

**Retention and Disposal Schedule  
for  
Functional records of the  
Department of Education**

**Disposal Authorisation No. 2281**

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## **FUNCTIONS**

<b>01.00.00</b>	<b>Adult &amp; Community Education</b>
<b>02.00.00</b>	<b>Archive &amp; Heritage Collection Management</b>
<b>03.00.00</b>	<b>Child Care &amp; Early Years Development</b>
<b>04.00.00</b>	<b>Curriculum Development &amp; Management</b>
<b>05.00.00</b>	<b>Education &amp; Training Strategy</b>
<b>06.00.00</b>	<b>Education &amp; Training Support</b>
<b>07.00.00</b>	<b>Educational Measurement, Monitoring &amp; Review</b>
<b>08.00.00</b>	<b>Government Recordkeeping</b>
<b>09.00.00</b>	<b>International Education</b>
<b>10.00.00</b>	<b>Withdrawn</b>
<b>11.00.00</b>	<b>Professional Learning</b>
<b>12.00.00</b>	<b>Public Library Services</b>

## **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 [GRK@education.tas.gov.au](mailto:GRK@education.tas.gov.au), or by phoning 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2281**

**Title:** Disposal Schedule for Functional records for the Department of Education.

**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
8	November 2015	Deborah Drinkell	Addition of two classes	02.25.02 & 02.25.04
7	July 2015	Deborah Drinkell and David Bloomfield	Addition of Archival & Heritage Collection Management, Education & Training Strategy and Government Recordkeeping Functions. New Template.	02.00.00, 05.00.00 and 08.00.00
6	30-07-2014	David Bloomfield	Amendment to cover Literacy Services	12.00.00, 12.03.03
5	28-09-2009	Deborah Drinkell	Addition of Curriculum Development & Management and Education & Training Support functions	04.00.00, 06.00.00
4	08-05-2008	David Bloomfield	Addition of Adult & Community Education and Professional Learning functions	01.00.00, 11.00.00
3	09-01-2008	Jill Waters	Addition of International Education function	09.00.00
2	18-07-2007	Jill Waters	Addition of Child Care & Early Years Development and Public Library Services functions	03.00.00, 12.00.00
1	03-05-2007	Jill Waters	Initial Release	07.00.00

### Amendments in this Release

Section Title	Section Number	Amendment Summary
Reference Services (Archive & Heritage Collection Management)	02.25.02 & 02.25.04	Additional of two new classes
Reporting (CHILD CARE & EARLY YEARS DEVELOPMENT)	03.18.04	Typographical error corrected to reflect the correct class reference (corrected from 13.08.04 to 03.18.04)

## **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 functional records of the Department of Education.

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

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, 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><b>01.00.00</b></p>	<p><b>ADULT AND COMMUNITY EDUCATION</b></p> <p>The function of providing adult and community education including;</p> <ul style="list-style-type: none"> <li>• Second chance education and training, recreational and third age learning</li> <li>• Literacy and career advice and support</li> <li>• Administration of grants programs</li> </ul> <p>See - DA2135 for training and assessment records of Government Registered Training Organisations</p>	
<p><b>01.01.00</b></p>	<p><b>ACQUISITION (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</p> <p>See – TENDERING - for the process of receiving and assessing tenders.</p> <p>See - PROGRAM DELIVERY - for the use of acquisitions in the delivery training courses.</p>	
<p>01.01.01</p>	<p>Records documenting the acquisition of learning resource materials including associated licensing arrangements.</p> <p>See - 01.03.01 for agreements</p>	<p>TEMPORARY</p> <p>Destroy 7 years after purchase or expiry of licence whichever is the later</p>
<p><b>01.02.00</b></p>	<p><b>ADVICE (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>	
<p>01.02.01</p>	<p>Records documenting the provision of advice on significant investigation management issues and/or authoritative advice that affects policy.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>PERMANENT</p>
<p>01.02.02</p>	<p>Records documenting provision or receipt of advice on adult and community education issues that are general in nature and advice that does not affect policy.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>01.02.03</p>	<p>Source data that is not considered necessary to substantiate advice.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases.</p>
<p><b>01.03.00</b></p>	<p><b>AGREEMENTS (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>	

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01.03.01	<p>Agreements with relevant authorities, including schools and online access centres. These may include;</p> <ul style="list-style-type: none"> <li>• Memoranda of understanding (MOU)</li> <li>• Memoranda of agreement</li> <li>• Contracts</li> <li>• Service agreements</li> </ul> <p>See - 01.01.01 for learning resource materials including licensing arrangements</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>
01.03.02	<p>Records documenting the administration of formal agreements with relevant authorities. These may include;</p> <ul style="list-style-type: none"> <li>• Progress reports</li> <li>• Contact notes</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement</p>
01.03.03	<p>Register of agreements or contracts</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract</p>
01.03.04	<p>Internal service level agreements. These may include;</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Agreements</li> <li>• Memoranda of understanding (MOU)</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Contact notes</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement</p>
01.03.05	<p>Records documenting the administration of internal service level agreements</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
01.04.00	<p><b>ARRANGEMENTS (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p> <p>See - DA No. 2157 for arrangements for social functions.</p> <p>See - DA No. 2157 for arrangements for celebrations.</p> <p>See - DA No. 2157 for arrangements for ceremonies.</p> <p>See - DA No. 2157 for arrangements for conferences.</p> <p>See - PROGRAM DELIVERY - for administrative arrangements for the assessment and delivery of training programs.</p>	
01.04.01	<p>Records documenting approvals and arrangements for adult and community education student excursions including transport arrangements.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

