final resolution.</li> </ul>	Temporary	Retain for 5 year after finalisation of agreement.

Reference	Description of records	Status	Disposal action
2.5.6	<p><b><i>Heritage and environmental land registers</i></b></p> <p>The master registers for known and potential heritage management areas and environmentally significant areas such as state-controlled roads in national parks.</p>	Permanent	Retain permanently.
2.5.7	<p><b><i>Land adjacent to state-controlled roads</i></b></p> <p>Records relating to the control and maintenance of camping and rest areas on other areas such as vacant land, road reserves, corridors next to state controlled roads. Includes assessments and comments provided by the department on the use of land adjacent to a state controlled road that is owned by another department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• maintenance reports and supporting documentation</li> <li>• correspondence</li> <li>• requests for comments.</li> </ul>	Temporary	Retain for 7 years after area is decommissioned, used for other purposes or transferred to another entity.
2.5.8	<p><b><i>Native title assessments</i></b></p> <p>Records relating to processing requests for native title assessments related to the planning, construction and maintenance of a specific road, bridge, structure or other asset under the <i>Native Title Act 1993</i>. Includes the identification and assessment of Indigenous and non-Indigenous land and related risks associated with sites or projects that have been identified by the department as significant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests</li> <li>• research documentation</li> <li>• aerial photographs</li> <li>• assessment reports and reviews</li> <li>• outcome advice notice or memo (sent to districts)</li> <li>• property searches</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• internal control measures</li> <li>• treatment schedules</li> <li>• implementation plans.</li> </ul> <p><i>See reference number 2.5.3 for records relating to stakeholder consultation regarding transport infrastructure projects.</i></p>		
2.5.9	<p><b><i>Native title determinations – Federal Court</i></b></p> <p>Records relating to native title determinations submitted to the Federal Court in accordance with the <i>Native Title Act 1993 (Cwth)</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• claim assessments and summaries</li> <li>• notification by the National Native Title Tribunal</li> <li>• court orders for compensation and determination</li> <li>• determinations</li> <li>• Federal Court determinations</li> <li>• indicative principles meeting records</li> <li>• mappings</li> <li>• mediation strategies</li> <li>• native title claim connection reports</li> <li>• deeds of understanding</li> <li>• negotiation records</li> <li>• notices of inquiry</li> <li>• notification to State government agencies</li> <li>• preparation to proceed to trial records</li> <li>• stakeholder meetings records</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>tenure history analysis</li> <li>submissions.</li> </ul>		
2.5.10	<p><b>Native title – no direct interest</b></p> <p>Records relating to native title and public consultation where the department has no direct interest.</p>	Temporary	Retain for 10 years after last action.
2.5.11	<p><b>Native title notifications</b></p> <p>Records relating to the issue of native title notifications of the department's intention to build, operate and maintain a road, bridge or other transport facility. Involves issuing a formal 'Native Title Notification' under s.24K of the <i>Native Title Act 1993 (Cwth)</i> or processing a notification on receipt from another organisation or entity, for the suppression of native title over an area of land or water. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>right to negotiate.</li> </ul>	Permanent	Retain permanently.
2.5.12	<p><b>Native title rights - resumptions</b></p> <p>Records relating to resuming native title rights and interests in accordance with s. 24MD of the <i>Native Title Act 1993</i>.</p>	Permanent	Retain permanently.
2.5.13	<p><b>Property and land leasing and maintenance</b></p> <p>Records relating to the management, maintenance and monitoring of the department's property assets, including the leasing of property before infrastructure works commence, the leasing of land within a road or transport reserve, and tenure management e.g. additions / exclusions from head lease / sublease including commercial and residential rental properties or land that has been acquired by the department for future transport infrastructure works.</p> <p>Records include but are not limited:</p> <ul style="list-style-type: none"> <li>tenancy and permissive occupancy agreements</li> <li>investigations and negotiations relating to leased premises</li> <li>maintenance reports</li> </ul>	Temporary	Retain for 10 years after the last lease expires, is cancelled, or after property disposed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• maintenance schedule.</li> </ul> <p><i>See General Retention and Disposal Schedule for Administrative Records for leasing premises used to accommodate department employees, includes staff rental properties.</i></p> <p><i>See reference number 2.1.10 for records relating to the leasing of port land.</i></p> <p><i>See reference number 2.6.13 for railway corridor leases.</i></p>		
2.5.14	<p><b><i>Property acquisition and disposal – alteration</i></b></p> <p>Records relating to the department's acquisition and/or disposal of land or property where alterations were made to the property. Includes property acquired under the hardship policy or through the resumption process, in accordance with the <i>Acquisition of Land Act 1967</i>.</p> <p>Alterations include sub-division or surrender for infrastructure works and include all activities associated with the transaction, such as conveyancing, title correction, and consultation. Includes the acquisition of property for other organisations such as local authorities or the Coordinator-General.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notice of intention to resume land</li> <li>• applications for compensation</li> <li>• notice of alteration or discontinuation to resume land</li> <li>• survey plan</li> <li>• correspondence with the Titles Registry</li> <li>• title transfer / conversion to freehold.</li> </ul> <p><i>See reference number 2.5.15 for records relating to the acquisition and disposal of land or property where no alterations were made.</i></p>	Permanent	Retain permanently.
2.5.15	<p><b><i>Property acquisition and disposal – no alteration</i></b></p> <p>Records relating to the department's acquisition and/or disposal of land or property where no alterations were made to the property when disposed (sold), in accordance with the <i>Acquisition of Land Act 1967</i>. Includes property acquired under the hardship policy.</p>	Temporary	Retain for 12 years after disposal of property.

Reference	Description of records	Status	Disposal action
	<p>Includes all activities associated with the transaction, such as conveyancing, title correction, consultation, and acquisition of property for other organisations such as local authorities or the Coordinator-General.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notice of intention to resume land, including gazette notice</li> <li>• applications for compensation</li> <li>• survey plan</li> <li>• correspondence with the Titles Registry</li> <li>• title transfer / conversion to freehold.</li> </ul> <p><i>See reference number 2.5.14 for records relating to the acquisition and disposal of land or property where alterations were made.</i></p>		
2.5.16	<p><b><i>Property searches</i></b></p> <p>Records relating to formal requests to the department to conduct searches on property acquisitions, including searches undertaken to determine future road planning.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• referrals from within the department</li> <li>• applications and supporting documentation</li> <li>• assessment report.</li> </ul>	Temporary	Retain for 15 years after last action.
2.5.17	<p><b><i>Road and transport asset assessment of Indigenous and non-Indigenous heritage</i></b></p> <p>Records relating to the identification and assessment of Indigenous and non-Indigenous heritage-related risks associated with sites or projects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• results</li> <li>• recommendations</li> <li>• internal control measures</li> </ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• treatment schedules</li> <li>• action plans</li> <li>• implementation plans.</li> </ul> <p><i>See reference number 4.12.17 for records relating to incidents to heritage sites.</i></p>		
2.5.18	<p><b>Road and transport registers</b></p> <p>Information retained in road and transport registers.</p> <p>Records include but are not limited to those kept in ARMIS (the departmental business system used to record information on the state inventory of roads, bridges and busways).</p>	Permanent	Retain permanently.
2.6	<p><b>NETWORK PLANNING</b></p> <p><i>The activities relating to the planning of integrated transport services and matters relating to the transport implications of town planning (planning schemes) and regional development.</i></p>		
2.6.1	<p><b>Business intelligence environment (BIE)</b></p> <p>Register of information recorded in the business intelligence environment (BIE) database.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• non-compliance reports (NCRs)</li> <li>• IAP certificates</li> <li>• analysis reports.</li> </ul> <p><i>See reference number 4.9.2 for records relating to the intelligent access program.</i></p>	Temporary	Retain for 7 years after last action.
2.6.2	<p><b>Freight information system</b></p> <p>Information captured on the condition, use and management of critical freight corridors for all modes (road, rail, sea and air).</p> <p>Data include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• data sourced from external agencies such as Customs</li> <li>• surveys.</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
2.6.3	<p><b>Stakeholder consultation – transport services</b></p> <p>Records relating to stakeholder consultation undertaken or coordinated by the department where it does not relate to a specific policy, study, plan or scheme. The consultation may be undertaken for the following reasons, but is not limited to:</p> <ul style="list-style-type: none"> <li>• improving and developing conditions for all modes of freight transport (road, rail, sea and air)</li> <li>• future integrated transport services.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• community consultation programs, includes assessment reports and results</li> <li>• consultation report</li> <li>• results analysis</li> <li>• meeting documents.</li> </ul>	Temporary	Retain for 15 years after last action.
2.6.4	<p><b>Infrastructure research</b></p> <p>Records relating to research undertaken or commissioned by the department in support of infrastructure development and maintenance projects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• research and development applications submitted to the cooperative research centre (CRC) program for research funding</li> <li>• finalised research and development reports</li> <li>• supporting correspondence</li> <li>• report to cross examine findings</li> <li>• action plans as the result of recommendations.</li> </ul> <p><i>See reference number 2.6.5 for records relating to research on structural design and construction of bridges.</i></p>	Temporary	Retain for 25 years after last action.
2.6.5	<p><b>Infrastructure research – bridges</b></p> <p>Records documenting research into methods and materials for the structural design and</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>construction of bridges, including the suitability of components. This research is associated with a significant project or is regarded as unique, innovative or historically significant work.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• finalised research and development reports</li> <li>• report to cross examine findings</li> <li>• action plans (as a result of recommendations)</li> <li>• research and development applications submitted to the cooperative research centre (CRC) program for research funding.</li> </ul> <p><i>See reference number 2.6.4 for records relating to all other research.</i></p>		
2.6.6	<p><b><i>Integrated transport plans</i></b></p> <p>Records relating to integrated transport plans developed by the department in accordance with the <i>Transport Planning and Coordination Act 1994</i>.</p> <p>Includes integrated transport plans that are jointly developed with other state or local government departments. These plans are also referred to as “pre-project network planning” activities and include plans developed to support other infrastructure strategies such as the South East Queensland (SEQ) Plan.</p> <p>Includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>• integrated transport planning framework</li> <li>• integrated regional transport plans</li> <li>• aviation strategy</li> <li>• Queensland airports and regulated air transport plan.</li> <li>• State planning instruments</li> <li>• strategic infrastructure plans</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inception and data collection</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• analysis and options testing</li> <li>• draft report</li> <li>• consultation summary reports</li> <li>• meeting documents.</li> </ul> <p><i>See reference number 2.6.7 for records relating to integrated transport studies.</i></p> <p><i>See reference number 3.1.1 for records relating to air services programs.</i></p>		
2.6.7	<p><b><i>Integrated transport studies</i></b></p> <p>Records relating to studies and reviews conducted by the department and used for integrated transport planning and/or review of regional transport plans.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation report</li> <li>• findings report</li> <li>• flood studies</li> <li>• traffic studies</li> <li>• native title assessments</li> <li>• environmental impact statements</li> <li>• geotechnical investigations results.</li> </ul> <p><i>See reference number 2.6.6 for records relating to integrated transport plans.</i></p>	Temporary	Retain for 60 years after conclusion of study.
2.6.8	<p><b><i>Interest in planning schemes</i></b></p> <p>Records relating to an approved interest in planning scheme developed by the department under the <i>Sustainable Planning Act 2009</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• original signed policy</li> <li>• consultation and supporting documentation.</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>See reference number 2.6.18 for records relating to the department's comments on planning schemes.</p> <p>See reference number 2.6.21 for records relating to state planning interests.</p>		
2.6.9	<p><b><i>Naming applications – successful</i></b></p> <p>Records relating to successful applications to name or rename state controlled roads and transport assets.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• proposals</li> <li>• consultation records</li> <li>• notifications.</li> </ul>	Permanent	Retain permanently.
2.6.10	<p><b><i>Naming applications – unsuccessful</i></b></p> <p>Records relating to unsuccessful applications to name or rename state controlled roads and transport assets.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• proposals</li> <li>• consultation records</li> <li>• notifications.</li> </ul>	Temporary	Retain for 2 years after last action.
2.6.11	<p><b><i>Railway corridors - disused</i></b></p> <p>Records relating to the preservation and future use of disused railway corridors. Includes development and release of studies on the management and ongoing development of Queensland's rail corridors in accordance with the <i>Transport Infrastructure Act 1994</i>. Includes rail corridor direction statements.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• survey results of land (such as vegetation surveys)</li> <li>• feasibility study report</li> <li>• conditions of use agreement (or joint venture agreements)</li> <li>• consultation / feedback on use of corridor.</li> </ul>		
2.6.12	<p><b><i>Railway corridors disused – register</i></b>  Register of disused railway corridors.  Information captured includes:</p> <ul style="list-style-type: none"> <li>• corridor details</li> <li>• use of disused railway.</li> </ul>	Temporary	Retain for 20 years after last action.
2.6.13	<p><b><i>Railway corridor land leases</i></b>  Records relating to sub-leasing rail corridor land to railway managers, in accordance with the <i>Transport Infrastructure Act 1994</i> to ensure the continued protection of the corridors and tenure management, such as additions / exclusions from head lease / sublease and road openings and road closures.  Includes granting resource entitlements, processing applications under the <i>Transport Infrastructure Act 1994</i> to extend roads across rail corridors, approvals of sub-leases of rail corridor land and processing mining compensation agreements.  Railway managers include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• QR Limited (trading as QR National)</li> <li>• Australian Rail Track Corporation (ARTC)</li> <li>• Airtrain</li> <li>• Mary Valley Heritage Railway</li> <li>• Heritage rail.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• request from rail operator to lease land</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of lease.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• final signed lease.</li> </ul> <p><i>See reference number 2.1.10 for port land leases.</i></p> <p><i>See reference number 2.5.13 for records relating to the leasing of land and property regarding transport infrastructure works.</i></p>		
2.6.14	<p><b>Road corridor management plans</b></p> <p>Records relating to the planning and preparations for the development of road corridors outside a specific project. Includes the regional management of road corridors through land use planning activities to support transport planning:</p> <ul style="list-style-type: none"> <li>• identification, synthesis and preparation of a current and future land use snapshot</li> <li>• compilation and analysis of demographics and subsequent trip generation profile.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• research data</li> <li>• project proposal</li> <li>• consultant's brief</li> <li>• prepares statement of strategic requirements (SASR)</li> <li>• meeting agendas and minutes</li> <li>• management briefs</li> <li>• concept corridor management overview reports</li> <li>• reports to governance committee</li> <li>• preliminary evaluation and layouts</li> <li>• business case and layouts</li> <li>• handover report for design and construction</li> <li>• technical review and stakeholder consultation documentation</li> <li>• road corridor impact statement</li> <li>• concept estimates.</li> </ul>	Temporary	Retain for 40 years after last action.

Reference	Description of records	Status	Disposal action
	<i>See reference number 2.1.5 for records relating to freight and rail corridor programs and studies.</i>		
2.6.15	<p><b>Rolling stock evaluations</b></p> <p>Records relating to evaluations undertaken by the department on particular types of rolling stock (all vehicles that move on a railway surface).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• evaluation report.</li> </ul>	Temporary	Retain for 7 years after last action.
2.6.16	<p><b>Planning schemes and road upgrades – reports and comments</b></p> <p>Records relating to comments made by the department on planning schemes or strategies developed by external agencies where road or transport systems are impacted. Includes requests for planning and/or upgrading roads in a specific geographical area.</p> <p>Also includes reports received by the department relating to proposed or currently enacted local government planning schemes where the department has had a direct impact on the formulation of the scheme.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requested and supporting documentation</li> <li>• response</li> <li>• reports.</li> </ul> <p><i>See reference number 2.6.17 for copies of planning schemes.</i></p>	Temporary	Retain for 10 years after last action.
2.6.17	<p><b>Planning schemes</b></p> <p>Records relating to local government planning schemes which may have transport implications. Includes amended versions, current local government planning scheme policies, and current local planning instruments.</p> <p><i>See reference number 2.6.16 for records relating to comments made by the department on planning schemes.</i></p>	Temporary	Retain until superseded.
2.6.18	<b>State-controlled roads - notifications</b>	Temporary	Retain for 25



Reference	Description of records	Status	Disposal action
	<p>Records relating to notifying local government or rail managers of a road or land intended to become a state-controlled road, or be de-mained (have the declaration revoked) in accordance with s.25 and s.26 of the <i>Transport Infrastructure Act 1994</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• state-controlled roads on rail corridor land</li><li>• permanent road opening and closures</li><li>• requests by regional councils for approval under s.65 of the <i>Transport Operations (Road Use Management) Act 1995</i> for proposed local laws and subordinate local laws to apply to state controlled roads within their local government area.</li></ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written notification</li><li>• submission on the proposed declaration or revocation.</li></ul>		years after last action.

