

**Disposal Schedule
for
Short Term Value Records**

Disposal Authorisation No. 2158

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INTRODUCTION

Archives legislation

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2158

Title: Disposal Schedule for Short Term Value Records

Authorisation:

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham
State Archivist

Document Development History
Build Status

Version	Date	Author	Reason	Sections
3.0	01-07-2015	Christine Woods	Template	All
2.0	11-06-2009	TAHO	Revision	All
1.0	29-08-2003	AOT	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers short term value records.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

Records not covered by this or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

Permanent records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

Temporary records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Personal Information Protection

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

Other investigations or inquiries

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

Records relating to indigenous people

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

Native title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of destruction

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<p>01.00.00</p>	<p>SHORT TERM VALUE RECORDS Records of such short-term value that they do not support or contribute to the business functions of the organisation. These include:</p> <ul style="list-style-type: none"> • records of a trivial nature • records which duplicate (or extract) information which is already held elsewhere • records with little or no administrative, fiscal, evidential, cultural, or no known historical, value. 	
<p>01.01.01</p>	<p>Records received from outside sources that are kept solely for reference. These may include:</p> <ul style="list-style-type: none"> • unsolicited letters or promotional material which offer goods or services • anonymous letters • invitations to functions • price lists • catalogues • advertising material • statistical information • instructions and circulars • letters of appreciation • seasonal greetings • external publications (including annual reports, government gazettes) 	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.02</p>	<p>Agency ‘for information’ copies of Cabinet documents</p> <p><i>See the Disposal Schedule for Common Administrative Functions – DA No. 2157 – for Cabinet submissions</i></p>	<p>TEMPORARY Destroy in accordance with Cabinet Office instructions.</p>
<p>01.01.03</p>	<p>Agency copies of Executive Council Minutes.</p> <p><i>See the Disposal Schedule for Common Administrative Functions – DA No. 2157 – for submissions made to the Executive Council.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>01.01.04</p>	<p>Records received from internal sources that are kept solely for reference. These may include:</p> <ul style="list-style-type: none"> • circulation copies of internal circulars, the master of which has already been captured into the agency recordkeeping system • duplicate copies of agency publications • summaries or extracts from records held in the agency recordkeeping system 	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.05</p>	<p>Records created solely for reference purposes where the original/source record is managed in the agency recordkeeping system. These may include:</p> <ul style="list-style-type: none"> • duplicates or exact copies • duplicate copies of organisation procedure manuals, guidelines and instructions • duplicate copies of organisation plans • computer printouts • abstracts or copies of formal financial records maintained for convenient reference • reference copies of microfilm or microfiche • reference copies of film or video recordings 	<p>TEMPORARY Destroy when reference ceases</p>

<p>01.01.06</p>	<p>Records that are used solely in the preparation of other records. These may include:</p> <ul style="list-style-type: none"> • working papers, background notes and reference material used to prepare or complete other documents • drafts of reports or correspondence, not circulated to other staff in the organisation and of which a final draft has been produced and captured into the agency recordkeeping system • drafts of documents relating to matters of minor importance • annual reports of branches or divisions that are incorporated in the organisation's annual report • spreadsheets or word processing documents which are incorporated into correspondence or a report • budget calculations that are incorporated in the agency budget • audio recordings that are used in the preparation of other records <p>Note: <i>This class does not include drafts, working papers and background notes relating to the development of internal policy or significant projects or recordings of formal proceedings. See the relevant disposal schedules for these records.</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.07</p>	<p>Documents containing personal information and copies of personal documents, acquired by the organisation, which are not required on a continuing basis to support the business transactions to which they relate. These may include documents such as:</p> <ul style="list-style-type: none"> • copies of birth certificates • copies of drivers licences • copies of marriage certificates • copies of references • copies of qualifications • change of address notices • record of conviction checks • credit card authorisations 	<p>TEMPORARY Destroy when reference ceases or return to the person concerned</p>
<p>01.01.08</p>	<p>Records documenting informal communications which do not support, or contribute to the business functions of the agency. These may include:</p> <ul style="list-style-type: none"> • „with compliments“ slips • cover notes • informal messages (including telephone, voicemail, email and post-it notes) • e-mail messages of a personal nature • subscription listserv messages 	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.09</p>	<p>Records documenting requests for, and the provision of, information that is readily available to the public or authorised for unlimited public access. These may include:</p> <ul style="list-style-type: none"> • requests for the provision of promotional material • requests for copies of publications including the annual report • requests for the provision of routine information <p><i>See the Disposal Schedule for Common Administrative Functions - DA No. 2157 for requests made under Freedom of Information.</i></p>	<p>TEMPORARY Destroy when reference ceases</p>

<p>01.01.10</p>	<p>Appointment timetabling records. These may include:</p> <ul style="list-style-type: none"> • appointment diaries • electronic meeting schedules • electronic calendars • office or desk calendars <p>Note: - <i>This class does not cover diaries that are used to record significant matters such as notes of discussions and meetings, case notes etc.</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.11</p>	<p>Records of bookings made for the use of equipment, vehicles and property including meeting rooms etc. These may include:</p> <ul style="list-style-type: none"> • booking registers • schedules • diaries 	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.01.12</p>	<p>Back-up copies of records that are created for business continuity purposes where the original/source record is managed in the agency records or information systems.</p> <p>Note: - <i>The back-up copies may be created by the agency or by a service provider under an agreement with the agency. This authority also covers the disposal of the back-up copies created by service providers.</i></p>	<p>TEMPORARY Destroy when contingency period (as determined by the agency risk management analysis) has expired.</p>