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01.04.02	<p>Records documenting administrative arrangements for delivery of adult and community education programs. These may include;</p> <ul style="list-style-type: none"> <li>• Venue bookings</li> <li>• Equipment bookings</li> <li>• Timetabling</li> <li>• Training notices.</li> </ul>	<p><b>TEMPORARY</b> Destroy when reference ceases.</p>
<b>01.05.00</b>	<p><b>COMMITTEES (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See - MEETINGS - for forums and the meetings of individuals and groups such as working groups that are not considered committees</p>	
01.05.01	<p>Records of internal committees, external committees and task forces for the purposes of making decisions about Adult and Community Education policy or to undertake reviews where the agency has the administrative or secretariat role. These may include;</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Appointment of members</li> <li>• Agenda papers</li> <li>• Final versions of minutes</li> <li>• Reports and submissions to the committee</li> </ul> <p>See 01.18.01 for the original minutes and agenda of significant meetings</p>	<p><b>PERMANENT</b></p>
01.05.02	<p>Records of external committees where the agency does not have the administrative or secretariat role. Includes;</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Agenda papers</li> <li>• Final versions of minutes</li> <li>• Reports and submissions to the committee</li> </ul>	<p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
01.05.03	<p>Records relating to the conduct and administration of committees, including;</p> <ul style="list-style-type: none"> <li>• Notice of meetings</li> <li>• Attendance</li> <li>• Routine correspondence</li> <li>• Schedules</li> <li>• Venues and travel arrangements</li> </ul>	<p><b>TEMPORARY</b> Destroy when reference ceases</p>
<b>01.06.00</b>	<p><b>COMPETITIONS MANAGEMENT (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities associated with organising, arranging, advertising and promoting a competition for an award. See - EDUCATION AND TRAINING SUPPORT - for the management and presentation of training awards</p>	
01.06.01	<p>Records of recipients of awards.</p>	<p><b>PERMANENT</b></p>
01.06.02	<p>Records relating to the nomination and selection of recipients of awards.</p>	<p><b>TEMPORARY</b> Destroy 5 years after action completed.</p>

01.06.03	Records of entries received for competitions.	TEMPORARY Destroy 2 years after action completed.
<b>01.07.00</b>	<p><b>COMPLIANCE (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p> <p>See - DA No. 2157 for the process of validating compliance against records.</p> <p>See - DA No. 2157 for examinations of facilities, items and equipment.</p>	
01.07.01	Records documenting the qualifications and experience of all staff and persons working on behalf of the agency as trainers or tutors.	TEMPORARY Destroy after superseded, or 1 year after person ceases to provide training or assessments.
<b>01.08.00</b>	<p><b>CONSULTANCY SERVICES (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities involved in the performance of work or the provision of services to an external organisation.</p> <p>See - CONTRACTING-OUT - for the provision of consultancy services by an external consultant or organisation</p>	
01.08.01	<p>Records documenting the provision of consultancy services. These may include;</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of Understanding (MOU)</li> <li>• Memoranda of agreements</li> <li>• Progress reports</li> <li>• Contact notes</li> <li>• Correspondence</li> <li>• Service Agreements</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.09.00</b>	<p><b>CONTRACTING OUT (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p>See -TENDERING - for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p> <p>See - CONSULTANCY SERVICES - for the provision of services to an external organisation.</p> <p>See - GRANT ADMINISTRATION - for the administration of grants distributed to individual On-Line Access Centres</p> <p>See - MARKETING - for the development and promotion of Adult and Community Education courses and services.</p>	

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01.09.01	Signed contracts under seal and supporting documentation for the management of work or the provision of services by external parties. This may include; <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Records of financial transactions</li> </ul>	TEMPORARY Destroy 13 years after expiry, completion or termination of agreement
01.09.02	Records documenting arrangements for, and the management of contracts, work or the provision of services by external parties. These may include; <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Short-term contracts</li> <li>• Agreements</li> <li>• Service agreements</li> <li>• Memoranda of understanding (MOU)</li> <li>• Memoranda of agreement</li> <li>• Progress reports</li> <li>• Service level reports</li> <li>• Contact notes</li> <li>• Correspondence</li> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement
01.09.03	Records documenting negotiations with prospective service providers and tutors including; <ul style="list-style-type: none"> <li>• Offers of services</li> <li>• Expression of interest</li> <li>• Receipt of promotional material</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 1 year after action completed
01.09.04	Registration of Adult Education and Community Education Tutors. Records may contain; <ul style="list-style-type: none"> <li>• Personal details</li> <li>• Academic achievements</li> <li>• Areas of expertise</li> <li>• Availability and delivery experience</li> </ul>	TEMPORARY Destroy 3 years after expiry, completion or termination of last agreement or contract
<b>01.10.00</b>	<b>ENQUIRIES (ADULT AND COMMUNITY EDUCATION)</b> The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation	
01.10.01	Records documenting requests for, and the provision of information relating to Adult and Community Education programs.	TEMPORARY Destroy 2 years after action completed.
<b>01.11.00</b>	<b>EVALUATION (ADULT AND COMMUNITY EDUCATION)</b> The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.  See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring). See - IMPLEMENTATION - for putting processes and procedures into action.  See - PROGRAM DELIVERY - for the delivery of programs and activities	