### 3. PUBLIC TRANSPORT

*The function of assisting local government-owned transport operators, private bus and ferry operators, taxi and limousine companies and regional air operators to develop efficient, sustainable and flexible public transport services through monitoring industry patterns, emerging trends, environmental impact of the public transport industry. Developing and managing initiatives and programs to remove barriers to access and mobility and encouraging smarter travel choices through improved public transport services and greater connectivity and accessibility of services. Includes managing timetables and schedules, journey planning solutions, fares and special events, and the performance of operators against compliance and safety standards.*

*See function 4 for the authorisation of public transport operators and drivers.*

Reference	Description of records	Status	Disposal action
3.1	<p><b>ACCESS AND MOBILITY</b></p> <p><i>The activities relating to schemes funded and/or administered by the department to improve public transport accessibility. Includes regulating air transport services, monitoring changes in the aviation industry, including security, where there is likely impact on regional Queensland.</i></p>		
3.1.1	<p><b><i>Air services programs</i></b></p> <p>Records relating to the development and review of programs to deliver regulated and / or subsidised public transport air services within Queensland. Includes community consultation on regional network analysis, feedback received through air user groups, the development of regional air route maps and decisions to make a route commercial.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• route approvals</li> <li>• survey responses, submissions, and results</li> <li>• final approved review documents.</li> </ul> <p><i>See reference number 1.7.3 for records relating to air service contracts.</i></p>	Temporary	Retain for 20 years after last action.
3.1.2	<p><b><i>Non-state school term registers</i></b></p> <p>Registers completed by non-state schools to verify term dates for each year.</p>	Temporary	Retain for 2 years after last action.
3.1.3	<p><b><i>School bus routes management</i></b></p>	Temporary	Retain 30 years

Reference	Description of records	Status	Disposal action
	<p>Records relating to the management of school bus routes including the provision of funding to school bus operators, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• letters of agreement</li> <li>• variations and written notices of changes as a result of changed service areas and routes</li> <li>• supporting documentation and correspondence, such as invitation to offer and conditions of offers</li> <li>• kilometre measurements worksheet routes</li> <li>• route maps</li> <li>• reviews of bus routes and summary reports</li> <li>• consultation reports</li> <li>• request for extension of routes</li> <li>• correspondence between the department, Education Queensland, and school bus operators</li> <li>• conveyance committee papers</li> <li>• superseded bus routes.</li> </ul> <p><i>See reference number 1.7.3 for records relating to school transport service contracts.</i></p> <p><i>See reference number 3.1.5 for records relating to the school transport information system (STIMS).</i></p>		after route cancelled.
3.1.4	<p><b><i>School students system (STIMS)</i></b></p> <p>Data recorded in the School Transport Information Management System (STIMS) of school bus operators, parents, eligible students, and payment details, in accordance with s.144 of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• contact details of a student or a student's parent</li> <li>• enrolment information</li> <li>• attendance information</li> </ul>	Temporary	Retain for 50 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• student's date of birth or year level.</li> </ul> <p><i>See reference number 3.1.3 for records relating to school bus routes.</i></p> <p><i>See reference number 1.7.3 for records relating to school transport service contracts.</i></p>		
3.1.5	<p><b><i>School transport scheme administration</i></b></p> <p>Records relating to the routine administration of the school transport assistance scheme by the department, which may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• drought guardian changes</li> <li>• unlinked student reports</li> <li>• verification reports.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• guardian detail reports</li> <li>• payment or student applications</li> <li>• program reviews</li> <li>• unlinked student reports</li> <li>• operator and school verification reports</li> <li>• requests for increase of funding</li> <li>• verification checklists.</li> </ul> <p><i>See reference 3.5.3 for records relating to student behaviour on school transport, complaints and enquiries about the school transport services.</i></p>	Temporary	Retain for 10 years after end of school year.
3.1.6	<p><b><i>Vision impairment travel pass - approved</i></b></p> <p>Records relating to applications approved by the department for membership to the vision impairment travel scheme which entitles members to receive subsidised public transport.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> </ul>	Temporary	Retain for 5 years after the expiry or cancellation of membership.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• notification of approval</li> <li>• application complaints and enquiries.</li> </ul> <p><i>See reference number 3.1.7 for records relating to refused applications.</i></p> <p><i>See reference number 3.1.8 for the register of members.</i></p>		
3.1.7	<p><b><i>Vision impairment travel pass - refused</i></b></p> <p>Records relating to refused applications for membership under the vision impairment travel scheme that have been refused by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• notification of refusal.</li> </ul> <p><i>See reference number 3.1.6 for records relating to approved applications.</i></p>	Temporary	Retain for 12 months after refusal.
3.1.8	<p><b><i>Vision impairment travel pass – register</i></b></p> <p>The master register of vision impairment travel pass members.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• issue and expiry date</li> <li>• applicant contact details</li> <li>• scheme membership number.</li> </ul>	Temporary	Retain for 10 years after expiry or cancellation of membership.
3.2	<p><b>INCIDENTS INVESTIGATION</b></p> <p><i>The activities associated with the department's involvement in, and investigation of, incidents that occur within the public transport sector undertaken in accordance with Transport Operations (Passenger Transport) Act 1994. Criteria for determining a major incident may include circumstances which: resulted in death; led to precedent setting prosecution; led to a parliamentary or other public enquiry; led to significant change in policies and laws.</i></p> <p><i>See reference number 4.12.8 for records relating to rail safety incidents.</i></p>		
3.2.1	<b><i>Public transport vehicle incidents - major</i></b>	Permanent	Retain

Reference	Description of records	Status	Disposal action
	<p>Records relating to the department's investigation of major incidents involving public transport vehicles and school buses. A major incident includes circumstances which may result in death, lead to precedent-setting prosecution, lead to a parliamentary or other public enquiry, or lead to significant changes in policies or legislation administered by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• interviews and statements</li> <li>• investigators report and preparation of a prosecution brief</li> <li>• incident reports</li> <li>• evidence retrieved during investigation, such as photos and reports.</li> </ul>		permanently.
3.2.2	<p><b>Public transport vehicle incidents – minor</b></p> <p>Records relating to the department's investigation of minor incidents involving public transport vehicles and school buses not covered under reference number 3.2.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• interviews and statements</li> <li>• investigators report and preparation of a prosecution brief</li> <li>• incident reports</li> <li>• evidence retrieved during investigation, such as photos and reports.</li> </ul>	Temporary	Retain for 30 years after all investigative processes are finalised.
3.3	<p><b>INDUSTRY COMPLIANCE</b></p> <p><i>The activities related to implementing and managing compliance initiatives to ensure public transport industry safety and service levels are met. Includes the collection of information on current industry practices.</i></p>		
3.3.1	<p><b>Bus stop compliance assessments</b></p> <p>Records relating to the department's assessment of bus stops to ensure they are compliant and safe.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments</li> </ul>	Temporary	Retain for 7 years after removal of the structure.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• correspondence and consultation with stakeholders.</li> </ul> <p><i>See reference numbers 1.2.8 and 1.2.9 for records relating to maintenance and installation of bus stops.</i></p>		
3.3.2	<p><b>Compliance initiatives</b></p> <p>Records relating to initiatives and programs established by the department to monitor the public transport industry to ensure safety and service levels are met. Includes implementing industry reforms.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• reports</li> <li>• meeting minutes</li> <li>• briefing papers</li> <li>• research</li> <li>• correspondence and consultation with stakeholders.</li> </ul> <p><i>See reference number 3.4.1 for records relating to other public transport plans and programs.</i></p>	Temporary	Retain for 20 years after program ceases.
3.3.3	<p><b>Taxi industry security register</b></p> <p>The register of funding provided by the department for the installation of security cameras in taxis. Information captured includes:</p> <ul style="list-style-type: none"> <li>• funding date</li> <li>• service licence owner details</li> <li>• service area location details.</li> </ul>	Temporary	Retain for 7 years after last action.
3.3.4	<p><b>Taxi service licence</b></p> <p>Records relating to the issuing of service licences, by the department, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p>	Temporary	Retain for 10 years after expiry, superseded,

Reference	Description of records	Status	Disposal action
	<p>Includes renewal, refusal, transfers, leases, amendments, cancellation and suspension of a service licence. Also includes payment for the taxi industry security levy.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form, renewal form, amendment request, and supporting documentation</li> <li>• tender documentation</li> <li>• correspondence between service licence holder and department</li> <li>• area maps.</li> </ul> <p><i>See reference number 3.4.1 for records relating to taxi security strategies.</i></p>		cancellation or transfer of licence.
3.3.5	<p><b><i>Taxi service licence area boundaries</i></b></p> <p>Records relating to taxi service licence area boundaries</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• maps indicating exempt service areas</li> <li>• correspondence and consultation with stakeholders</li> <li>• final strategies</li> <li>• meeting papers.</li> </ul>	Temporary	Retain for 10 years after last action.
3.3.6	<p><b><i>Taxi service licence holders – register</i></b></p> <p>Register of service licence holders recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• license status</li> <li>• contact details.</li> </ul>	Temporary	Retain for 25 years after last entry.
3.4	<p><b>INTEGRATED SCHEDULING AND PROGRAM MANAGEMENT</b></p> <p><i>The activities associated with implementing and managing the service improvement program, including scheduling growth and operational service changes to the transport network for bus, rail and ferry.</i></p>		



Reference	Description of records	Status	Disposal action
3.4.1	<p><b><i>Public transport network plans and programs</i></b></p> <p>Records relating to the development and management of public transport programs and strategies that are delivered to the community of Queensland, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>. Includes program trials, research and the management of projects that form part of the programs.</p> <p>Programs may include, but are not limited to: school transport assistance scheme, safe school bus routes program, taxi security strategies, such as taxi security cameras, secure taxi ranks and upgrades, programs to support long-distance bus and rail services in rural and remote Queensland, fare path strategy, revenue protection strategy.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• public consultation</li> <li>• final program plan or strategy</li> <li>• agreements between other state or commonwealth governments</li> <li>• meeting documents</li> <li>• route approvals</li> <li>• trial outcomes</li> <li>• review reports</li> <li>• advice for input to other corridor/area studies</li> <li>• annual and incremental model assumptions and analysis</li> <li>• network strategy/maps</li> <li>• Park'n'Ride surveys, manual counts and analysis</li> <li>• public transport origin/destination survey questionnaires</li> <li>• service and infrastructure evaluation framework analysis</li> <li>• service and ticketing data for timetable development</li> <li>• timetable assessment planning details</li> <li>• trunk and feeder policy development briefing and planning details.</li> </ul>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
	See reference number 3.3.2 for records relating to initiatives and programs to monitor the public transport industry.		
3.4.2	<p><b>Public transport services - notices</b></p> <p>Records relating to the development and dissemination of notices declared by the department regarding changes to public transport services. Includes supporting documenting, such as safety awareness notices, information statements and guidelines.</p> <p>Includes gazettal notices on passenger transport services such as the maximum fares for taxis, declared taxi service areas, and declared service contract area or route.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notice approval</li> <li>• gazettal notice</li> <li>• information statements, notification and guidelines</li> <li>• map publications, such as no-standing passenger road maps</li> <li>• meeting and consultation notes.</li> </ul>	Temporary	Retain for 10 years after superseded.
3.4.3	<p><b>Transport network usage - datasets</b></p> <p>Information regarding transport usage within Queensland that is collected and used by the department. Data may be captured from survey analysis and long-term research, such as freight classification surveys and journey to work surveys.</p>	Temporary	Retain for 50 years after last action.
3.4.4	<p><b>Transport network usage - final report</b></p> <p>Final survey analysis and research reports compiled by the department on transport usage within Queensland.</p>	Permanent	Retain permanently.
3.4.5	<p><b>Transport network usage – supporting records</b></p> <p>Supporting information relating to the surveys undertaken on transport usage within Queensland that are used to support analysis and research datasets.</p> <p>See reference number 3.4.4 for records relating to data extracted from the surveys.</p>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
3.5	<p><b>PATRONAGE AND PUBLIC SATISFACTION</b></p> <p><i>The activities related to monitoring the usage and behaviour of patrons while accessing public and school transport services. Includes handling public reaction to the department's policies or services such as anonymous letters, letters of complaint or letters of congratulations or appreciation.</i></p>		
3.5.1	<p><b>Patronage usage and accessibility</b></p> <p>Records relating to research studies and monitoring public usage and accessibility on public and school transport. Includes passenger behaviour and contact with customers regarding ticketing and fares and revenue protection management issues.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• collection and analysis information.</li> </ul>	Temporary	Retain for 7 years after last action.
3.5.2	<p><b>Public transport drivers – community feedback</b></p> <p>Records relating to complaints received about school or public transport drivers including dangerous driving, accusations of assault, accidents causing injury. Includes determinations made by an arbitrator on cases of discrimination by transport operators.</p>	Temporary	Retain for 7 years after last action.
3.5.3	<p><b>School transport services – monitoring and enquiries</b></p> <p>Records relating to school transport services, which include but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence received by the department from schools, local councils or other agencies regarding school transport services</li> <li>• notifications received relating to temporary or permanent changes to public transport network that may impact school bus routes</li> <li>• complaints</li> <li>• notice/s received by the department from an operator on student behaviour while travelling on public transport.</li> </ul> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 8 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"><li>notice from bus operators, including refusal to transport notices</li><li>correspondence between parent/guardian and the department.</li></ul> <p><i>See reference numbers 3.1.5 and 3.1.6 for records relating to the school transport information management system.</i></p>		
3.5.4	<p><b><i>Travel solution consultation</i></b></p> <p>Records relating to stakeholder consultation activities on alternate travel solutions and current transport planning issues or concerns. These records assist with future planning and possible smart travel events and programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>minutes of meetings</li><li>events and programs</li><li>public submissions</li><li>travel plans.</li></ul>	Temporary	Retain for 5 years after last action.

## 4. TRANSPORT SAFETY & REGULATION

*The function of managing and delivering safety and regulatory services to the community of Queensland through the department's transport systems. This is achieved by aligning safety, security and regulatory functions across the transport network, to deliver better services and infrastructure. The function encompasses the safety, security and resilience of the transport system, community, vehicles and vessels that use it, in particular the registration, licensing and compliance practices across Queensland.*

Reference	Description of records	Status	Disposal action
4.1	<p><b>ACCREDITATION</b></p> <p><i>The activities associated with accrediting operators, organisations or individuals to carry out business in a certain field. Also includes accreditation schemes and the management of industry sector permissions to carry out services including road, rail, mooring, boat harbours, and security.</i></p>		
4.1.1	<p><b>Bridge inspector accreditation - applications</b></p> <p>Records relating to the accreditation of bridge inspectors issued by the department in accordance with the Bridge Inspection Manual. Includes approvals, renewals, cancellations, suspensions, refusals and amendments to an accreditation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• accreditation applications and supporting documentation</li> <li>• refusal notifications</li> <li>• correspondence between inspector and department.</li> </ul> <p><i>See reference number 4.1.2 for the register of accredited bridge inspectors</i></p> <p><i>See reference number 1.4.10 and 1.4.11 for bridge inspectors.</i></p>	Temporary	Retain for 7 years from date of refusal, expiry or cancellation of accreditation.
4.1.2	<p><b>Bridge inspectors register</b></p> <p>Register of bridge inspectors accredited by the department.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• bridge inspector details</li> <li>• accreditation status</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• details of inspections.</li> </ul>		
4.1.3	<p><b><i>Inspection stations accreditation</i></b></p> <p>Records relating to the accreditation of an inspection station in accordance with the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for approval of premises as approved inspection station</li> <li>• notice of refusal</li> <li>• approved inspection station - additional inspection categories applications, mobile unit applications, application for nominees</li> <li>• application/nomination approved examiners</li> <li>• approved examiner additional category/s applications</li> <li>• criminal history checks</li> <li>• evidence of identity information sheets</li> <li>• warning letters</li> <li>• show cause processes</li> <li>• audit reports</li> <li>• statutory declarations</li> <li>• register of information relating to approved inspection station sites.</li> </ul> <p><i>See reference number 1.1.4 for records relating to the management of vehicle inspection sites.</i></p>	Temporary	Retain for 15 years after refusal, expiry or cancellation of accreditation.
4.1.4	<p><b><i>Register of approved inspection stations</i></b></p> <p>Register of approved inspection stations accredited by the Department.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• inspection station details, such as address and name of proprietor</li> <li>• accreditation status</li> </ul>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• details of audits</li> <li>• details of approved examiners.</li> </ul>		
4.1.5	<p><b><i>Modification accreditation scheme</i></b></p> <p>Records relating to the approval of persons to carry out and/or certify vehicle modifications to light vehicles up to 4.5 tonne and/or heavy vehicles over 4.5 tonne under the approved person's accreditation scheme, in accordance with the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• approval notification</li> <li>• correspondence with applicant.</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of approval.
4.1.6	<p><b><i>National heavy vehicle accreditation scheme - register</i></b></p> <p>Register of operators accredited under the National Heavy Vehicle Accreditation Scheme. Information captured in the Transport Road Use Management System (TRUMS) includes:</p> <ul style="list-style-type: none"> <li>• vehicle details</li> <li>• accreditation status</li> <li>• issue date of accreditation</li> <li>• expiry date</li> <li>• operator contact details</li> <li>• driver licence number</li> <li>• compliance action.</li> </ul>	Temporary	Retain for 25 years after last action.
4.1.7	<p><b><i>Passenger transport operator service accreditation</i></b></p> <p>Records relating to approved applications for accreditation of an operator to provide general public passenger services, in accordance with the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p>	Temporary	Retain for 10 years after refusal, expiry or cancellation of