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01.11.01	Records documenting the evaluation and ongoing monitoring of Adult and Community Education courses, services or systems.	TEMPORARY Destroy 7 years after action completed.
01.11.02	Records documenting feedback on courses including: <ul style="list-style-type: none"> <li>• Training units and programs</li> <li>• Delivery methods</li> <li>• Competence of trainers and tutors</li> </ul> These may include: <ul style="list-style-type: none"> <li>• Evaluation forms</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>01.12.00</b>	<b>EXHIBITIONS (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the organisation.	
	See - DA No. 2157 for exhibition catalogues	
01.12.01	Records documenting the coordination of Adult and Community Education's participation in exhibitions including negotiations with organisers. Records may include; <ul style="list-style-type: none"> <li>• Invitation lists</li> <li>• Briefing notes</li> <li>• Speech notes</li> <li>• Running plans</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>01.13.00</b>	<b>GRANT ADMINISTRATION (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities associated with the administration of grants received by the agency and distributed to organisations and individuals	
	See - CONTRACTING - OUT - for grants issued by contracts under seal.	
01.13.01	Register of grant funds issued	PERMANENT
01.13.02	Records documenting the administration and the distribution of grant funds to Adult and Community Education organisations and individuals. This may include State and Commonwealth grants and agency level service grants.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
01.13.03	Records documenting the financial management of grants issued by contracts under seal.	TEMPORARY Destroy 13 years after expiry, completion or termination of agreement
01.13.04	Records documenting unsuccessful grant applications.	TEMPORARY Destroy 2 years after action completed.
<b>01.14.00</b>	<b>IMPLEMENTATION (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
	See – REVIEWING - for re-evaluation of objectives of the plan, procedure etc, that was implemented.	
	See – EVALUATION - for initial evaluation and monitoring.	

01.14.01	<p>Records documenting the implementation of plans, policies and procedures of Adult and Community Education. Records may include;</p> <ul style="list-style-type: none"> <li>• Advice sent to and received from agency corporate units</li> <li>• Reports from project managers</li> <li>• Records of meetings</li> </ul>	<p><b>TEMPORARY</b> Destroy 5 years after superseded</p>
01.15.00	<p><b>JOINT VENTURES (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between interdepartmental units, or organisations.</p> <p>See – LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See – AGREEMENTS - for establishment, maintenance and review of agreements.</p>	
01.15.01	<p>Records documenting arrangements for, and the management of joint ventures. These may include;</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Co-research</li> <li>• Partnership agreements</li> <li>• Programs</li> <li>• Projects</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after completion or termination of agreements or contracts</p>
01.16.00	<p><b>LIAISON (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 for relationships with Government Agencies</p>	
01.16.01	<p>Records documenting liaison on projects that are not joint ventures with;</p> <ul style="list-style-type: none"> <li>• Professional organisations</li> <li>• Industry bodies</li> <li>• Industry professionals</li> <li>• Other organisations</li> <li>• Community interest groups</li> </ul>	<p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
01.17.00	<p><b>MARKETING (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p> <p>SEE - CONTRACTING OUT - for services provided by external clients</p>	



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01.17.01	Records documenting the marketing of business development opportunities including advertising campaigns and promotions	TEMPORARY Destroy 5 years after action completed
01.17.02	Records documenting the development of marketing and promotional material including course guides. Records may include: <ul style="list-style-type: none"> <li>• Progress notes</li> <li>• Quotations</li> </ul>	TEMPORARY Destroy 2 years after action completed
01.17.03	Records documenting the preparation, approval and placement of advertisements including advertising orders	TEMPORARY Destroy 7 years after action completed
01.17.04	Records documenting market research conducted by the agency	TEMPORARY Destroy 2 years after action completed
01.17.05	Master copies of Adult Education course guides and brochures	PERMANENT
<b>01.18.00</b>	<b>MEETINGS (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.  See - COMMITTEES - for the meetings of committees and task forces.	
01.18.01	Master set of minutes, agenda papers and supporting documentation of significant meetings.  See - 01.05.01 for internal and external committees	PERMANENT
01.18.02	Minutes agenda and supporting documentation not including significant meetings. These may include; <ul style="list-style-type: none"> <li>• Sub-committees where issues are subsequently dealt with by superior bodies</li> <li>• Working groups</li> <li>• Team meetings</li> </ul>	TEMPORARY Destroy 2 years after action completed
01.18.03	Records relating to the conduct of meetings including notices of meetings, routine correspondence and administrative arrangements	TEMPORARY Destroy when reference ceases
<b>01.19.00</b>	<b>PLANNING (ADULT AND COMMUNITY EDUCATION)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
01.19.01	Records documenting final versions of plans and significant projects for the Adult and Community Education function.	PERMANENT
01.19.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 7 years after superseded.
01.19.03	Records documenting the planning of course schedules and structures.	TEMPORARY Destroy 2 years after action completed.