Reference	Description of records	Status	Disposal action
	<p>Includes provisional operator accreditation, compliance reviews, investigations, assessment, renewals, amendments, refusal, cancellation or suspension of an operator's accreditation, appeal against a refusal, suspension or cancellation of a service licence under the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• operator accreditation application forms and supporting documentation, such as incident management plans and daily pre-trip vehicle inspection checklists</li> <li>• renewal forms</li> <li>• amendment requests</li> <li>• operator accreditation workbooks</li> <li>• licence/certificates provided to accredited operator</li> <li>• regulation notices and return of accreditation certificates</li> <li>• operator compliance reviews including copy of final audit reports</li> <li>• notices of refusal</li> <li>• investigation reports</li> <li>• photographs.</li> </ul>		accreditation or completion of appeal process.
4.1.8	<p><b><i>Passenger transport industry authorities – register</i></b></p> <p>Register of operators accredited to provide passenger transport services and school transport services recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• date of accreditation</li> <li>• expiry date</li> <li>• accreditation status</li> <li>• contact details.</li> </ul>	Temporary	Retain for 25 years after expiry or cancellation of accreditation.
4.1.9	<p><b><i>Q-ride registered service providers</i></b></p>	Temporary	Retain for 7



Reference	Description of records	Status	Disposal action
	<p>Records relating to applications for accreditation as a Q-Ride registered training and assessment service provider which are approved under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>.</p> <p>Includes registration renewals and amendments, as well as the refusal, suspension or cancellation of a service provider's registration.</p> <p>Also includes audit reports undertaken by an approved Q-Ride auditor during on road assessments and audit reports conducted during the application approval stage.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation (includes submission)</li> <li>• registration notice (notice of approval)</li> <li>• nominations for person to sign Q-Ride competency declarations</li> <li>• entry audit report</li> <li>• compliance audit report (includes training and assessment audits, scheduled audits, triggered audits, and record maintenance audits)</li> <li>• exit audit report</li> <li>• notice of refusal including the desktop review</li> <li>• video and audio recordings taken during Q-Ride audits</li> <li>• observation books (field books)</li> <li>• photographs</li> <li>• checklist</li> <li>• database used to catalogue evidence.</li> </ul>		years after last action.
4.1.10	<p><b><i>Railway providers accreditation</i></b></p> <p>Records relating to the accreditation of a railway manager and/or railway operator, by the department in accordance with the <i>Transport (Rail Safety) Act 2010</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> </ul>	Temporary	Retain for 15 years after refusal or cancellation of accreditation.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• safety management system considerations</li> <li>• certificates of accreditation and notification of conditions</li> <li>• notices by accredited person on the surrender or cancellation of an accreditation</li> <li>• approved safety management system for railway accreditation review forms.</li> </ul>		
4.1.11	<p><b><i>Traffic controller accreditation</i></b></p> <p>Records relating to the accreditation of a traffic controller, in accordance with the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i> including approval, refusal, renewals, cancellation, amendments and/or suspension of a traffic controller accreditation. Also includes the accreditation of interstate traffic controllers that request to work as a traffic controller in Queensland.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation.</li> </ul>	Temporary	Retain for 10 years after refusal, expiry or cancellation of accreditation.
4.1.12	<p><b><i>Written-off vehicle notifier</i></b></p> <p>Records relating to the approval for accreditation as a written-off vehicle notifier, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i> including granting of approval, renewal, cancellation and suspension of an accreditation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• instrument of approval</li> <li>• correspondence with applicant</li> <li>• audit report.</li> </ul>	Temporary	Retain for 7 years after the expiry or cancellation of approval.
4.1.13	<p><b><i>Written-off vehicle notifier - refusal</i></b></p> <p>Records relating to applications for accreditation as a written-off vehicle notifier that are refused by the department, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 2 years after refusal.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• notice of refusal</li> <li>• correspondence with applicant.</li> </ul>		
4.1.14	<p><b><i>Certificates of authority – training providers</i></b>  Records relating to approved applications for Certificates of Authority made under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i> and authorising training.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications (e.g. application form, staff suitability application form, sample Statement of Attainment)</li> <li>• letters of support by the department to finalise the training provider’s registration</li> <li>• site visit/s reports and supporting documentation</li> <li>• Certificates of Authority (including letter to training provider regarding Certificate of Authority)</li> <li>• renewals, amendments, replacements, appeals, cancellation, suspension and refused applications</li> <li>• sanctions imposed by the department as a result of non-compliance</li> <li>• returned identity cards upon surrender of accreditation</li> <li>• legal briefs, decisions, legal advice and copies of the application</li> <li>• correspondence between parties.</li> </ul>	Temporary	Retain for 10 years after expiry or cancellation of the certificate.
4.1.15	<p><b><i>Certificates of authority - register</i></b>  Register of Certificates of Authority issued by the department, detailing the scope of authorisation given to a Registered Training Organisation (RTO) to provide training and/or assessment.  Information to be captured includes:</p> <ul style="list-style-type: none"> <li>• Certificate of authority status.</li> </ul>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
4.1.16	<p><b>Dealer registration scheme</b></p> <p>Records relating to agreements between the department and a dealer with access to the Dealer Acquisitions Interface System (DAIS). Includes marine / boat dealer's trailer registration.</p> <p>Also includes auditing dealer compliance with the requirements of the scheme and initiating legal action against dealers concerning bankruptcy or non-compliance with processes/audit requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• dealer monitoring reports (e.g. audits of compliance against scheme requirements)</li> <li>• copy of dealers licence</li> <li>• complaints about the dealers.</li> </ul>	Temporary	Retain for 10 years after expiry or cancellation of agreement.
4.1.17	<p><b>Dealer interface system reports</b></p> <p>Reports generated from the Dealer Acquisitions Interface System (DAIS) such as bi-monthly management report required under the motor vehicle dealer registration scheme.</p>	Temporary	Retain for 2 years after last action.
4.1.18	<p><b>Dealer acquisitions – registration requests</b></p> <p>Records relating to applications from dealers requesting registrations approved under the registration easy scheme through the Dealer Acquisitions Interface System (DAIS), including the registration of dealer motor vehicles outside of DAIS.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• request notifications</li> <li>• correspondence between dealers and department.</li> </ul>	Temporary	Retain for 7 years after last action.
4.1.19	<p><b>Dealer books</b></p> <p>Accountable books issued by the department to approved motor dealers under the registration easy scheme. Includes incomplete, cancelled or unused books which are returned to the</p>	Temporary	Retain for 3 years after return of book.

Reference	Description of records	Status	Disposal action
	department. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• interim label books</li> <li>• dealer plate books.</li> </ul>		
4.1.20	<p><b>Registered dealers database</b></p> Information captured in the register of motor vehicle dealers approved under the dealer registration scheme. Information captured includes: <ul style="list-style-type: none"> <li>• dealer contact details</li> <li>• dealer agreement status</li> <li>• compliance monitoring</li> <li>• agents/dealer authorisation (signature).</li> </ul>	Temporary	Retain for 20 years after expiry or cancellation of agreement.
4.1.21	<p><b>Employment and training schemes</b></p> Records relating to Aboriginal and Torres Strait Islander employment and training schemes either developed or supported by the department. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• employment plans</li> <li>• approved schemes</li> <li>• consultation documents</li> <li>• meeting documents.</li> </ul>	Temporary	Retain for 20 years after last action.
4.1.22	<p><b>Heavy vehicle concession schemes</b></p> Records relating to the development of partnerships with industry bodies and the establishment of heavy vehicle concession schemes such as log timber concession scheme, grain harvest management scheme, load restraint (sugar industry) including compliance and non-compliance.	Temporary	Retain for 7 years after action complete.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence and stakeholder consultation</li> <li>• application forms and supporting documentation</li> <li>• meeting documents</li> <li>• briefing papers</li> <li>• site visit notes</li> <li>• exceeding mass limit notification</li> <li>• removal from scheme notice</li> <li>• weight data provided by scheme receivers</li> <li>• evidence retrieved during investigation, such as photos and reports.</li> </ul>		
4.1.23	<p><b><i>Heavy Vehicle Registration Assessment Scheme</i></b></p> <p>Records relating to accreditation to inspect and measure heavy vehicles prior to registration under the heavy vehicle registration assessment scheme (HVRAS). Includes the approval, renewal, cancellation and/or suspension of an accreditation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• instrument of approval</li> <li>• accreditation documentation</li> <li>• correspondence with applicant</li> <li>• audit report.</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of accreditation.
4.1.24	<p><b><i>National Heavy Vehicle Accreditation Scheme – advanced fatigue management</i></b></p> <p>Records relating to the approval of alternative compliance for an operator of a fatigue regulated heavy vehicle under the national heavy vehicle accreditation scheme – advance fatigue management module.</p> <p>Includes the granting, renewal, cancellation and suspension of an accreditation.</p>	Temporary	Retain for 10 years after expiry or cancellation of accreditation.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation, such as evidence of medical examination and training course in fatigue management attendance</li> <li>• national fatigue authority panel report</li> <li>• instrument of approval</li> <li>• copy of accreditation document or exemption notice</li> <li>• correspondence with applicant</li> <li>• audit report</li> <li>• receipt of payment for application fee</li> <li>• interception slips.</li> </ul>		
4.1.25	<p><b><i>Specialist supplier registration schemes</i></b></p> <p>Records relating to surveillance and audits relating to the department's specialist supplier registration schemes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communications</li> <li>• appeals</li> <li>• performance assessments</li> <li>• reports.</li> </ul>	Temporary	Retain for 10 years after last action.
4.1.26	<p><b><i>Traffic control programs</i></b></p> <p>Records relating to approved applications under the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>, authorising training providers to provide traffic control related training and assessment services.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approval and refusals</li> </ul>	Temporary	Retain for 10 years after approval lapses or is revoked.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• related correspondence with the Department of Education Training and Employment (DETA) and training providers</li> <li>• audits and compliance assessments</li> <li>• non-conformance and conditions.</li> </ul>		
4.1.27	<p><b><i>Traffic management accreditation scheme</i></b>  Records relating to applications under the traffic management accreditation scheme, including approval, refusal, expiry or cancellation of accreditation.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• approval and refusals</li> <li>• audits and compliance assessments</li> <li>• non-conformance and conditions.</li> </ul>	Temporary	Retain for 10 years after refusal, expiry or cancellation of accreditation.
4.1.28	<p><b><i>Transport course accreditation</i></b>  Records relating to the accreditation of courses delivered by a registered training organisation.  Records include but not limited to:</p> <ul style="list-style-type: none"> <li>• application for accreditation and supporting documentation</li> <li>• certificate of accreditation</li> <li>• course schedule</li> <li>• program delivery instructions</li> <li>• training delivery and assessment policies and strategies for all qualifications/courses</li> <li>• assessment tools and instruments</li> <li>• Australian Quality Training Framework (AQTF) policies and procedures</li> <li>• financial enrolment and assessment records relating to any delivery and performance agreement held with the Department of Education Training and Employment (DETE).</li> </ul>	Temporary	Retain for 3 years after accreditation has been superseded, expired or cancelled.



Reference	Description of records	Status	Disposal action
4.1.29	<p><b><i>Boat harbour controller</i></b></p> <p>Records relating to persons appointed as boat harbour controllers under the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• instruments of authority</li> <li>• written notices of restricted powers</li> <li>• acknowledgements.</li> </ul> <p><i>Refer to the General Retention and Disposal Schedule for Administrative Records for personnel records for these officers.</i></p>	Temporary	Retain for 15 years after appointment ceases.
4.1.30	<p><b><i>Commercial operators – access to infrastructure</i></b></p> <p>Records relating to the use of state owned marine infrastructure, such as public pontoons or car/trailer parks, by commercial operators that is granted by the department in accordance with the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2000</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments</li> <li>• correspondence between the department and client</li> <li>• certificates of authority.</li> </ul>	Temporary	Retain for 3 years after expiry of approval.
4.1.31	<p><b><i>Declaration – security-identified surface transport operations</i></b></p> <p>Records relating to the declaration of a surface transport operation (such as ferries or the rail network) as a security-identified surface transport operation (SISTO), by the department in accordance with the <i>Transport Security (Counter-Terrorism) Act 2008</i>.</p> <p>Also includes the assessment and audit of a declared SISTO and the provision of funding for the establishment of security systems.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• declaration notices (gazette notice)</li> </ul>	Temporary	Retain for 20 years after declaration ceases.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• meeting and consultation documents</li> <li>• audit reports</li> <li>• assessment reports</li> <li>• risk management plans, including plan reviews</li> <li>• correspondence between the department and surface transport operation</li> <li>• exercise plans</li> <li>• annual risk management plan certificates</li> <li>• funding plans</li> <li>• funding applications (letters).</li> </ul>		
4.1.32	<p><b><i>Rail feasibility investigator's authority</i></b></p> <p>Records relating to applications for a rail feasibility investigator's authority, assessed by the department, under the <i>Transport Infrastructure Act 1994</i> including the refusal to grant an authority. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• notifications of approval or refusal.</li> </ul>	Temporary	Retain for 10 years after last action.
4.1.33	<p><b><i>Rail safety officers authority</i></b></p> <p>Records relating to the appointment of persons as rail safety officers under the <i>Transport (Rail Safety) Act 2010</i> with the authority to exercise the following:</p> <ul style="list-style-type: none"> <li>• investigate a railway incident</li> <li>• a general inspectoral or investigative function involving the use of 'routine investigative' powers.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• instruments of authority</li> <li>• record of rail safety officers</li> <li>• acknowledgements.</li> </ul>	Temporary	Retain 15 years after appointment ceases.

Reference	Description of records	Status	Disposal action
4.1.34	<p><b>Security officer – instrument of authority</b></p> <p>Records relating to the appointment of persons as authorised officers under the <i>Transport Security (Counter-Terrorism) Act 2008</i> to exercise the following:</p> <ul style="list-style-type: none"> <li>• to observe an exercise under section 25(5); or</li> <li>• check that the risk management plan for the Security-identified Surface Transport Operations (SISTO) is being implemented and complied with.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• instruments of authority.</li> </ul>	Temporary	Retain for 15 years after appointment ceases.
4.1.35	<p><b>State owned mooring authorities – approved/refused</b></p> <p>Records relating to applications for the use of state owned mooring authorities located within a state boat harbour made in accordance with the <i>Transport Infrastructure (Public Marine Facilities) Regulation 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application forms and supporting documentation (e.g. certified copies of ship registration papers and application fee receipt)</li> <li>• renewal forms and supporting documentation</li> <li>• notifications of approval or refusal</li> <li>• waiting list notification</li> <li>• notices of expiry, cancellation, surrender.</li> </ul> <p>See reference number 4.1.30 for records relating to the commercial use of state owned marine infrastructure.</p>	Temporary	Retain for 10 years after mooring removed or demolished.
4.2	<p><b>AUDITS AND INSPECTIONS</b></p> <p><i>The activity of carrying out audits and/or inspections on the activities of licensed or accredited operators such as railway managers, railway operators and service operators.</i></p>		
4.2.1	<p><b>Car yard vehicle audits</b></p>	Temporary	Retain for 3

Reference	Description of records	Status	Disposal action
	<p>Records relating to audits undertaken by the department on car yards to ensure compliance with the sale of roadworthy vehicles.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• car yard audit registers</li> <li>• infringement notices.</li> </ul>		years after audit.
4.2.2	<p><b><i>Passenger transport service operators audit</i></b></p> <p>Records relating to audits undertaken by the department on accredited passenger transport service operators in accordance with s.100 of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• pre audit evaluation</li> <li>• audit form</li> <li>• notification of intent</li> <li>• audit outcome report</li> <li>• section 100 notices and penalty infringement notice.</li> </ul>	Temporary	Retain for 10 years after audit.
4.2.3	<p><b><i>Q-Ride auditors register</i></b></p> <p>Register of Q-Ride auditors kept in accordance with s.97 of the <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>. Includes the Q-Ride audit evidence index.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• auditor’s contact details.</li> </ul>	Temporary	Retain for 7 years after last action.
4.2.4	<p><b><i>Railway audits / compliance investigations</i></b></p> <p>Records relating to routine inspections of accredited railway managers and / or railway operators, in accordance with s.130 of the <i>Transport (Rail Safety) Act 2010</i>. Includes information obtained during the inspections.</p>	Temporary	Retain for 25 years after last action.

Reference	Description of records	Status	Disposal action
4.2.5	<p><b><i>Railway inspections</i></b></p> <p>Records relating to preparing an annual program for inspecting the activities of accredited railway managers and railway operators, in accordance with s.130 of the <i>Transport (Rail Safety) Act 2010</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• checklists</li> <li>• reports</li> <li>• recommendations.</li> </ul>	Temporary	Retain for 10 years after last action.
4.2.6	<p><b><i>Road infrastructure safety audits</i></b></p> <p>Records relating to road safety audits and the formal examination of road and traffic hazards to identify accident potential, safety performance designate hazards and accident black spots and remedial work to be undertaken by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit report</li> <li>• consultation and correspondence with stakeholders</li> <li>• liaison with federal government in relation to black spot program</li> <li>• audit supporting documentation.</li> </ul>	Temporary	Retain for 15 years after audit.
4.2.7	<p><b><i>Road user – transport service operator audit</i></b></p> <p>Records relating to scheduled or random audits and/or inspections of transport service operators regarding driver and maintenance records, complaint registers compliance with vehicle type restrictions. Includes interstate applications to drive in Queensland and the approval, refusal, cancellation and/or disqualification of certificate or authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit and inspection reports</li> <li>• investigation reports</li> <li>• applications and supporting documents</li> </ul>	Temporary	Retain for 7 years after audit, inspection or application.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>final decisions.</li> </ul>		
4.3	<p><b>DISABLED PARKING</b></p> <p><i>The activities related to the development and administration of the disability parking scheme, including issuing parking permits to people with impaired mobility.</i></p>		
4.3.1	<p><b><i>Disabled parking permits</i></b></p> <p>Records relating to applications for a disabled parking permit assessed by the department in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>. Also includes the refusals, renewal, cancellation and/or suspension of a permit.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>application form and supporting documentation</li> <li>notification of approvals or refusal</li> <li>application fee receipts</li> <li>correspondence between applicants and department</li> <li>notice of cancellation, surrender, and expired permits.</li> </ul>	Temporary	Retain for 10 years after refusal, expiry or cancellation of permit.
4.3.2	<p><b><i>Disabled parking permits enquiries</i></b></p> <p>Correspondence received by the department relating to the disability parking permit scheme.</p>	Temporary	Retain for 2 years after last action.
4.3.3	<p><b><i>Disabled parking permits – register</i></b></p> <p>Information captured in the disabled parking permits register.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>issue and expiry date of permit</li> <li>applicant contact details</li> <li>permit type and number</li> <li>condition code</li> </ul>	Temporary	Retain 20 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>applicant history.</li> </ul>		
4.4	<p><b>DRIVER AUTHORISATION – PASSENGER</b></p> <p><i>The activities associated with assessing and certifying the competency of public passenger vehicle drivers are of suitable character and fitness; appropriately licensed; aware of their responsibility to passengers and are able to conduct themselves appropriately.</i></p>		
4.4.1	<p><b><i>Driver authorisation qualification</i></b></p> <p>Records relating to applications for driver authorisation received by the department under Chapter 4 of the <i>Transport Operations (Passenger Transport) Act 1994</i>. Includes the assessment, approval or refusal of applications, renewals, amendments, cancellation, and/or suspension of a driver authorisation, as well as investigations on the driver. Also includes provisional driver authorisation. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>new or renewal application forms</li> <li>change / replacement forms</li> <li>competency tests reports (e.g. taxi training course certificate)</li> <li>medical certificates</li> <li>English assessment certificates</li> <li>DA 55 reports</li> <li>visa entitlement verifications</li> <li>criminal history checks</li> <li>review and appeal documents</li> <li>correspondence between the DA holders and the department</li> <li>driver compliance reviews and audit reports</li> <li>investigation reports</li> <li>photographs.</li> </ul>	Temporary	Retain for 10 years after last action.
4.4.2	<p><b><i>Driver authorisation qualification – lapsed</i></b></p>	Temporary	Retain for 3

Reference	Description of records	Status	Disposal action
	Records relating to applications for driver authorisation received by the department under Chapter 4 of the <i>Transport Operations (Passenger Transport) Act 1994</i> which have lapsed prior to approval.		years after application lapses.
4.4.3	<p><b><i>Restricted driver authorisation qualification</i></b></p> <p>Records relating to applications for restricted driver authorisation received by the department, in accordance with s.29A of the <i>Transport Operations (Passenger Transport) Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation.</li> </ul>	Temporary	Retain for 3 years after last action.
4.4.4	<p><b><i>Driver authorisation register</i></b></p> <p>Entries in the register of:</p> <ul style="list-style-type: none"> <li>• drivers authorised to provide passenger and school transport services</li> <li>• accredited operators of specialised industrial vehicles recorded in TRAILS (Transport Registration and Integrated Licensing System)</li> </ul> <p>Information to be captured may include:</p> <ul style="list-style-type: none"> <li>• licence status</li> <li>• authorisation status</li> <li>• contact details</li> <li>• issue date of accreditation</li> <li>• expiry date.</li> </ul>	Temporary	Retain for 25 years after refusal, expiry or cancellation of authorisation.
4.5	<p><b>IDENTIFICATIONS</b></p> <p><i>The activities associated with the issuing identification cards such as the proof of age card.</i></p>		
4.5.1	<p><b><i>Proof of age cards (18+ card) - applications</i></b></p> <p>Records relating to applications assessed by the department for the issue of proof of age cards, in accordance with the <i>Liquor Act 1992</i> and the <i>Adult Proof of Age Card Act 2008</i>; including refused</p>	Temporary	Retain for 6 years after last action.



Reference	Description of records	Status	Disposal action
	<p>and replacement applications, and communication with Queensland Police.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• refusal notification.</li> </ul>		
4.6	<p><b>INDUSTRY AND DANGEROUS GOODS</b></p> <p><i>The activities related to the management and administration of industry and dangerous goods programs, including the accreditation and licensing of operators and drivers of these vehicles. This activity also includes heavy vehicle guidelines, overload exemptions and monitoring, and the issue of permits for excess mass vehicles.</i></p>		
4.6.1	<p><b><i>Dangerous goods permits</i></b></p> <p>Records relating to the approval and exemption applications assessed by the department for transport of dangerous goods by rail, in accordance with Part 16 and 17 and Part 1, Division 5 of the <i>Transport Infrastructure (Dangerous Goods by Rail) Regulation 2008</i>.</p> <p>Records include packaging design types, unit load, tank designs. Includes the cancellation, expiry and refusal to grant approval, the refusal to grant an exemption or refusal to grant a determination.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• application receipts</li> <li>• approval notices and covering letters</li> <li>• registers of determinations and exemptions.</li> </ul>	Temporary	Retain for 5 years after refusal, expiry or cancellation of approval, exemption or determination.
4.6.2	<p><b><i>Dangerous goods –exemptions, approval and determinations register</i></b></p> <p>Dangerous goods register of approvals, exemption and determinations kept in accordance with s.26, s.160, and s.171 of the <i>Transport Infrastructure (Dangerous Goods by Rail) Regulation 2008</i>.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• application details</li> <li>• Australian Dangerous Goods code relevant to the approval</li> </ul>	Temporary	Retain 50 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• period of approval and any conditions</li> <li>• status of approval.</li> </ul>		
4.6.3	<p><b><i>Excess mass and dimension vehicle permits</i></b></p> <p>Records relating to applications for an excess mass and dimension permit for vehicles operating outside of a regulation, assessed by the department in accordance with the <i>Transport Operations (Road Use Management - Mass, Dimensions and Loading) Regulation 2005</i>. Includes approvals, refusals, renewals, amendments, cancellation and/or disqualification of a permit. Also includes investigation records relating to the disqualification / cancellation of a permit.</p> <p>Permits include:</p> <ul style="list-style-type: none"> <li>• excess mass special purpose</li> <li>• excess dimension</li> <li>• excess dimension (pilots / escorts)</li> <li>• excess dimension (agricultural vehicles and combinations, such as B-doubles and road trains).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• resubmission application form</li> <li>• letter of no objection.</li> </ul>	Temporary	Retain for 7 years after expiry, refusals, or cancellation of permit.
4.6.4	<p><b><i>Excess mass and dimension vehicle permits - register</i></b></p> <p>Entries in the register of permits issued to operate excess mass and dimension vehicles.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• permit</li> <li>• permit number</li> <li>• vehicle details</li> <li>• operator contact details</li> <li>• expiry date.</li> </ul>	Temporary	Retain for 10 years after expiry of permit.

Reference	Description of records	Status	Disposal action
4.7	<p><b>INTELLIGENT MONITORING</b>  <i>The activities related to monitoring the compliance of vehicles operating the intelligence access program.</i></p>		
4.7.1	<p><b><i>Intelligent access map</i></b>  Intelligent access maps provided to intelligent access program service providers (IAP-SP).Includes base map.</p>	Temporary	Retain for 10 years after map superseded.
4.7.2	<p><b><i>Intelligent access program</i></b>  Records relating to the intelligent access program enrolment process, in accordance with the <i>Transport Operations (Road Use Management – Mass, Dimensions and Loading) Regulation 2005</i>.  Also includes:</p> <ul style="list-style-type: none"> <li>• records collected as part of any assessment or investigation into a non-compliance report under the intelligent access program (IAP)</li> <li>• issuing of a written notice and IAP certificate</li> <li>• enrolment applications that are either not accepted or further information is required before all conditions are met and enrolment is granted</li> <li>• notices and direction in the use of transport initiatives, such as the intelligent access program.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• request for cancellation</li> <li>• cancellation notification</li> <li>• weigh-bridge tickets</li> <li>• weigh-in-motion data</li> <li>• enrolment and supporting documentation</li> <li>• written notice that an operator may enter into an IAP agreement</li> <li>• IAP certificate</li> <li>• notice of change of details</li> </ul>	Temporary	Retain for 10 years after active enrolment in IAP ceases or last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• intercept reports</li> <li>• maps</li> <li>• automatic number plate recognition (ANPR) data</li> <li>• correspondence with an IAP service provider</li> <li>• consultation documentation</li> <li>• notices and awareness information</li> <li>• feedback reports</li> <li>• gazettal notice</li> <li>• vehicle and monitoring access system web interface.</li> </ul>		
4.7.3	<p><b><i>Vehicle Monitoring and Access System (VMAS)</i></b>  Register of information recorded in the Vehicle Monitoring and Access System (VMAS) database.  Information captured includes:</p> <ul style="list-style-type: none"> <li>• IAC identifier</li> <li>• approval, lapse, cancellation and cessation dates</li> <li>• Intelligent Access Program (IAP) conditions</li> <li>• IAP certificates</li> <li>• Australian business numbers (ABN).</li> </ul>	Temporary	Retain for 50 years after last action.
4.7.4	<p><b><i>Vehicle Monitoring and Access System - personal information</i></b>  Personal information contained in the Vehicle Monitoring and Access System (VMAS) database required to be removed from the register.</p>	Temporary	Retain for 7 years after active enrolment in IAP ceases or last action.
4.8	<b>LICENSING</b>		

Reference	Description of records	Status	Disposal action
	<p><i>The activities relating to issuing a licence to persons for driving or operating a vehicle within Queensland. Also includes other forms of licences, such as electrical contractors and driving instructors.</i></p> <p><i>Refer to the Maritime Safety Queensland Retention and Disposal Schedule for the issuing of a licence to operate a recreational vessel and watercraft including the seeking licences and approvals required by the department to undertake external programs of work on behalf of the department.</i></p>		
4.8.1	<p><b><i>Court deferral program for Indigenous drivers</i></b></p> <p>Records relating to the development, implementation, ongoing monitoring and analysis of a bail-based Indigenous driver licensing court deferral program. Includes partnership and liaison with other State government departments and Magistrate's Courts for the management of referred defendants under the indigenous driver licensing court deferral program. Excludes issuing of a driver licence.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• written notification of defendant's participation under the program</li> <li>• referral form</li> <li>• copy of referral register provided by Department of Justice and Attorney General</li> <li>• defendant participation updates</li> <li>• schedule of court diversion program and updates.</li> </ul> <p><i>See reference number 4.8.2 for records relating to driver licence applications.</i></p>	Permanent	Retain permanently.
4.8.2	<p><b><i>Driver licence (learner, provisional and open)</i></b></p> <p>Records relating to the original physical applications processed by the department for the issue of a licence to an individual driver to operate a vehicle on Queensland roads, in accordance with the <i>Transport Operations (Road Use Management – Driver Licensing) Regulation 1999</i>. Includes the issue, refusal to issue, cancellation, suspension or disqualification of a learner's permit or provisional licence.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> </ul>	Temporary	Retain for 7 years after captured in register.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• medical certificates</li> <li>• previous licenses issued</li> <li>• requests for additional information</li> <li>• hazard perception tests</li> <li>• licence merge request forms</li> <li>• original letters sent but returned unsigned</li> <li>• identity document verification failure reports</li> <li>• return / surrender declarations</li> <li>• indigenous licensing program notice of attainment forms (QPS Form 4)</li> <li>• road rules tests</li> <li>• communication between Queensland Police Services (QPS) and the department.</li> </ul> <p><i>See reference number 4.8.11 for records captured in the driver licence register (TRAILS).</i></p> <p><i>See reference number 4.8.4 for records relating to the appeals and reconsiderations relating to driver licences.</i></p> <p><i>See reference numbers 4.8.9 and 4.8.10 for records relating to exemptions.</i></p> <p><i>See reference number 4.8.18 for licence surrender books.</i></p> <p><i>See reference numbers 4.8.27 and 4.8.28 for young driver log books.</i></p>		
4.8.3	<p><b><i>Driver licence – access to information</i></b></p> <p>Records relating to the development and management of a memorandum of understanding and access approval orders between the department and external agencies, such as the Queensland Police Service for access to driver and vehicle information. Includes access to digital photos (driver licence images) to the Queensland Police Service under the <i>Police Powers and Responsibility Act 2000</i> including access to facial and signature images and information searches.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• memorandum of understanding</li> </ul>	Temporary	Retain for 7 years after expiry or cancellation of agreement.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>meeting documents</li> <li>consultation and correspondence with stakeholders</li> <li>access approval orders</li> <li>post access approval orders.</li> </ul> <p>See reference number 4.8.8 for records relating to reports on access of digital photo and digitised signatures.</p>		
4.8.4	<p><b>Driver licence – appeals and reconsiderations</b></p> <p>Records relating to appeals against a refusal to issue a departmental product, such as a driver licence, including reconsideration requests once a disqualification has been made, and requests from another state for the disqualification of a Queensland licence holder.</p>	Temporary	Retain for 10 years after appeal process.
4.8.5	<p><b>Driver licence – digital photo and digitised signature - granted</b></p> <p>Digital photo and digitised signature taken for the issue or re-issue of a Queensland driver licence (smartcard product), in accordance with s.91G (a) of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p>	Temporary	Retain for 30 years after captured in register.
4.8.6	<p><b>Driver licence – digital photo and digitised signature – not granted</b></p> <p>Digital photo and digitised signature taken for a Queensland driver licence (smartcard product), which is not granted in accordance with s.91G (b) of the <i>Transport Operations (Road Use Management) Act 1995</i>.</p>	Temporary	Retain for 6 months after last action.
4.8.7	<p><b>Driver licence – digital photo and digitised signature - verification</b></p> <p>Digital photo and digitised signature taken for a Queensland driver licence (smartcard product), in accordance with s.91G(c) of the <i>Transport Operations (Road Use Management) Act 1995</i>, not covered in 4.8.5 and 4.8.6.</p>	Temporary	Retain for 1 day after last action.
4.8.8	<p><b>Driver licence – digital photo and digitised signature reports</b></p> <p>Records relating to annual reports prepared by the department for the Minister on the number of occasions where access was granted to digital photos when:</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• exercising a power in relation to a relevant transport Act</li> <li>• exercising a power in relation to the Criminal Code, section 328A</li> <li>• authorised under the <i>Police Powers and Responsibilities Act 2000</i>.</li> </ul> <p><i>See reference number 4.8.3 for records relating to access approval agreements.</i></p>		
4.8.9	<p><b><i>Driver licence – exemptions approvals</i></b></p> <p>Records relating to special exemptions or exceptions relating to the issue of a driver licence, for example waiving the standard 12 month period for taking a driving test.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• correspondence documents</li> <li>• approvals and notifications to applicant.</li> </ul>	Temporary	Retain for 3 years after exemption has expired.
4.8.10	<p><b><i>Driver licence – exemptions refusals</i></b></p> <p>Records relating to the department's refusal of requests for special exemptions or exceptions relating to the issue of a driver licence, such as refusals to waive the standard 12 month period for the taking of a driving test or the refusal of a learner driver licence under the Indigenous Driver Licensing Program due to a previous cancelled, suspended or disqualified driver licence record.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• correspondence documents</li> <li>• refusals and notifications to applicant.</li> </ul>	Temporary	Retain for 12 months after refusal.
4.8.11	<p><b><i>Driver licence register</i></b></p> <p>Register of licensed drivers captured in the Transport Registration and Integrated Licensing System (TRAILS). Includes the register of digital facial images and associated digitised signatures.</p> <p>Information captured includes:</p>	Temporary	Retain for 100 years after date of birth of individual client.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• driver licence details</li> <li>• driver contact details</li> <li>• licence status</li> <li>• driver history.</li> </ul>		
4.8.12	<p><b><i>Driver licence – renewal or change in licence</i></b></p> <p>Records relating to changes to a driver’s licence processed at a customer service centre. Includes renewals and change of name and/or address.</p> <p>Records may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence requesting changes to licence details</li> <li>• application form completed by the applicant.</li> </ul>	Temporary	Retain for 3 months after captured in register.
4.8.13	<p><b><i>Driving instructor’s licence - application</i></b></p> <p>Records relating to applications for a driving instructor’s licence including the approval, refusal, renewal, cancellation or disqualification of a licence.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• medical certificate</li> <li>• previous licences issued</li> <li>• previous work history</li> <li>• search of criminal history</li> <li>• requests for additional information</li> <li>• investigation records.</li> </ul>	Temporary	Retain for 3 years after refusal, expiry or cancellation of licence is captured in register.
4.8.14	<p><b><i>Electrical contractor licences</i></b></p> <p>Records relating to licence applications made by the department under the <i>Electrical Safety Act 2002</i> to conduct a business involving the performance of electrical work.</p>	Temporary	Retain for 7 years after expiry, surrender or