01.19.04	Submissions for project approval including project funding. Records may include; <ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Project plans</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.20.00</b>	<b>POLICY (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.	
01.20.01	Records illustrating the development of policy and documenting PERMANENT policy decisions and the establishment of precedents. This includes: <ul style="list-style-type: none"> <li>• Master copies of policies</li> <li>• Background and research material</li> <li>• Significant drafts of policy documents</li> <li>• Records of consultation with other stakeholders contributing to the development of policy</li> </ul>	PERMANENT
<b>01.21.00</b>	<b>PROCEDURES (ADULT AND COMMUNITY EDUCATION)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
01.21.01	Final versions and master copies of agency manuals and instructions relating to the Adult and Community Education function.	PERMANENT
01.21.02	Records documenting the development of agency procedures, manuals and instructions for Adult and Community Education.	TEMPORARY Destroy after superseded
<b>01.22.00</b>	<b>PROGRAM DELIVERY (ADULT AND COMMUNITY EDUCATION)</b>	
	The function of conducting programs and support activities.	
	See - EVALUATION - for adult learner feedback on training units and programs. Including the delivery of training courses	
	See - STUDENT ADMINISTRATION - for details of student enrolment in courses and programs	
01.22.01	Records documenting the delivery of Adult and Community Education courses and training programs.	TEMPORARY Destroy 7 years after action completed
01.22.02	Records documenting arrangements for study tours, visiting educator programs. Records may include; <ul style="list-style-type: none"> <li>• Schedules</li> <li>• Correspondence</li> <li>• Itineraries</li> <li>• Invitations</li> <li>• programs</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>01.23.00</b>	<b>REPORTING (ADULT AND COMMUNITY EDUCATION)</b>	
	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.	
	Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
01.23.01	Final versions of formal internal and external published reports. This may include internal reports, on Adult and Community Education that are sent to external reporting bodies as part of national reporting agreements. This includes data necessary to substantiate the reports.	PERMANENT

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01.23.02	Internal reports on Adult and Community Education that are consolidated into a whole of agency report for use by the agency.	PERMANENT
01.23.03	Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including; <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence</li> </ul>	TEMPORARY Destroy 5 years after action completed
01.23.04	Statistical information collected by or for the agency relating to major Adult and Community Education activities of the agency that is not forwarded to the Australian Bureau of Statistics (ABS).	TEMPORARY Destroy 5 years after action completed
01.23.05	Statistical information collected by or for the agency relating to minor Adult and Community Education activities of the agency that is not forwarded to the Australian Bureau of Statistics (ABS).	TEMPORARY Destroy 5 years after action completed
01.23.06	Records documenting surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed
01.23.07	Source data used to substantiate reports	TEMPORARY Destroy 4 years after action completed
01.23.08	Records documenting program and project outputs and outcomes. Records may include; <ul style="list-style-type: none"> <li>• Status reports</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.24.00</b>	<b>RESEARCH (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general.	
	Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.	
01.24.01	Records documenting research, formal research findings and summaries of research undertaken.	PERMANENT
01.24.02	Records documenting research carried out to support the Adult and Community Education function. This may include; <ul style="list-style-type: none"> <li>• Internal surveys and questionnaires.</li> </ul>	TEMPORARY Destroy 5 years after action completed
<b>01.25.00</b>	<b>REVIEWING (ADULT AND COMMUNITY EDUCATION)</b>	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See – EVALUATION - for initial evaluation and monitoring.	
	See – IMPLEMENTATION - for putting processes and procedures into action.	
01.25.01	Reviews of Adult and Community Education activities, programs, strategies and operations.	PERMANENT

<b>01.26.00</b>	<p><b>STUDENT ADMINISTRATION (ADULT AND COMMUNITY EDUCATION)</b></p> <p>The activity of managing the enrolment and participation of students, collection and refund of fees. Including the maintenance, qualifications of adult learner records.</p> <p>See - PROGRAM DELIVERY - for the details of programs and courses.</p> <p>See - DA No. 2157 for records of financial transactions</p>	
01.26.01	<p>Registers of certificates given to students. Includes;</p> <ul style="list-style-type: none"> <li>• Certificates of participation</li> <li>• Certificates of completion</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
01.26.02	<p>Records documenting requests from students for statements of completion or participation and references.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.26.03	<p>Student enrolment details maintained in student database.</p>	<p>TEMPORARY Destroy 2 years after last enrolment</p>
01.26.04	<p>Records supporting the process of enrolment. These may include;</p> <ul style="list-style-type: none"> <li>• Enrolment forms</li> <li>• Proofs of concession</li> <li>• Employer/sponsor authorisations</li> <li>• Recognition of prior learning applications</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 3 months after entry in the student database</p>
01.26.05	<p>Records of requests made by students for changes to personal information contained in the student database</p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.26.06	<p>Student waiting lists for courses</p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.26.07	<p>Records documenting confirmation of a student's enrolment provided to Commonwealth agencies. These may include;</p> <ul style="list-style-type: none"> <li>• Abstudy and Austudy confirmations</li> <li>• Confirmation provided to welfare agencies</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>
01.26.08	<p>Records documenting payment of fees and refunds. Records may include;</p> <ul style="list-style-type: none"> <li>• Receipts</li> <li>• Invoices</li> <li>• Requests for refunds</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>02.00.00</b>	<p><b>ARCHIVE AND HERITAGE COLLECTION MANAGEMENT</b></p> <p>The function of managing and providing access to the Tasmanian Archive &amp; Heritage collections. Includes processing records transferred into custody of the State Archivist and administering relevant access restrictions and arrangements.</p> <p>Also includes repository management, environmental control, preventative conservation, conservation treatment and disaster recovery</p>	