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificates of licence</li> <li>• applications</li> <li>• renewals.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for copies of licences issued to individual employees and kept for performance management purposes.</i></p>		cancellation of licence.
4.8.15	<p><b>Industry licences</b></p> <p>Records relating to applications received by the department for:</p> <ul style="list-style-type: none"> <li>• the licensing of an industry vehicle such as tow trucks, dangerous goods vehicles (industry vehicle licence)</li> <li>• a driver or assistance certification to drive a licensed industry vehicle (industry authorities)</li> <li>• a tow truck driver or assistance certificate for a licence to drive a tow truck.</li> </ul> <p>Authorities may include: dangerous goods driver licence, pilot vehicle driver authority, escort vehicle driver authority, and tow truck driver or assistance certificate.</p> <p>Vehicle licence may include: dangerous goods licence and tow truck operators.</p> <p>Also includes applications received from interstate to drive in Queensland and the audit and inspection of industry operators.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• medical certificates</li> <li>• previous licences issued</li> <li>• previous work histories</li> <li>• search of criminal histories</li> <li>• towing authority books (authorisation page)</li> <li>• requests for additional information</li> </ul>	Temporary	Retain for 7 years after expiry of application or surrender of accreditation.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>audit reports.</li> </ul>		
4.8.16	<p><b>Industry vehicle licence - register</b></p> <p>Register of industry licences for individual drivers/assistants recorded in SILAS (Service Industry Licensing Accreditation Services).</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>issue date of licence</li> <li>expiry date</li> <li>licence status</li> <li>contact details.</li> </ul>	Temporary	Retain for 50 years after initial issue of licence.
4.8.17	<p><b>Lapsed applications</b></p> <p>Records relating to applications lodged at a customer service centre that have lapsed prior to approval, and a product has not been issued. Products include applications for an industry authority.</p> <p><i>See reference numbers 4.8.7 for lapsed digital images and signatures.</i></p>	Temporary	Retain for 3 years after application has lapsed.
4.8.18	<p><b>Licence surrender books</b></p> <p>Used or expired driver licence surrender books.</p>	Temporary	Retain for 3 years after last action.
4.8.19	<p><b>Log timber docketts - compliant</b></p> <p>Log timber docketts received by the department which meet compliance requirements under the log timber concession scheme.</p> <p><i>See reference number 4.13.7 for records relating to inspections on vehicles.</i></p>	Temporary	Retain until reference ceases.
4.8.20	<p><b>Mass import and export licence</b></p> <p>Records relating to applications approved by the department to operate vehicles exceeding mass limits to transport goods under the mass import management scheme (MIMS) and mass export</p>	Temporary	Retain for 7 years after expiry or cancellation of

Reference	Description of records	Status	Disposal action
	<p>management scheme (MEMS).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• letter from the vehicle manufacturer</li> <li>• notice of approval (authority to operate).</li> </ul> <p><i>See reference number 4.8.21 for records relating to refusal of mass import and export licence.</i></p>		approval.
4.8.21	<p><b><i>Mass import and export licence - refusal</i></b></p> <p>Records relating to applications to operate vehicles exceeding mass limits to transport goods under the mass import management scheme (MIMS) and mass export management scheme (MEMS) that are refused by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• letter from the vehicle manufacturer</li> <li>• notice of refusal.</li> </ul>	Temporary	Retain for 2 years after refusal.
4.8.22	<p><b><i>Medical condition assessment system</i></b></p> <p>Information captured in the medical assessment database about a driver's ability to operate a vehicle safely.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• licence holder (client) details</li> <li>• medical assessment outcome.</li> </ul>	Temporary	Retain for 100 years after date of birth.
4.8.23	<p><b><i>Medical condition reporting – no further action</i></b></p> <p>Records relating to medical conditions reported to the department that require no further action. Includes assessments and notifications on private and commercial drivers.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• show cause letters for medical reasons</li> <li>• medical condition notification</li> <li>• medical certificate for motor vehicle driver (assessment)</li> <li>• notification response</li> <li>• request for information responses, such as Right to Information (RTI).</li> </ul> <p><i>See reference number 4.8.4 for records relating to appeals and reconsiderations.</i></p>		
4.8.24	<p><b><i>Medical condition reporting – show cause</i></b></p> <p>Records relating to medical conditions reported to the department that may adversely affect a driver's ability to operate a motor vehicle safely including assessments and notifications on private and commercial drivers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• show cause letters for medical reasons and interstate convictions</li> <li>• medical condition notification</li> <li>• medical certificate for motor vehicle driver (assessment)</li> <li>• notification response</li> <li>• court results</li> <li>• request for information responses, such as Right to Information (RTI)</li> <li>• non finalised medical condition reports.</li> </ul>	Temporary	Retain for 15 years after expiry of medical certificate.
4.8.25	<p><b><i>Road User - driving tests - examiner reports</i></b></p> <p>Reports and supporting documentation created by a departmental driver examiner, relating to driving tests.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• test registration and written reports</li> <li>• driving examiners daily worksheets</li> </ul>	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• driving examiner books</li> <li>• driver licence test refunds</li> <li>• driving assessment report books.</li> </ul> <p><i>See reference number 4.8.2 for driving test applications that form part of a licence application.</i></p>		
4.8.26	<p><b>Security firm licences</b></p> <p>Records relating to applications made by the department under s.13 (4) of the <i>Security Providers Act 1993</i> for licences to supply the services of security advisors and security equipment installers. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificates of licence</li> <li>• applications</li> <li>• renewals.</li> </ul>	Temporary	Retain for 7 years after expiry, surrender or cancellation of licence.
4.8.27	<p><b>Young driver log books</b></p> <p>Records relating to the young driver learner log books submitted to the department for processing. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• log books</li> <li>• prior driving declaration forms</li> <li>• approval of completed Queensland learner logbook</li> <li>• correspondence between parties (includes emails and text messages).</li> </ul> <p><i>See reference number 4.8.2 for records relating to applying for a learner driving licence.</i></p>	Temporary	Retain for 3 years after completion of log book.
4.8.28	<p><b>Young driver log books - failed</b></p> <p>Records relating to young driver logbooks that do not satisfy the requirements to receive a learner permit or are found to be false or misleading. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• logbooks</li> </ul>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• logbook applications</li> <li>• correspondence with client.</li> </ul> <p><i>See reference number 4.8.2 for records relating to applying for a learner driving licence.</i></p>		
4.9	<p><b>LITIGATION AND OFFENCE MANAGEMENT</b></p> <p><i>The activities associated with responding to legal action taken against the department by external parties such as claims for payment resulting from contractual, personal injury or property damage as a result of departmental infrastructure works. Also includes legal action initiated by the department for non-compliance of regulatory requirements (such as vehicle defects, driving infringements), damage to department-owned infrastructure.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for Crown Law advice and legal opinions provided to the department.</i></p>		
4.9.1	<p><b><i>Complaint and summons – infringement court hearings</i></b></p> <p>Records relating to legal action initiated by the department against other parties under sections 22(1) (b), 27 and 51 of the <i>State Penalties Enforcement Act 1999</i>. Includes investigations by the department to establish grounds for possible prosecution, as well as investigations by a transport inspector as the result of a defect not being cleared and enforcement action initiated.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• infringement notice (PIN)</li> <li>• offence reports</li> <li>• complaint and summons</li> <li>• enquiries and complaints</li> <li>• details of Clerk of Court Payments</li> <li>• court results.</li> </ul> <p><i>See reference number 4.9.7 for penalty infringement notices.</i></p>	Temporary	Retain for 25 years after claim is finalised.
4.9.2	<p><b><i>Driving offences – demerit points</i></b></p> <p>Records relating to the allocation of demerit points against a licensed driver, including the transfer</p>	Temporary	Retain for 7 years after last

Reference	Description of records	Status	Disposal action
	<p>of demerit points for overseas interests. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copy of infringement notice sent by the department</li> <li>• accumulation of demerit points notice.</li> </ul>		action.
4.9.3	<p><b>Evidentiary certificates (court certificates)</b> Evidentiary certificates produced by the department under s.60 (2) of the <i>Transport Operations (Road Use Management) Act 1995</i>. Includes requests for certificates relating to both driver licenses and vehicle registration.</p>	Temporary	Retain for 2 years after certificate produced.
4.9.4	<p><b>Evidence of identity investigations</b> Records relating to establishing customer identity and validating evidence of identity documentation supplied during the issuing of departmental products and which has failed external verification. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of evidence of identity documents (example, birth certificate, change of name documents, interstate licences)</li> <li>• correspondence with issuing authorities</li> <li>• confirmation documentation.</li> </ul> <p><i>See reference number 4.8.17 for records relating to evidence of identify where the application lapsed.</i></p>	Temporary	Retain for 10 years after expiry or cancellation of licence.
4.9.5	<p><b>Infrastructure damage claims</b> Records relating to claims made by the department against an external party following an incident that results in damage to state infrastructure assets. Claims are made by the department and actioned outside of court. Damaged infrastructure may include:</p> <ul style="list-style-type: none"> <li>• guardrails</li> <li>• road furniture barrier</li> </ul>	Temporary	Retain for 25 years after claim is finalised.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• road lighting</li> <li>• traffic signals</li> <li>• integrity of bridge.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• claim documents</li> <li>• legal advice.</li> </ul> <p><i>See reference number 4.10.7 for records relating to post crash assessments.</i></p>		
4.9.6	<p><b><i>Legal action claims – defence case</i></b></p> <p>Records relating to claims made against the department and the department's defence against those claims.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• legal advice received from legal counsel</li> <li>• investigative documents including emails, photographs and departmental contracts</li> <li>• reports including independent medical examinations and financial reviews of the claimants earnings</li> <li>• settlement instructions.</li> </ul>	Temporary	Retain for 25 years after claim is finalised.
4.9.7	<p><b><i>Penalty infringement notices</i></b></p> <p>Records relating to the issuing of a penalty infringement notice to an alleged offender following the detection and/or investigation of an alleged offence by an authorised departmental officer that does not proceed to a court hearing. Offences may include, but are not limited to e-toll evasions, speeding fines, waiving offence, fare evasions within the TransLink network.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notice / ticket provided to the department by police officer regarding traffic offence</li> <li>• Reminder letters regarding point's accrued and original letter sent but returned to the department unsigned.</li> </ul>	Temporary	Retain for 7 years after investigative processes are finalised.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• waive letters</li> <li>• investigation report</li> <li>• supporting documentation and correspondence</li> <li>• register of detentions</li> <li>• briefing documents</li> <li>• warning notices</li> <li>• written tickets and fare evasion fines.</li> </ul> <p><i>See reference number 4.9.1 for records relating to complaints and summons.</i></p>		
4.9.8	<p><b>Public liability - accidents / incidents adults</b></p> <p>Records relating to notifications of accidents or injury to an adult, who is not a departmental employee, which occur while visiting or using public areas within a departmental building or structure, and which result in a compensation claim that does not proceed to litigation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• accident / incident forms</li> <li>• investigation report.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to identification of risk and for records of compensation claims made by departmental employees.</i></p>	Temporary	Retain for 10 years after last action
4.9.9	<p><b>Public liability – accidents / incidents minors</b></p> <p>Records relating to notifications of accidents or injury to minors, who is not a departmental employee, while visiting or using public areas within a departmental building or structure and which results in a compensation claim that does not proceed to litigation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• accident / incident forms</li> <li>• investigation report.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating</i></p>	Temporary	Retain for 30 years after last action.