02.01.00	<p><b>ACCESS CONDITIONS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities associated with ensuring compliance with access restrictions placed upon the collections of the Tasmanian Archive and Heritage Office and the management of access provided by responsible agencies.</p> <p>See - ACQUISITION for setting access conditions for non-government records held in the custody of the State Archivist.</p>	
02.01.01	Records documenting discretionary access to State records (Category B)	PERMANENT Retain in Agency
02.01.02	<p>Records relating to the interpretation of Access conditions that have been applied.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• correspondence</li> </ul>	PERMANENT Retain in Agency
02.01.03	<p>Records relating to the granting of permission for access in specific cases by the access determiner, for government and non-government records.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• copies of letters presented by researchers permitting access</li> </ul>	TEMPORARY Destroy 50 years after action completed
02.02.00	<p><b>ACQUISITION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The process relating to the acquisition of heritage and non-state material by donation, purchase or loan including arrangements for the physical relocation of the material, and the receipt and checking of appropriate documentation.</p> <p>Includes bringing archival estrays into official custody by any means.</p> <p>See - RECORD TRANSFERS (GOVERNMENT RECORDKEEPING) for the transfer of records of state and local government agencies including arrangements for the physical relocation of the records and the receipt and checking of appropriate documentation.</p>	
02.02.01	<p>Records relating to the deposit arrangements &amp; agreements of donors of non-state records, published works and heritage material.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• photographs</li> <li>• correspondence</li> <li>• letters of acknowledgement</li> <li>• Allport Accession Books</li> </ul>	PERMANENT Retain in Agency
02.02.02	<p>Records of arrangements for potential donations under the Cultural Gifts Program.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• certificates</li> <li>• valuations</li> <li>• correspondence</li> </ul>	PERMANENT
02.02.03	Records relating to the management of specific stray cases where the records are identified as State records but are not recovered into custody.	PERMANENT

02.02.04	Records of the formal recovery of State records which are out of custody. Records may include; <ul style="list-style-type: none"> <li>• records of initial advice or contact with the private owner</li> <li>• details of record and owner</li> <li>• research and investigation into the provenance of the record</li> <li>• records of inspection of the record</li> <li>• valuation of the record</li> <li>• offers to bid at auction</li> <li>• records relating to legal advice on ownership</li> </ul>	PERMANENT
02.02.05	Records relating to preliminary negotiations re possible deposits of non-state and heritage records.	TEMPORARY Destroy 25 years after action completed
02.02.06	Records documenting records thought to be estrays, where investigations establish that the records are not State records.	TEMPORARY Destroy 10 years after action completed
02.02.07	Records documenting the acquisition of Heritage Collection material by Legal Deposit.	TEMPORARY Destroy 7 years after action completed
<b>02.03.00</b>	<b>ADDRESSES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activity of giving addresses relating to the Archive and Heritage collections, for training, professional or community relations purposes. Includes speeches and multi- media presentations.	
	See - CLIENT EDUCATION (GOVERNMENT RECORDKEEPING) - for the provision of recordkeeping training for Government agencies.	
02.03.01	Final versions of presentations given by the State Archivist or other staff member at national or international conferences such as the ASA or RIMPA Conference. Also, final versions of addresses given by the State Archivist relating to issues of State significance or presented at major public functions.	PERMANENT
02.03.02	Final versions of outreach program materials. Records may include; <ul style="list-style-type: none"> <li>• content</li> <li>• handouts</li> <li>• promotional brochures</li> </ul>	TEMPORARY Destroy 15 years after action completed
02.03.03	Records documenting the development and preparation of addresses and outreach material.	TEMPORARY Destroy 2 years after action completed
<b>02.04.00</b>	<b>ADVICE (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with offering opinions by or to the organisation as to an action or judgement relating to the Archive and Heritage collections. Includes the process of advising.	
	See - ADVICE (GOVERNMENT RECORDKEEPING) - for consultancy services provided to government agencies on records management issues	
	See - CLIENT EDUCATION (ARCHIVE & HERITAGE COLLECTION MANAGEMENT) - for advice and training provided to community groups.	
	See - STATE RECORDS GUIDELINES & ADVICES (GOVERNMENT RECORDKEEPING) - for formal guidelines and recordkeeping advices issued by the State Archivist.	