Reference	Description of records	Status	Disposal action
	<i>to identification of risk.</i>		
4.10	<p><b>RESPONSE AND RECOVERY MANAGEMENT (disaster, emergency or incident)</b></p> <p><i>The activities related to coordinating and participating in disaster, emergency or incident response, including support and recovery efforts, where the disaster, emergency or incident has impacted the State's transport infrastructure.</i></p> <p><i>Disaster, emergency, or incident includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>events requiring the coordination of multiple agencies for response and recovery, attract significant media attention, take more than 24 hours to recover, or affect a large number of people</i></li> <li>• <i>chemical oil spills</i></li> <li>• <i>level-crossing accidents</i></li> <li>• <i>wildfires</i></li> <li>• <i>floods and cyclones</i></li> <li>• <i>major infrastructure failures (such as bridge/tunnel collapse)</i></li> <li>• <i>major vehicle collisions that affect transport infrastructure</i></li> <li>• <i>ship groundings</i></li> <li>• <i>major interruptions from protestors</i></li> <li>• <i>bomb threats</i></li> <li>• <i>space junk</i></li> <li>• <i>terrorism.</i></li> </ul>		
4.10.1	<p><b>Coordinated arrangements – transport partners</b></p> <p>Records relating to coordinated disaster management arrangements between the department and its transport partners (e.g. Queensland Rail). Also includes internal arrangements such as the first strike response to oil pollution agreement between Maritime Safety Queensland and the rest of the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreement</li> </ul>	Temporary	Retain 25 years after the expiry or cancellation of agreement.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• communication and consultation between transport partners</li> <li>• meeting and briefing documents.</li> </ul>		
4.10.2	<p><b>Daily updates</b></p> <p>Daily updates prepared by the department that do not escalate to an emergency or incident situation.</p>	Temporary	Retain for 3 years after last action.
4.10.3	<p><b>Emergency management framework consultation</b></p> <p>Records relating to consultation between the department, community groups and other stakeholders on the department's emergency management framework.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation notes and reports</li> <li>• correspondence between the department and community groups or other stakeholders.</li> </ul>	Temporary	Retain for 10 years after last action.
4.10.4	<p><b>Environmental alerts</b></p> <p>Records relating to the development and internal dissemination of environmental alerts identifying an incident and the corrective actions taken.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communication and consultation documents with witnesses/response team</li> <li>• final environmental alerts.</li> </ul>	Temporary	Retain for 10 years after alert published.
4.10.5	<p><b>Infrastructure intentional damage – major</b></p> <p>Records relating to the reporting of major incidents, whereby a person/s has intentionally or recklessly damaged road or transport infrastructure assets, and integrity is impacted.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• incident notification</li> <li>• impact assessment</li> <li>• declaration as a critical incident</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• planning and response meeting records</li> <li>• incident communication plan</li> <li>• closure of critical incident</li> <li>• reports (e.g. post incident evaluation report)</li> <li>• work improvement notice (WIN)</li> <li>• appointment of response coordinator.</li> </ul> <p><i>See Appendix 1 for significance criteria.</i></p>		
4.10.6	<p><b><i>Infrastructure intentional damage – minor</i></b></p> <p>Records relating to the reporting of incidents not covered under 4.10.5, whereby person/s has intentionally or recklessly damaged road or transport infrastructure assets. Includes graffiti and spray paint.</p>	Temporary	Retain for 3 years after last action.
4.10.7	<p><b><i>Post crash assessments</i></b></p> <p>Records relating to assessments undertaken by the department after traffic incidents, where road and transport infrastructure assets have been damaged e.g. guard rails, lighting, traffic control devices.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessment reports</li> <li>• consultation with community and stakeholders.</li> </ul> <p><i>See reference number 4.10.5 for records relating to claims on damage to infrastructure.</i></p>	Temporary	Retain for 15 years after assessment.
4.10.8	<p><b><i>Rail accident / incident investigations</i></b></p> <p>Records relating to rail safety investigations initiated by the department following rail accidents / incidents that occur within the Queensland rail network. Includes independent and joint investigations with railway organisations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• incident reports</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• interviews and statements</li> <li>• investigators report and preparation of a prosecution brief</li> <li>• seizure of evidence receipts</li> <li>• evidence retrieved during investigation, such as photos and reports.</li> </ul>		
4.10.9	<p><b><i>Rail accident / incident register</i></b>  Rail safety incidents recorded in the Rail Incident System Queensland (RISQ).  Information to be captured includes:</p> <ul style="list-style-type: none"> <li>• general accident/incident monthly report (railway)</li> <li>• major rail accident/incident report – action request</li> <li>• rail transport operator’s final investigation reports of accidents/incidents other than major.</li> </ul>	Permanent	Retain permanently.
4.10.10	<p><b><i>Response and recovery - major</i></b>  Records relating to the department’s response to a major situation such as a disaster or emergency that may or may not directly impact transport infrastructure. Includes support provided by the department to the lead agency.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• response report</li> <li>• situation reports (SITREPS)</li> <li>• daily updates</li> <li>• stakeholder communication</li> <li>• response plan and supporting documentation, such as maps</li> <li>• debrief</li> <li>• media releases</li> <li>• photos</li> <li>• national disaster relief and recovery arrangements (NDRRA) claims.</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
4.10.11	<p><b><i>Response and recovery - minor</i></b></p> <p>Records relating to the department's response to a situation that is not deemed major under 4.10.10 such as an incident that may or may not directly impact the transport infrastructure network. Includes support provided by the department to the lead agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• response report</li> <li>• situation reports (SITREPS)</li> <li>• daily updates</li> <li>• stakeholder communication</li> <li>• response plan and supporting documentation, such as maps</li> <li>• photos</li> <li>• media releases</li> <li>• debrief documents.</li> </ul>	Temporary	Retain for 30 years after last action.
4.10.12	<p><b><i>Road or transport alerts / notices</i></b></p> <p>Records relating to the development and dissemination of alerts identifying an accident or incident and the corrective actions taken. Includes safety alerts received or initiated by the department and disseminated to all accredited transport operators / managers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communication and consultation documents with witnesses/response team</li> <li>• final alerts</li> <li>• rail safety information spreadsheets.</li> </ul> <p><i>See reference number 4.11.9 for published safety reports.</i></p>	Temporary	Retain for 10 years after alert published.
4.10.13	<p><b><i>Road incident register</i></b></p> <p>Register of all road traffic crashes as recorded in the Queensland Road Crash Information System. Information to be captured includes:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• incident details</li> <li>• incident summary.</li> </ul>		
4.10.14	<p><b>Road incidents response – category one</b></p> <p>Records relating to the department’s investigation and/or attendance at a major road incident (category one) where a vehicle causes catastrophe, death, major threat to life or the environment and requires the evacuation of an area. Includes major incidents involving a heavy goods or public transport vehicle.</p> <p>Includes the operational support from the department to attend and/or investigate an incident, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>. Also includes submissions to inquiries.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communication with local authorities, such as Queensland Police, Queensland Fire and Rescue</li> <li>• incident reports</li> <li>• photographs</li> <li>• certified copy (transcription) of relevant entry from transport inspector notebook and/or diary</li> <li>• briefing documents</li> <li>• duty officer log and incident report checklists</li> <li>• briefs of evidence.</li> </ul>	Temporary	Retain for 25 years after all investigative processes are finalised.
4.10.15	<p><b>Road incidents response – category two</b></p> <p>Records relating to the reporting and/or attendance by the department to an incident (category two) where there is serious injury or a dangerous goods spill. Includes incidents involving a heavy goods or public transport vehicle, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communication with local authority, such as Queensland Police, Queensland Fire and Rescue</li> </ul>	Temporary	Retain for 12 years after all investigative processes are finalised.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• incident reports</li> <li>• photographs</li> <li>• certified copy (transcription) of relevant entry from a transport inspector's notebook and/or diary</li> <li>• briefing documents</li> <li>• duty officer log and incident report checklist</li> <li>• briefs of evidence.</li> </ul>		
4.10.16	<p><b>Road incidents response – category three</b></p> <p>Records relating to minor road incidents that are confined to a local response and do not require formal response or reporting by the department, in accordance with <i>Transport Operations (Road User Management) Act 1995</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• communication with local authorities, such as Queensland Police, Queensland Fire and Rescue Authority</li> <li>• incident reports</li> <li>• photographs</li> <li>• certified copy (transcription) of relevant entry from a transport inspector's notebook and/or diary</li> <li>• duty officer log and incident report checklist</li> <li>• briefs of evidence.</li> </ul>	Temporary	Retain for 7 years after all investigative processes are finalised.
4.10.17	<p><b>Road and transport cultural heritage – major incidents</b></p> <p>Records relating to the management of major cultural heritage incidents that occur on road and transport corridors.</p> <p>Cultural heritage incidents include disturbance and damage to archaeological sites, Indigenous and non-Indigenous heritage sites, objects and structures identified as having cultural heritage value.</p> <p>Major cultural heritage incidents are those that are controversial, significantly change departmental policies and practices, result in a level of damage or disturbance where rehabilitation, repair or</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>conservation is not possible or that occur on significant road and transport assets. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cultural heritage alert forms</li> <li>• non-conformance report / corrective action request</li> <li>• issues alert forms</li> <li>• cultural incident report forms</li> <li>• formal external agency notifications</li> <li>• incident investigation reports, including appendices and photographs</li> <li>• four-monthly cultural heritage reports</li> <li>• briefing notes.</li> </ul>		
4.10.18	<p><b><i>Road and transport cultural heritage – minor incidents</i></b> Records relating to the management of cultural heritage incidents that occur on road and transport corridors and that are not covered by reference number 4.10.17. Cultural heritage incidents include disturbance and damage to archaeological sites, Indigenous and non-Indigenous heritage sites, objects and structures identified as having cultural heritage value. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cultural heritage alert forms</li> <li>• non-conformance report / corrective action requests</li> <li>• issues alert forms</li> <li>• cultural incident report forms</li> <li>• formal external agency notifications</li> <li>• incident investigation report, including appendices and photographs</li> <li>• four-monthly cultural heritage reports</li> <li>• briefing notes.</li> </ul>	Temporary	Retain for 15 years after last action.