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02.04.01	Records of the process of providing advice in relation to documentation of Aboriginal descent. Records may include; <ul style="list-style-type: none"> <li>• advice provided for Land Council elections.</li> </ul>	PERMANENT
02.04.02	Records relating to the provision of advice to individuals and non-government organisations regarding the preservation and management of their records.	TEMPORARY Destroy 10 years after action completed
<b>02.05.00</b>	<b>AUTHORISATION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The process of seeking and granting permission to publish and display collection items in any format.	
02.05.01	Requests and permissions for the publication and other public use of State archives and records in the Heritage Collections. Records may include; <ul style="list-style-type: none"> <li>• agreements relating to the provision and use of film archives.</li> </ul>	PERMANENT Retain in Agency
<b>02.06.00</b>	<b>CLIENT EDUCATION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved with the provision of training and education programs relating to the Archive and Heritage collections, for clients and community members. Includes practicum placements for external students of library, heritage, archives and record courses.  See - CLIENT EDUCATION (GOVERNMENT RECORDKEEPING) - for the provision of recordkeeping training for Government agencies.	
02.06.01	Records documenting courses or placements offered to the public either directly or through a formal framework such as Adult Education.	TEMPORARY Destroy 7 years after action completed
<b>02.07.00</b>	<b>COMMITTEES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with the management of committees and task forces relating to Archive and Heritage collections management. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.  See - COMMITTEES (GOVERNMENT RECORDKEEPING) - for the participation of staff on information management reference and working groups  See - MEETINGS - for forums and the meetings of individuals and groups that are not considered committees.	
02.07.01	Records of internal, external committees and task forces for the purpose of making decisions about Archive and Heritage Collection management, developing policy or to undertake reviews. Includes the Allport Library & Museum of Fine Arts Committee. Records may include: <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	PERMANENT

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02.07.02	Records of external committees where the agency does not have the administrative or secretariat role. Records may include; <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	TEMPORARY Destroy 5 years after action completed
02.07.03	Records relating to the conduct and administration of committees. Records may include: <ul style="list-style-type: none"> <li>• notices of meetings</li> <li>• routine correspondence</li> <li>• attendance</li> <li>• schedules</li> <li>• venues and travel arrangements</li> </ul>	TEMPORARY Destroy when reference ceases.
<b>02.08.00</b>	<b>CONSULTATION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with seeking advice, opinions, feedback or information from the community and stakeholders relating to Archive and Heritage collections management.	
02.08.01	Records documenting the development and distribution of discussion papers for feedback from the community and stakeholders.	TEMPORARY Destroy 10 years after action completed
<b>02.09.00</b>	<b>CONTROL (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with creating, maintaining and evaluating control mechanisms relating to the Archive and Heritage collections. Includes classification, indexing, registration, forms design etc. to ensure maximum control over collections & collection management systems. Also includes control mechanisms for other information resources and systems.	
02.09.01	Archival databases and records relating to the management of archival databases. Records may include; <ul style="list-style-type: none"> <li>• Agency registration</li> <li>• Series registration</li> <li>• Disposal Schedule registration</li> <li>• Destruction Authority Registration</li> </ul>	PERMANENT Retain in Agency
02.09.02	Registers documenting archival management. Including but not limited to: <ul style="list-style-type: none"> <li>• Government Records Summary Listings</li> <li>• Non-Government Records Detailed Listing</li> <li>• Accession Records</li> </ul>	PERMANENT Retain in Agency
02.09.03	Indexes to State Archives and Heritage Collection material.	PERMANENT Retain in Agency
<b>02.10.00</b>	<b>DISASTER RECOVERY (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved in the preparation, implementation and review of a counter disaster plan for the Archive and Heritage collections. Includes establishment and maintenance of disaster recovery equipment and supplies, and training staff in disaster techniques.	



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02.10.01	Records documenting the implementation of counter disaster plans following a disaster of state significance, including a copy of the disaster recovery plan followed.	PERMANENT
02.10.02	Records documenting the implementation of counter disaster plans following a disaster not described in 02.10.01, including a copy of the counter disaster plan implemented.	TEMPORARY Destroy 7 years after action completed
02.10.03	Records relating to Disaster Response. Records may include; <ul style="list-style-type: none"> <li>• Final versions of counter disaster plans.</li> <li>• List of disaster response supplies/equipment.</li> <li>• Records documenting the provision of reciprocal arrangements for assistance in cases of disaster</li> </ul>	TEMPORARY Destroy 7 years after date superseded
<b>02.11.00</b>	<b>DISPOSAL (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The process of assessing the value of records for future use, identifying those State records that have continuing value as State archives and identifying how soon the remainder can be destroyed or otherwise disposed of. Disposal can also involve transfer of ownership or custody of records.	
	See - DISPOSAL AUTHORISATION (GOVERNMENT RECORDKEEPING) - for the process of government agencies seeking authorisation to dispose of State records.	
	See - STOCK MANAGEMENT (PUBLIC LIBRARY SERVICES) - for the moving or disposing of items by transfer, sale or destruction.	
02.11.01	Records documenting the retrospective application of disposal schedules to records already in custody. Includes review of agency sentencing decisions.	PERMANENT Retain in Agency
02.11.02	Records documenting the process of re-appraising records previously identified as State archives.	PERMANENT Retain in Agency
<b>02.12.00</b>	<b>ENQUIRIES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with the handling of requests for information by the general public or another organisation.	
02.12.01	Requests for information including Conservation enquiries. Records include; <ul style="list-style-type: none"> <li>• Refracker entries</li> </ul>	TEMPORARY Destroy 4 years after action completed
<b>02.13.00</b>	<b>EVALUATION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The process of determining the suitability of potential or existing programs, items of equipment, systems or services used by the Tasmanian Archive & Heritage Office (TAHO) in relation to Archive & Heritage collections management. Includes ongoing monitoring.	
02.13.01	Records documenting the evaluation of industry or organisational benchmarks for services or processes relating to the Archival and Heritage Collection Management function.	TEMPORARY Destroy 10 years after action completed
<b>02.14.00</b>	<b>EVENTS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with arranging or participating in significant community events or social occasions.	
02.14.01	Records documenting participation in significant events such as UNESCO Memory of the World Events.	PERMANENT

02.14.02	Records documenting involvement in Public Programs relating to the Archival and Heritage Management Function. Events may include; •Forums	TEMPORARY Destroy 4 years after action completed
02.15.00	<p><b>EXHIBITIONS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities associated with using Archive &amp; Heritage Collections material in displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the Tasmanian Archive &amp; Heritage Office (TAHO). Includes hosting exhibitions created by external organisations &amp; individuals.</p> <p>See - PRESERVATION - for the preparation of material for display purposes.</p> <p>See also – EXHIBITIONS (PUBLIC LIBRARY SERVICES)</p>	
02.15.01	Records documenting arrangements for the loan of State archives for exhibitions. Records may include: <ul style="list-style-type: none"> <li>• Documentation regarding the loan</li> <li>• Transport arrangements</li> <li>• Organising preservation work on the item to be loaned</li> <li>• Ensuring that insurance arrangements have been made</li> <li>• Documenting return of the item.</li> </ul>	PERMANENT Retain in Agency
02.15.02	Records documenting Interpretation - Allport Library & Museum of Fine Arts. Records may include; <ul style="list-style-type: none"> <li>• Text for interpretation panels</li> <li>• Research</li> <li>• Consultation documents</li> </ul>	PERMANENT
02.16.00	<p><b>INQUIRIES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the agencies' participation in the inquiry by providing evidence in the form of records, submissions or staff.</p>	
02.16.01	Records relating to Commissions of Inquiry. Records may include; <ul style="list-style-type: none"> <li>• Final copies of Submissions</li> <li>• Records documenting the attendance of staff</li> </ul>	PERMANENT
02.16.02	Records documenting the development of agency submissions and information supplied to the Inquiry.	TEMPORARY Destroy 10 years after action completed
02.17.00	<p><b>INTELLECTUAL PROPERTY (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities involved in managing TAHO's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Right to Information (RTI) legislation. See - AUTHORISATIONS - for permissions to publish records</p>	

02.17.01	<p>Records documenting the administration of copyright owned by the Tasmanian Archive &amp; Heritage Office (TAHO) or seeking permission to use works under copyright owned by others. Includes the exclusive right by law to reproduce, publish, perform in public, broadcast, make adaptations or otherwise control a literary, dramatic, artistic or electronically produced work.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• records relating to publication</li> <li>• records documenting the payment of royalties</li> </ul>	<p>PERMANENT Retain in agency</p>
02.18.00	<p><b>JOINT VENTURES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities involved in managing joint operations between TAHO and other organisations, where there is a contract, joint contribution of funds and/or time. Also co research or collaboration.</p> <p>See –ADVICE - for formal advising.</p> <p>See LIAISON - for other collaboration between organisations that are not joint ventures.</p>	
02.18.01	<p>Records documenting Joint Ventures.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• formal signed agreements</li> <li>• service agreements</li> </ul>	<p>TEMPORARY Destroy 10 years after expiry of agreement</p>
02.19.00	<p><b>LIAISON (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities associated with maintaining regular general contact between TAHO and professional associations, professionals in related fields, other organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See – CONSULTATION - for the seeking advice, opinions or information from the community.</p> <p>See – ADVICE - for formal advising.</p> <p>See - JOINT VENTURES - for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</p> <p>See – ENQUIRIES – for requests for information</p> <p>See – LIAISON (GOVERNMENT RECORDKEEPING) for liaison with government agencies relating to the government recordkeeping function</p>	
02.19.01	<p>Records documenting liaison with individuals and organisations relating to non-state records.</p>	<p>TEMPORARY Destroy 10 years after action completed</p>
02.20.00	<p><b>MEETINGS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of TAHO.</p> <p>Includes;</p> <ul style="list-style-type: none"> <li>• arrangements, agenda, taking of minutes etc.</li> </ul> <p>See – COMMITTEES - for the meetings of committees and task forces.</p>	