Reference	Description of records	Status	Disposal action
4.10.19	<p><b>Security breach response - terrorism</b></p> <p>Records relating to the reporting of and support provided by the department in the event of an act of terrorism that impacts Queensland's surface transport system.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• meeting and briefing documents</li> <li>• communication with local and national authorities, such as Queensland Police and Emergency Services.</li> </ul>	Permanent	Retain permanently.
4.11	<p><b>ROAD AND TRANSPORT SAFETY</b></p> <p><i>The activities associated with the development, implementation, management and evaluation of safety initiatives in support of better road safety outcomes for the community of Queensland. Includes measures to improve the safety of traffic, road infrastructure and road environments such as setting speed limits, evaluating road rules and traffic hazards. Also includes developing, administering and evaluating campaigns and programs to foster safer attitudes and behaviours amongst road users such as awareness campaigns relating to alcohol, drugs, speeding, driver fatigue and restraint usage. Also includes campaigns and programs to improve safety of road users, bikeways, school crossings, roads works – aimed at reducing the level of road trauma.</i></p>		
4.11.1	<p><b>Q-Ride incident system</b></p> <p>Information captured in the Q-Ride incident database, including crash data held on all motorbike incidents.</p>	Temporary	Retain until information has been migrated or 7 years after superseded.
4.11.2	<p><b>Road crash reports</b></p> <p>Annual road traffic crash reports, including the collection of statistics on traffic safety issues and crashes. Also includes reviews of speed limits on state controlled roads and traffic incidents.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• research results</li> <li>• models</li> <li>• tenders</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• stakeholder engagement notes and reports</li> <li>• annual reports.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for other annual published reports, and legal deposit requirements for publications.</i></p>		
4.11.3	<p><b>Road safety messages</b></p> <p>Records relating to the design and installation of road safety messages on advertising signs including the positioning and location of road safety messages.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• design plans</li> <li>• location approval</li> <li>• consultation and correspondence with stakeholders.</li> </ul>	Temporary	Retain 7 years after last action.
4.11.4	<p><b>Programs and strategies</b></p> <p>Records relating to the development, administration and monitoring of programs and strategies.</p> <p>Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• driver training and licence</li> <li>• rail safety programs</li> <li>• safe school travel programs</li> <li>• Queensland road safety action plan</li> <li>• Queensland road safety strategy</li> <li>• walk to school programs</li> <li>• alcohol ignition interlock program</li> <li>• safety hotline programs</li> <li>• school zones</li> <li>• radar detection devices and speed cameras</li> </ul>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• research into safety deficiencies on Queensland roads, speed management initiatives</li> <li>• safety infrastructure programs</li> <li>• community traffic safety programs</li> <li>• inspection of vehicles</li> <li>• random and/or mobile inspection units</li> <li>• use and promotion of more efficient vehicles</li> <li>• accreditation scheme management</li> <li>• safe movement of vehicles.</li> </ul> <p>Includes programs coordinated and managed by the department on behalf of the lead agency, as well as liaison and partnership with other State government departments or the Magistrates' Court.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• campaign plans and reports</li> <li>• training material</li> <li>• correspondence and consultation</li> <li>• tenders to develop programs</li> <li>• partnership / community agreements</li> <li>• committee / meeting documents</li> <li>• liaison between other agencies and community groups</li> <li>• mobile unit placement arrangements</li> <li>• liaison with community groups</li> <li>• meeting documents</li> <li>• financial records relating to the running of the unit</li> <li>• register of community sites visited</li> <li>• consultation documents</li> <li>• final program</li> </ul>		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• meeting documents</li> <li>• market research</li> <li>• agreements</li> <li>• reports</li> <li>• consultation with stakeholders</li> <li>• data and analysis</li> <li>• trial outcomes</li> <li>• review reports</li> <li>• program reports</li> <li>• verbal recordings</li> <li>• video footage..</li> </ul>		
4.11.5	<p><b>Roadwork's safety hotline</b></p> <p>Records relating to information received through the road work safety hotline. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• call log statistics.</li> </ul>	Temporary	Retain for 7 years after last action.
4.11.6	<p><b>Road safety research – register</b></p> <p>Register of road safety research projects conducted in Queensland.</p>	Temporary	Retain for 50 years after last action.
4.11.7	<p><b>Road user behaviour – research</b></p> <p>Records relating to research into the behaviour of road users and methods of protecting and/or educating users. Includes monitoring public perception and attitudes towards road safety issues. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• market research sheets</li> </ul>	Temporary	Retain for 20 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>reports.</li> </ul>		
4.11.8	<p><b>Safety incident reports</b></p> <p>Records relating to the reporting of incidents which have implications for road user safety, such as school crossing incidents. Includes investigations undertaken by the department into the cause of the incident.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>incident report</li> <li>investigation evidence and supporting documentation</li> <li>photos</li> <li>breach report</li> <li>research reports</li> <li>consultation documents</li> <li>briefing documents.</li> </ul>	Temporary	Retain for 30 years after last action.
4.11.9	<p><b>Safety reports – published</b></p> <p>Final version of published and unpublished rail safety reports developed by the department, such as quarterly reports and ‘At a Glance’ reports.</p>	Permanent	Retain permanently.
4.11.10	<p><b>Traffic management plans</b></p> <p>Final version of approved traffic management and safety plans.</p>	Temporary	Retain for 15 years after superseded.
4.11.11	<p><b>Traffic management plans – development</b></p> <p>Records relating to the development of state-wide traffic management and safety plans.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>correspondence and stakeholder consultation</li> <li>significant drafts (drafts where there is a change in direction)</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>meeting documents.</li> </ul>		
4.11.12	<p><b>Traffic safety standards - comments</b> Comments provided by the department on externally produced standards relating to traffic safety.</p>	Temporary	Retain for 5 years after last action.
4.11.13	<p><b>School crossing supervisor system</b> Information regarding the management of the school crossing supervisor scheme including details of school crossing supervisors employed under the scheme. Information captured includes:</p> <ul style="list-style-type: none"> <li>school crossing supervisors contact details</li> <li>school details</li> <li>employment history</li> <li>crossing details and assessment reports</li> <li>equipment issued.</li> </ul> <p><i>See reference number 1.4.5 for records relating to inspection and maintenance of school crossings.</i> <i>See reference number 1.4.6 for records relating to the installation and assessment of school crossings.</i> <i>See reference number 4.11.4 for records relating to road user safety programs, which includes school crossings.</i> <i>See reference number 4.11.8 for records relating to incidents on school crossings.</i></p>	Temporary	Retain for 30 years after last action.
4.11.14	<p><b>Planned security exercises</b> Records relating to planned security emergency exercises organised by the department. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>final approved exercise plans</li> <li>meeting documents</li> <li>stakeholder consultations</li> </ul>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>briefing papers.</li> </ul>		
4.11.15	<p><b>Port security assessments and plans</b></p> <p>Records relating to the assessment of security and port security plans within the Queensland port network.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>security plans</li> <li>assessments and advice.</li> </ul>	Temporary	Retain for 7 years after last action.
4.11.16	<p><b>Security framework</b></p> <p>Records relating to the development implementation, review and evaluation of the transport security framework, including strategies, programs, initiatives and legislation such as the <i>Transport Security (Counter-Terrorism) Act 2008</i>. Includes critical infrastructure protection and counter-terrorism security programs, as well as the implementation of national programs and guidelines.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>significant drafts (drafts where is a change in direction)</li> <li>correspondence and consultation with stakeholders</li> <li>legislation development meeting decisions</li> <li>receipt of and response to comments</li> <li>final program plans or strategies.</li> </ul>	Permanent	Retain permanently.
4.11.17	<p><b>Alcohol ignition interlocks program</b></p> <p>Records relating to the operational management of the alcohol ignition interlock program in accordance with the <i>Transport Operations (Road use Management) Act 1995</i>. Includes records relating to agreements between the department and alcohol ignition interlock providers to manage the program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>application forms and supporting documentation</li> </ul>	Temporary	Retain for 7 years after the expiry or cancellation of agreement.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• exemption certificate</li> <li>• interstate or overseas declarations</li> <li>• financial assistance</li> <li>• refusals.</li> </ul>		
4.11.18	<p><b><i>Alcohol ignition interlocks – register</i></b></p> <p>Information captured in the alcohol ignition interlock register (AIPwa) that is used by the department and alcohol ignition interlock providers to manage the program and the users of the program.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• vehicle identification number</li> <li>• program user details</li> <li>• program user status.</li> </ul>	Temporary	Retain for 10 years after last action.
4.11.19	<p><b><i>Driver reviver sites</i></b></p> <p>Records relating to the planning and assessment of proposed driver reviver sites, the maintenance and inspection of established sites and agreements with local suppliers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• driver reviver site proposal</li> <li>• site maintenance</li> <li>• inspection reports</li> <li>• local supplier agreements.</li> </ul>	Temporary	Retain for 7 years after removal of site.
4.11.20	<p><b><i>Safety devices – driver fatigue</i></b></p> <p>Records relating to the evaluation and assessment for the need to establish road and traffic safety devices, including roadside signs, audible rumble strips and overtaking lanes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation documents</li> </ul>	Temporary	Retain for 50 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• meeting documents</li> <li>• briefing documents</li> <li>• site proposals</li> <li>• evaluation and assessment report.</li> </ul> <p><i>See function 1 for records relating to the maintenance and installation of fatigue related road signs.</i></p>		
4.12	<p><b>TRANSPORT TRAINING SERVICE</b></p> <p><i>The activities associated with developing, coordinating, preparing or delivering education, training and information / awareness sessions to external organisations and/or individuals to improve their knowledge and skills while developing individual, professional and organisational capacity. Includes development of competency standards, providing customised and regional training and involvement in joint continuing education with other service providers.</i></p>		
4.12.1	<p><b>Assessment tools</b></p> <p>Records relating to the assessments including the marking guide, criteria, training record book, workplace evidence and/or observation checklist for each student. If it is possible to keep student's completed assessment items or other evidence such as a picture of the assessment piece - these items should also be kept to support the assessment decision.</p>	Temporary	Retain for 7 year from date assessment was last issued.
4.12.2	<p><b>Bridge inspector trainee development program</b></p> <p>Records relating to the development and management of the bridge inspector trainee development program, also known as the red-green audit process.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• audit records – level 2 bridge inspector trainee development</li> <li>• assessments</li> <li>• program reviews.</li> </ul>	Temporary	Retain for 30 years after last action.
4.12.3	<p><b>Community education – major programs</b></p> <p>Records relating to community education programs that are associated with significant national, state or developmental events (such as the Q150 celebrations in 2009). Includes a range of</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<p>education programs designed to meet the needs of adult learners, subject specialists, tertiary, school students, pre-school students and community interest groups and hobbyists, technical professionals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• education policy</li> <li>• research material</li> <li>• identification of items from the collection</li> <li>• final version of program</li> <li>• program resources such as activity sheets / education kits.</li> </ul>		
4.12.4	<p><b><i>Community education – minor programs</i></b></p> <p>Records relating to community education programs that are not associated with significant national, state or developmental events and/or initiatives such as the national curriculum. Includes a range of education programs designed to meet the needs of adult learners, subject specialists, tertiary, school students, pre-school students and community interest groups and hobbyists, technical professionals. Include education programs relating to environmental issues such as driving at night near animal crossings and anti-littering programs and heritage public programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• education policy</li> <li>• research material</li> <li>• identification of items from the collection</li> <li>• final version of program</li> <li>• speech notes</li> <li>• presentation slides or multi-media presentation files</li> <li>• development material and audio visual recordings of presentations</li> <li>• program resources, such as activity sheets and education kits.</li> </ul>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
4.12.5	<p><b><i>Rail safety officers training</i></b></p> <p>Records relating to the development, implementation, delivery and review of rail safety training programs for rail safety officers conducted by the department. This is a requirement of their appointment under the <i>Transport Infrastructure Act 1994</i>.</p>	Temporary	Retain for 5 years after last action.
4.12.6	<p><b><i>Registered training organisation</i></b></p> <p>Records generated in the initial registration of the department as a registered training organisation (RTO) as well as in maintaining its registration in accordance with Australian Quality Training Framework (AQTF) standards, including establishing and maintaining Mount Cotton Training Services and Technical Education and Innovation as ROTs.</p> <p>Records include but are not limited to</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• registrations and related correspondence</li> <li>• annual reporting against quality indicators</li> <li>• annual reporting of statistics (AVETMISS)</li> <li>• initial and renewal audits</li> <li>• registration renewal applications and supporting documentation</li> <li>• applications to change the scope of the department's registration.</li> </ul>	Temporary	Retain for 10 years after expiry or cancellation of the registration.
4.12.7	<p><b><i>Rider training programs – learner incident reports</i></b></p> <p>Incident reporting forms received from a registered service provider in relation to a situation that involves a learner where:</p> <ul style="list-style-type: none"> <li>• medical treatment was required</li> <li>• the learner was hospitalised</li> <li>• involved in a reportable incident to the Queensland Police Service.</li> </ul> <p>Includes surveys completed by learner riders on the Q-Ride program and other statistical data received on the Q-Ride program.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
4.12.8	<p><b>Road user – driver licence programs</b></p> <p>Records relating to the development, administration, monitoring and analysis of driver training and licence programs, including partnership and liaison with other departments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• campaign plans and reports</li> <li>• training material</li> <li>• tenders to develop programs</li> <li>• partnership / community agreements</li> <li>• approved programs</li> <li>• program plans</li> <li>• liaison between other agencies and community groups.</li> </ul>	Temporary	Retain for 20 year after last action.
4.12.9	<p><b>Road and transport scholarship programs</b></p> <p>Records relating to agreements between the department and a recipient of an Aboriginal and Torres Strait Islander employment and training scheme including scholarships, cadetships, traineeships, financial assistance, mentoring and support.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• scholarship arrangement</li> <li>• consultation and correspondence documents</li> <li>• scholarship progress reports.</li> </ul> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to traineeships employed by the department.</i></p>	Temporary	Retain for 10 years after cessation of scholarship.
4.12.10	<p><b>Student records</b></p> <p>Records relating to individual student records retained by the department.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• attendance rolls that show the names of students, the unit/s of competency identifier and/or</li> </ul>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<p>name, date/s of attendance and signature or initial of trainer/lecturer</p> <ul style="list-style-type: none"> <li>• individual student records</li> <li>• training plan</li> <li>• records of assessment and/or training record books that show the date of assessment/s, unit/s of competency, student name and outcome of assessment/s</li> <li>• training delivery</li> <li>• recognition of prior learning assessment records.</li> </ul> <p><i>See reference number 4.12.12 for records relating to student results.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating financial payments of courses.</i></p>		
4.12.11	<p><b>Training testing register</b></p> <p>Information captured relating to driver testing data for analysis to support further programs. Information captured includes:</p> <ul style="list-style-type: none"> <li>• testing data</li> <li>• examination standards</li> <li>• pass/fail rates.</li> </ul>	Temporary	Retain for 5 years after last action.
4.12.12	<p><b>Student results</b></p> <p>Records of student results, qualifications and statements of attainment issued as well as the final summative result for each student.</p> <p><i>See reference number 4.12.10 for records relating to student records.</i></p>	Temporary	Retain for 30 years after last action.
4.12.13	<p><b>Transport training programs</b></p> <p>Records relating to the development, implementation, delivery, review and monitoring of courses for training in transport related disciplines, including construction practices and the practical induction training (PIT) program. Includes monitoring and reporting on the effectiveness of training programs such as environmental and safety training, weed management training, the heavy vehicle</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
	<p>registration scheme education and training package, and courses developed by the department's registered training</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approved education and training packages</li> <li>• communication and consultation with stakeholders</li> <li>• program reports</li> <li>• inter-jurisdictional commitment agreements</li> <li>• tenders to develop programs.</li> </ul> <p><i>Excludes bridge inspector trainee development program records.</i></p>		
4.13	<p><b>VEHICLE INSPECTIONS</b></p> <p><i>The activities relating to compliance of vehicles under the vehicle standards, including the inspection of vehicles by a qualified transport inspector, issuing certificates of inspection and defect notices, and investigation into non-compliance. Also includes the preparation of briefs of evidence for court processes and appeals against departmental decisions.</i></p> <p><i>See reference number 1.1.3 for records relating to the management and audit of vehicle inspection sites.</i></p>		
4.13.1	<p><b><i>Compliance –investigation and incident register</i></b></p> <p>The register of vehicle inspections undertaken by the department on all class of vehicles. Includes complaints received that could trigger an investigation and response to an incident or disaster.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• inspection date</li> <li>• vehicle details</li> <li>• reason for inspection</li> <li>• defect notice number</li> <li>• investigating police details</li> <li>• incident details</li> <li>• complainant details.</li> </ul>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal action
4.13.2	<p><b>Extension of time (EOT) notices</b></p> <p>Extension of time notices issued by the department following a request for an extension to produce a vehicle for inspection. Includes notices processed by the department that are automatically produced through TRAILS.</p>	Temporary	Retain until reference ceases.
4.13.3	<p><b>Evidence (exhibit) register</b></p> <p>Register of evidence collected from vehicle inspections undertaken by the department on all class of vehicles.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• details of evidence collected</li> <li>• investigators details</li> <li>• evidence movement details</li> <li>• evidence seized details</li> <li>• evidence disposal details.</li> </ul>	Temporary	Retain for 5 years after last action.
4.13.4	<p><b>Infringement books (safety certificates)</b></p> <p>Infringement books used by transport inspectors, containing copies of notices and reports issued. Includes incomplete, cancelled and unused books that are returned to the department from approved inspection stations.</p> <p>Books include:</p> <ul style="list-style-type: none"> <li>• certificates of inspection or safety certificates book, previously roadworthy certificates</li> <li>• extension of time (previously known as certificates of exemption)</li> <li>• defect notice books</li> <li>• penalty infringement books.</li> </ul>	Temporary	Retain for 6 years after last action.
4.13.5	<p><b>Smoky vehicle</b></p> <p>Records relating to the management of the smoky vehicle scheme, including information received through the smoky vehicle hotline.</p>	Temporary	Retain for 3 years after last action.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• notification through hotline</li> <li>• correspondence between the department and registered owner of the smoky vehicle</li> <li>• vehicle order.</li> </ul>		
4.13.6	<p><b><i>Vehicle inspections – on-road</i></b></p> Defect notices issued during an on road vehicle inspection where the defect is cleared before enforcement action is initiated, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> .	Temporary	Retain for 3 years after issue of notice.
4.13.7	<p><b><i>Vehicle inspections - complaints</i></b></p> Records relating to inspections of vehicles performed by the department following a complaint received about a vehicle, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> , including checks performed by the department as a result of an approved inspection station monthly report and the investigation undertaken by a transport inspector as a result of a defect not being cleared and enforcement action being initiated. Excludes prosecution or investigations that go to court.           Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• approved inspection station monthly report (for all certificates) where action is required</li> <li>• inspection reports</li> <li>• copy of defect notices (DN) issued to operators/drivers</li> <li>• defective vehicle sighting report</li> <li>• vehicle inspection error notices and warning letters</li> <li>• brief of evidence</li> <li>• photos</li> <li>• seized documents receipt</li> <li>• infringement notice</li> </ul>	Temporary	Retain for 10 years after inspection or investigative processes are finalised.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• offence report</li> <li>• copy (transcription) of relevant entry from transport inspector notebook and/or diary.</li> </ul> <p><i>See reference number 4.9.1 for records relating to investigations that progress to court.</i></p>		
4.13.8	<p><b><i>Vehicle inspections - programmed</i></b></p> <p>Records relating to programmed inspections of vehicles performed by the department, for compliance with environmental and safety standards, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> and the <i>Transport Operations (Passenger Transport) Regulation 2005</i>. Includes bus frame inspections, holding yards, and new vehicles for license towing and investigation undertaken by a transport inspector if a defect is not cleared and enforcement action is initiated.</p> <p>Excludes prosecution or investigations that go to court.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• inspection reports, such as present vehicle order (PVO)</li> <li>• defect notices (DN) issued to operators / drivers</li> <li>• certificate of inspection (COI)</li> <li>• surrogate identifier applications</li> <li>• vehicle inspection checklist</li> <li>• seized documents receipt</li> <li>• infringement notice</li> <li>• offence report</li> <li>• (transcription) of relevant entry from transport inspector notebook and/or diary.</li> </ul> <p><i>See reference number 4.9.1 for records relating to investigations that progress to court.</i></p>	Temporary	Retain for 10 years after inspection or investigative processes are finalised.
4.13.9	<p><b><i>Vehicles inspections – interim maintenance audit (IMA)</i></b></p> <p>Records relating to interim maintenance audits performed by the department on companies identified as non-compliant under <i>Transport Operations (Road Use Management – Vehicle</i></p>	Temporary	Retain for 10 years after inspection or investigative

Reference	Description of records	Status	Disposal action
	<p><i>Standards and Safety) Regulation 1999. Includes the power to enter a place of business, in accordance with the <i>Transport Operations (Road Use Management) Act 1995</i>, and investigations undertaken as a result of a defect not being cleared and enforcement action being initiated.</i></p> <p>Excludes prosecution or investigations that go to court.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• action plan</li> <li>• show cause</li> <li>• inspection reports</li> <li>• defect notices (DN) issued to operators/drivers</li> <li>• brief of evidence</li> <li>• photos</li> <li>• seized documents receipt</li> <li>• infringement notice</li> <li>• offence report</li> <li>• vehicle inspection checklist</li> <li>• (transcription) of relevant entry from transport inspector notebook and/or diary.</li> </ul> <p><i>See reference number 4.9.1 for records relating to investigations that progress to court.</i></p>		processes are finalised.
4.14	<p><b>VEHICLE MODIFICATIONS</b></p> <p><i>The activities associated with managing the modifications made to light and heavy vehicles.</i></p>		
4.14.1	<p><b><i>Change of details - vehicle details (modifications)</i></b></p> <p>Records relating to vehicle detail changes, such as purpose of use, vehicle alterations or modifications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• modification certificate.</li> </ul>	Temporary	Retain for 7 years after the register is updated.

Reference	Description of records	Status	Disposal action
	<i>See reference number 4.14.2 for requests to undertake modifications to vehicles.</i>		
4.14.2	<p><b><i>Light and Heavy vehicle modifications non-accreditation</i></b></p> <p>Records relating to requests to perform vehicle modifications to light and heavy vehicles and trailers with a gross up to and over 4.5 tonnes GVM/ATM, approved by the department, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i> and the <i>National Code of Practice for Heavy Vehicle Modifications – Vehicle Standards Bulletin 6</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• request to modify and supporting documentation</li> <li>• modified vehicle approval certificate</li> <li>• motor vehicle modification application and supporting documentation</li> <li>• application for renewal of exemption.</li> </ul>	Temporary	Retain for 7 years after approval.
4.14.3	<p><b><i>Vehicle modifications – refusals</i></b></p> <p>Records relating to requests to perform vehicle modification to light or heavy vehicles that are refused by the department, in accordance with the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation, such as signed independent audit</li> <li>• notice of refusal.</li> </ul>	Temporary	Retain for 2 years after refusal.
4.14.4	<p><b><i>Vehicle modification inspection register</i></b></p> <p>Register of modified vehicles inspected by an approved transport inspector.</p> <p>Information captured includes:</p> <ul style="list-style-type: none"> <li>• inspection date</li> <li>• vehicle details</li> <li>• reason for inspection.</li> </ul>	Temporary	Retain for 10 years after inspection.

Reference	Description of records	Status	Disposal action
4.14.5	<p><b><u>Vehicle assessments</u></b></p> <p>Records relating to the assessment of all modified, imported and individually constructed vehicles in accordance with the department's vehicle standards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessment reports</li> <li>• correspondence with applicants.</li> </ul>	Temporary	Retain for 50 years after assessment.
4.15	<p><b>VEHICLE NUMBER PLATES</b></p> <p><i>The activity of managing vehicle identification through the issuing of number plates or other devices designed to be attached to a vehicle.</i></p>		
4.15.1	<p><b>Number plate</b></p> <p>Applications for new registration, replacement or personalised number plates, including applications for light and heavy vehicles, motorbikes, or small and large trailers.</p> <p><i>See reference number 4.15.5 for the number plate register.</i></p>	Temporary	Retain for 10 years after entered into register.
4.15.2	<p><b>Number plate – design</b></p> <p>Records relating to the design and approval of vehicle number plate series, including commemorative plates.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• suggestions</li> <li>• designs</li> <li>• numbering configurations</li> <li>• consultation notes</li> <li>• evaluation reports</li> <li>• approvals.</li> </ul>	Permanent	Retain permanently.
4.15.3	<p><b>Number plate - inventory</b></p> <p>Records of inventory and reconciliation of standard issue number plates. Includes statistics from</p>	Temporary	Retain for 10 years after last

Reference	Description of records	Status	Disposal action
	the plate inventory management system and number plate stock take.		action.
4.15.4	<p><b>Number plate – returned</b></p> <p>Records relating to the return of number plates, including returns from QGAP agents, Police Stations, and Magistrates' Court.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• triplicate copy of receipt for return of number plates</li> <li>• number plate surrender books</li> <li>• interstate plates surrender listings.</li> </ul>	Temporary	Retain for 10 years after plate returned.
4.15.5	<p><b>Number plate register</b></p> <p>Register of issued standard and personalised plates recorded in the Transport Registration and Integrated Licensing System (TRAILS).</p> <p>Information to be captured includes:</p> <ul style="list-style-type: none"> <li>• number plate details</li> <li>• number plate holder details.</li> </ul>	Temporary	Retain for 50 years after last action.
4.16	<p><b>VEHICLE REGISTRATION</b></p> <p><i>The activities associated with recording the details of motor vehicles and of the person in whose name the vehicle is registered.</i></p> <p><i>Refer to the Maritime Sector Retention and Disposal Schedule for records relating to the registration of vessels.</i></p>		
4.16.1	<p><b>Abandoned vehicles</b></p> <p>Records relating to the management of the abandoned vehicles scheme, including vehicle breakdown services, removal of abandoned vehicles from state controlled roads, and abandoned vehicle yards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• abandoned vehicle report</li> <li>• correspondence and communication documents</li> </ul>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>final / approved scheme.</li> </ul>		
4.16.2	<p><b>Change of details – vehicle owner</b></p> <p>Correspondence advising of change of name of registered vehicle owner recorded in TRAILS, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>. This does not include transfer of ownership.</p> <p><i>See reference number 4.16.14 for records relating to transfer of vehicles.</i></p>	Temporary	Retain for 1 year after register updated.
4.16.3	<p><b>Concessional registration</b></p> <p>Records relating to applications for concessional (primary producer, senior card, pensioner) and/or seasonal registration, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>.</p> <p>Includes application forms and supporting documentation to prove eligibility for the concession.</p> <p><i>See reference number 4.16.8 for records relating to vehicle registration.</i></p>	Temporary	Retain for 7 years after the register is updated.
4.16.4	<p><b>Overseas vehicle permits</b></p> <p>Records relating to applications for permits to drive on Queensland roads in a vehicle currently registered outside Australia.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>application and supporting documentation, such as confirmation of CTP insurance.</li> </ul>	Temporary	Retain for 2 years after issuing permit.
4.16.5	<p><b>Replacement labels</b></p> <p>Records of applications for replacement labels or registration certificates. Includes the return of replacement label books from QGAP agents, police stations and the Magistrate's Court.</p>	Temporary	Retain for 1 year after the register is updated.
4.16.6	<p><b>Unregistered vehicle permit - approvals</b></p> <p>Records relating to the approval for a permit for to move or tow an unregistered vehicle. Includes records returned to the department by QGAP agents, police stations and the Magistrate's Court.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 6 years after issue of permit.



Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• unregistered vehicle permit books</li> <li>• unregistered vehicle report (includes miscellaneous collections reports for unregistered vehicle permits).</li> </ul>		
4.16.7	<p><b><i>Unregistered vehicle permit - refusals</i></b>  Records relating to the refusal to issue a permit to move or tow an unregistered vehicle.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• notification of refusal.</li> </ul>	Temporary	Retain for 12 months after application assessed.
4.16.8	<p><b><i>Vehicle registration</i></b>  Records relating to applications for the registration of a vehicle which have been approved by the department, in accordance with <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>, including registration of a - caravan, motor bike and/or light trailer.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application forms and supporting documentation</li> <li>• insurance certificates, roadworthy and inspection certificates, declarations, concessional applications, letters of authority, evidence of the vehicles' tare (weight)</li> <li>• vehicle identification number (VIN) application requests</li> <li>• correspondence between parties</li> <li>• photographs.</li> </ul> <p><i>See reference number 4.16.3 for records relating to concessional registration.</i>  <i>See reference number 4.16.11 for records relating to refusal of vehicle registration.</i></p>	Temporary	Retain for 5 years after register is updated.
4.16.9	<p><b><i>Vehicle registration – appeals</i></b>  Records relating to appeals against the department's decision to refuse or refuse in part an</p>	Temporary	Retain for 10 years after appeal process.

Reference	Description of records	Status	Disposal action
	<p>application for a permit or registration under the vehicle management function.  <i>See reference number 4.16.11 for records relating to refusal of vehicle registration.</i></p>		
4.16.10	<p><b>Vehicle registration – register</b>  Register of vehicles registered in Queensland recorded in the Transport Registration and Integrated Licensing System (TRAILS).  Information captured includes:</p> <ul style="list-style-type: none"> <li>• registered operator’s name</li> <li>• registered operator’s address</li> <li>• vehicle’s garage address</li> <li>• vehicle registration number and other identification details</li> <li>• commencement and expiry days for the registration</li> <li>• vehicle’s gross vehicle mass (GVM) or gross combined mass (GCM)</li> <li>• conditionally registered vehicle, the conditions for use applying to the vehicle that are stated in the safe movement guideline</li> <li>• details about a written-off vehicle.</li> </ul>	Temporary	Retain for 50 years after last action.
4.16.11	<p><b>Vehicle registration – refusals</b>  Records relating to an application to register a vehicle that is refused by the department, in accordance with s.14 of the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• letter explaining reason for refusal.</li> </ul> <p><i>See reference number 4.16.9 for records relating to appeals.</i></p>	Temporary	Retain for 3 years after refusal.
4.16.12	<p><b>Vehicle registration – renewal (with changes)</b></p>	Temporary	Retain for 1 year after the

Reference	Description of records	Status	Disposal action
	Completed renewal forms requesting a change to registration detail that is required to be retained by the department (for example change of compulsory third party insurance provider).		register is updated.
4.16.13	<p><b>Vehicle registration – renewal (no changes)</b></p> <p>Completed registration renewal forms listing no changes to registration details. Includes copy of renewal or overdue fees final notice submitted with renewal payment.</p>	Temporary	Retain for 1 month after entered into register.
4.16.14	<p><b>Vehicle registration - transfers</b></p> <p>Records relating to applications for transfer of registration, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i>.</p> <p>Records include but not limited to:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• roadworthy and inspection certificates, concessional applications, dealers schedules and letters of authority.</li> </ul> <p><i>See reference number 4.16.2 for records relating to change of details.</i></p>	Temporary	Retain for 5 years after captured in register.
4.16.15	<p><b>Written-off vehicle application</b></p> <p>Written-off vehicle application forms notifying the department of a written-off vehicle, in accordance with the <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010</i> including one-off applications from individuals or businesses.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application form and supporting documentation</li> <li>• notifications</li> <li>• advice</li> <li>• exemptions.</li> </ul> <p><i>See reference number 4.16.10 for records captured in the written-off vehicle register.</i></p>	Temporary	Retain for 5 years after entered into register.
4.17	<b>VEHICLE STANDARDS</b>		

Reference	Description of records	Status	Disposal action
	<i>The activities relating to the evaluation and contribution to the development of vehicle safety standards governing the safe construction and use of vehicles. Includes the assessment of vehicles for compliance against the standards.</i>		
4.17.1	<p><b>Safe movement of vehicle permits</b></p> <p>Records relating to the issuing of permits for the safe movement of a vehicle or vehicle type on the road network, in accordance with s.14 of the <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application and supporting documentation</li> <li>• permit.</li> </ul>	Temporary	Retain for 50 years after last action.
4.17.2	<p><b>Vehicle standards – evaluations and reports</b></p> <p>Records relating to submissions and reports from the department for the development of new vehicle technology and improved safety standards, including submissions and other contributions from external agencies for the revision of vehicle construction and improved safety standards. Also includes the department's evaluation of the standards governing vehicle safety and components.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• evaluation report</li> <li>• briefing documents.</li> </ul>	Permanent	Retain permanently.
4.17.3	<p><b>Vehicle recall notices</b></p> <p>Vehicle and vehicle component recall notices.</p>	Temporary	Retain for 5 years after last action.
4.17.4	<p><b>Vehicle safety devices - evaluation</b></p> <p>Records relating to the evaluation into the effectiveness of specific vehicle devices, such as airbags.</p>	Temporary	Retain for 10 years after last action.

## 5 LEGACY RECORDS

This section covers legacy records of the former Queensland Transport and Dept Main Roads.

*This section covers records no longer created by the department and those records which were created by predecessor agencies which are now the responsibilities of the department.*

*Please contact Queensland State Archives regarding any other legacy records not listed below.*

Reference	Description of records	Date range	Status	Disposal action
5.1	<p><b>ACQUISITION and DISPOSAL</b></p> <p><i>The activity of acquiring and disposing of land or property by the department as regulated by the Acquisition of Land Act 1967. Also includes the conversion and rehabilitation of land from one use to another.</i></p>			
5.1.1	<p><b>Property acquisitions – deeds and titles</b></p> <p>Deeds and Titles for property acquired for the construction of rail corridors related works. Includes native title assessments.</p>	1922 -	Temporary	Retain in department until property is sold, then transfer documents to new owner.
5.1.1	<p><b>Vehicle labels - destruction</b></p> <p>Records relating to the destruction of unused labels, and notification/ authorisation of their destruction.</p>		Temporary	Retain for 7 years after last action.
5.2	<p><b>ASSET MANAGEMENT</b></p> <p><i>The activities associated with the planning, monitoring, and management of port and marine infrastructure.</i></p>			
5.2.1	<p><b>Port infrastructure – construction</b></p> <p>Records relating to the actual port construction works. [Use this disposal class for minor projects where it is not necessary to create specific files for each project phase].</p>		Temporary	Retain for 20 years after last action.
5.2.2	<p><b>Port infrastructure – project management</b></p> <p>Records relating to the management of a particular port infrastructure project. Includes funding records, project</p>		Temporary	Retain for 10 years after last action.

	scheduling, reviews, quality assurance records, etc.			
5.2.3	<p><b>Maintenance – port facilities</b></p> <p>Records relating to the monitoring of maintenance of port infrastructure facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• port maintenance reports</li> <li>• site visit reports</li> <li>• ministerial briefings.</li> </ul>		Temporary	Retain for 10 years after last action.
5.3	<p><b>INCIDENTS</b></p> <p><i>The activities associated with providing a response to mitigate the effects of emergency incidents which threaten human life, property, services or natural resources. Includes incidents which cause, or may cause disruption to services or precipitate a crisis.</i></p>			
5.3.1	<p><b>Commercial air incident / accident - major</b></p> <p>Records relating to investigations into air incidents involving commercial aircraft in Queensland airspace which resulted in loss of life or major damage to property.</p>		Permanent	Retain permanently.
5.3.2	<p><b>Commercial air incident / accident - minor</b></p> <p>Records relating to investigations into air incidents involving commercial aircraft in Queensland airspace which did not result in loss of life or major property damage [near mid-air collision, clear air turbulence, etc.].</p>		Temporary	Retain for 10 years after last action.
5.3.3	<p><b>Private air incident / accident – major</b></p> <p>Records relating to investigations into air incidents involving private aircraft which resulted in loss of life or major damage to property.</p>		Permanent	Retain permanently.
5.3.4	<p><b>Private air incident / accident - minor</b></p> <p>Records relating to investigations into air incidents - minor</p>		Temporary	Retain for 10 years after last action.

	[crash/incident did not result in loss of life or damage, incident which occurred on ground].			
5.3.5	<b>Unresolved investigation – air</b> Records relating to unresolved investigations into air incidents [* Records of unresolved investigations which would be retained permanently if the investigation was resolved, also needs to be retained permanently].		Permanent	Retain permanently.
5.3.6	<b>Road crash register</b> Physical register of road traffic crashes recorded during 1945 to 1980.	1945 -1980	Permanent	Retain permanently.
5.4	<b>INTERNATIONAL RELATIONS</b> <i>The formal process of assisting with the development of international relations and opportunities for Queensland in relation to road and transport systems under the Queensland Government trade strategy, and establishing partnerships with overseas countries to assist them in the development of integrated transport systems. It also covers the coordination of trade development, international protocols, international agreements, treaties, events, meetings, and trade missions that the department is involved in. Also includes the management of overseas travel arrangement that relates specifically to the trade strategy</i>			
5.4.1	<b>Internal advice</b> Records relating to internal advice relating to trade missions, trade strategy, international relations and other matters. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefings</li> <li>• meeting documents</li> <li>• reports on current issues and related matters.</li> </ul>		Temporary	Retain for 3 years after last action.
5.4.2	<b>Memoranda of understanding (MOU)</b> Memoranda of Understanding between the department and		Permanent	Retain permanently.

	international governments and industry groups on transport and roads-related trade and exports. Includes MOU relating to the provision of construction, training, and environmental management services. Also includes action plans and the records relating to the development of action plans.			
5.4.3	<p><b>Trade and export meetings</b></p> <p>Records relating to regular meetings with industry bodies and private companies to discuss trade and export opportunities for Queensland-based road and transport-related companies. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes of meetings and related documentation.</li> </ul>		Temporary	Retain for 5 years after last action.
5.4.4	<p><b>Feasibility studies</b></p> <p>Feasibility studies and related documentation on road and transport-related companies prepared by the department.</p>		Temporary	Retain for 20 years after last action.
5.4.5	<p><b>Trade mission development</b></p> <p>Records relating to the development of trade missions and the provision of advice relating to trade mission development.</p>		Temporary	Retain for 25 years after last action.
5.4.6	<p><b>Incoming international visits – high value</b></p> <p>Records relating to the planning and preparation for incoming international visits and work done during and following visits. Examples of high strategic value visits are those by the President of the United States.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• programs</li> <li>• official functions</li> <li>• consultation with consulates and other officials</li> </ul>		Permanent	Retain permanently.



	<ul style="list-style-type: none"> <li>reports on visits.</li> </ul>			
5.4.7	<p><b><i>Incoming international visits – medium value</i></b></p> <p>Records relating to the planning and preparation for incoming international visits and work done during and following visits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>programs</li> <li>official functions</li> <li>consultation with consulates and other officials</li> <li>reports on visits.</li> </ul>		Temporary	Retain for 25 years after last action.
5.4.8	<p><b><i>Incoming international visits – low value</i></b></p> <p>Records relating to the planning and preparation for incoming international visits and work done during and following visits.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>programs</li> <li>official functions</li> <li>consultation with consulates and other officials</li> <li>reports on visits.</li> </ul>		Temporary	Retain for 10 years after last action.
5.4.9	<p><b><i>Trade strategy</i></b></p> <p>Records relating to the development of a transport and roads-related trade strategy as part of the Government-wide annual trade strategy developed by Trade Queensland.</p>		Temporary	Retain for 10 years after last action.
5.5	<p><b><i>PROGRAM MANAGEMENT</i></b></p> <p>This section covers activities of developing, implementing, and managing programs.</p>			
5.5.1	<p><b><i>Industry driver training</i></b></p> <p>Records relating to arrangements with transport industry</p>		Temporary	Retain for 7 years after last action.

	clients for specific courses.			
5.5.2	<b>Award schemes</b> Records relating to award schemes, such as safe driving.		Temporary	Retain for 2 years after last action.
5.5.3	<b>Taxi complaints hotline</b> Information received through the taxi complaints hotline. Excludes disciplinary action against drivers or operators.		Temporary	Retain for 5 years after last action.
5.5.4	<b>RoadTek environmental programs and strategies</b> Records relating to the development, management, and review of RoadTek's environmental programs, strategies, and processes (procedures and guidelines). Includes the development and management of the weed management program, procedures and instructions, in accordance with the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> and the establishment of an audit program.		Temporary	Retain 7 years after last action.
5.6	<b>VEHICLE LABELS</b> <i>Activities relating to vehicle registration labels.</i>			
5.6.1	<b>Register of labels</b> Register of labels which detail their delivery and receipt.		Temporary	Retain for 7 years after last action / entry.

## Appendix 1: DEFINITIONS

### Significant criteria

Public records relating to the transport and roads sector infrastructure regarded as '*significant*' in terms of multiple references to following criteria:

#### **Community interest:**

- recognised historical value e.g. the structure is listed on the Queensland Heritage Register, the National Trust Register, a local government heritage list or with the Australian Heritage Council
- historical or social value e.g. first facility, structure or road in the area
- cultural value e.g. it has strong or special association with the community for social, economic or spiritual reasons
- proposed construction and/or construction aroused controversy or significant public attention in the form of large scale protests and/or extensive media attention
- high aesthetic characteristics valued by the community
- social value e.g. it has strong or special association with the local or broader community or the life or works of a person or group of people of importance to the community of Queensland.

#### **Technical interest:**

- significant engineering importance including those using non-standard construction methods and materials - the structure represents a significant change to infrastructure design, construction or use
- the structure received a significant architectural, engineering, project management or other award
- the structure has a unique design or used unique construction methods, or is a first of its kind in terms of design, materials or technology
- the structure is technically complex and features extensive building services (electrical, mechanical, hydraulic, security).

#### **Environmental and land management impacts:**

- environmental value, e.g. unique eco-friendly construction techniques
- there is an significant impact on national parks or other reserves
- significant bridges over rivers and creeks with known flood issues
- bridges which have been designed with engineering specifications peculiar or specific to that local authority, with respect to such conditions as geological features, erosion, salinity, and rate of run off.

#### **Accountability and legal interest:**

- the structure was involved in significant past, current or pending legal proceedings

- project that is complex, high risk or expensive projects requiring higher amounts of rigour and control.

## **Major criteria**

Public records relating to the transport and roads sector infrastructure regarded as *'major'* in terms of at least once of the following criteria:

### **Community interest:**

- recognised historical value e.g. the structure is listed on the Queensland Heritage Register, the National Trust Register, a local government heritage list or with the Australian Heritage Council
- historical or social value e.g. first facility, structure or road in the area
- cultural value e.g. it has strong or special association with the community for social, economic or spiritual reasons
- proposed construction and/or construction aroused controversy or significant public attention in the form of large scale protests and/or extensive media attention
- high aesthetic characteristics valued by the community
- social value e.g. it has strong or special association with the local or broader community or the life or works of a person or group of people of importance to the community of Queensland.

### **Technical interest:**

- major engineering importance including those using non-standard construction methods and materials – the structure represents a major change to infrastructure design, construction or use
- the structure received a major architectural, engineering, project management or other award
- the structure has a unique design or used unique construction methods, or is a first of its kind in terms of design, materials or technology
- the structure is technically complex and features extensive building services (electrical, mechanical, hydraulic, security).

### **Environmental and land management impacts:**

- environmental value, e.g. unique eco-friendly construction techniques
- there is an impact on national parks or other reserves
- major bridges over rivers and creeks with known flood issues
- bridges which have been designed with engineering specifications peculiar or specific to that local authority, with respect to such conditions as geological features, erosion, salinity, and rate of run off.

### **Accountability and legal interest:**

- the structure was involved in major past, current or pending legal proceedings

- project that is complex, high risk or expensive projects requiring higher amounts of rigour and control.