02.20.01	Minutes, agenda and supporting documentation of meetings. Records may include; <ul style="list-style-type: none"> <li>records relating to the conduct of meetings</li> </ul>	TEMPORARY Destroy 5 years after action completed
<b>02.21.00</b>	<b>POLICY (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which TAHO's operating procedures are determined.	
	See - STATE RECORDS GUIDELINES & ADVICES (GOVERNMENT RECORDKEEPING) - for the development and issues of formal guidelines under Section 10A of the Archives Act 1983.	
02.21.01	Policy relating to the Archive & Heritage Collection Management function. Records may include; <ul style="list-style-type: none"> <li>master copies of policies</li> </ul>	PERMANENT
02.21.02	Records documenting the development of policy relating to the Archive & Heritage Collection management function. Records may include; <ul style="list-style-type: none"> <li>background &amp; research material</li> <li>significant drafts of policy documents</li> <li>records of consultation with stakeholders contributing to the development of policy</li> </ul>	TEMPORARY Destroy 3 years after action completed
<b>02.22.00</b>	<b>PRESERVATION (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved in preserving the State archives and heritage collections. Includes monitoring and maintaining appropriate storage environments, prevention of further deterioration and planning, monitoring treating damaged State archives. Also includes preparation of material for display purposes, lighting levels and pest control, re-housing and preservation copying.	
	See – STORAGE - for planning and managing the physical and digital storage requirements for State archives.	
02.22.01	Records documenting conservation treatment of archives and heritage collection material in TAHO's custody.	PERMANENT Retain in Agency
02.22.02	Records relating to monitoring the temperature and humidity of archival storage, and actions taken. May also include records documenting pest control.	TEMPORARY Destroy 10 years after action completed
02.22.03	Records documenting the migration of data (text, photographs etc) to digital format and the audio-visual migration of records for preservation purposes.	TEMPORARY Destroy after reference ceases
<b>02.23.00</b>	<b>PROCEDURES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	Standard methods of operating laid down by TAHO according to formulated policy.	
	See - GOVERNMENT RECORDKEEPING - STATE RECORDS GUIDELINES & ADVICES - for the development and issue of State Record Guidelines & Advices issued under Section 10 or the Archives Act 1983.	
02.23.01	Final versions of procedure manuals and instructions.	TEMPORARY Destroy 7 years after date superseded

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02.23.02	Records documenting the internal & external notification of changes to, or the implementation of new policies, procedures or instructions.	TEMPORARY Destroy 10 years after action completed
02.23.03	Records documenting the development of TAHO procedure manuals & instructions. Records may include; <ul style="list-style-type: none"> <li>• background &amp; research material</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	TEMPORARY Destroy after reference ceases
<b>02.24.00</b>	<b>PROJECTS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	Records documenting the planning and execution of projects relating to the Archive and Heritage Collection Management Function.	
02.24.01	Records documenting Significant Projects related to the Archival and Heritage Collection Management Function. These include projects involving other agencies and jurisdictions or projects that affect policy. Records may include; <ul style="list-style-type: none"> <li>• project plan</li> <li>• correspondence</li> <li>• reports</li> <li>• stakeholder consultation</li> </ul>	PERMANENT
02.24.02	Records documenting the management of agency projects that are not considered significant. Records may include; <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• project plans</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.25.00</b>	<b>REFERENCE SERVICES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved in providing facilities for public access of the State archives and heritage collections held in the Tasmanian Archive and Heritage Office. The provision of a search room for supervised consultation, assisting clients to utilize finding aids and search room equipment, the retrieval of records and assistance with their interpretation, and the provision of copies  See - RESEARCH SERVICES - for responding to and managing requests for information from clients involved in the research of the Archive & Heritage collections.	
02.25.01	Final versions of Guides to the Archival and Heritage Collection.	PERMANENT
02.25.02	Records documenting the removal of State archives from their location and loaned back to the creating Agency where the records have NOT been returned	PERMANENT – Retain in Agency
02.25.03	Records documenting the removal of State archives from their location and issue to a Reader in the Reading Room	TEMPORARY - Destroy when reference ceases
02.25.04	Records documenting the removal of State archives from their location and loaned back to the creating Agency where the records have been returned	TEMPORARY – Destroy when reference ceases
02.25.05	Records of Researcher Registration	TEMPORARY Destroy 5 years after date registered

02.25.06	Records relating to the development of Guides. Records may include; <ul style="list-style-type: none"> <li>• drafts</li> <li>• stakeholder consultation</li> </ul>	TEMPORARY Destroy after reference ceases
<b>02.26.00</b>	<b>REPORTING (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	Records documenting reporting undertaken under the Archival and Heritage Collection Management Function including the annual CAARA survey of institutional holdings.	
02.26.01	Significant reports for the Archival and Heritage Collection Management Function. Records may include; <ul style="list-style-type: none"> <li>• Reports on the development of a digital repository</li> <li>• Reports on the development of a physical repository</li> <li>• Reports on major changes in thinking in collection development (e.g. the records of the Launceston Mechanics Institute)</li> </ul>	PERMANENT
02.26.02	Reports not relating to matters of significance for the Archival and Heritage Collection Management Function. Records may include; <ul style="list-style-type: none"> <li>• statistical reporting</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.27.00</b>	<b>RESEARCH (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved in investigating or enquiring into Archives and Heritage Collections management. Used to support the development of projects, and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.  See – POLICY - for research into the formulation of policy.	
02.27.01	Records documenting research projects. Records may include; <ul style="list-style-type: none"> <li>• Questionnaires</li> <li>• Surveys</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.28.00</b>	<b>RESEARCH SERVICES (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The provision of contact details for Research Services.  See - REFERENCE SERVICES - for providing facilities for public access to State archives.  See – ENQUIRIES – for Research Enquiries	
02.28.01	Records documenting the provision of names and contact details of private researchers approved by TAHO	TEMPORARY Destroy when superseded
<b>02.29.00</b>	<b>STANDARDS (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of TAHO.  See - STATE RECORDS GUIDELINES & ADVICES (GOVERNMENT RECORDKEEPING) - for the development and issue of Guidelines under section 10A of the Archives Act 1983.	

02.29.01	Records documenting the development of Standards eg Customer Service Standards	TEMPORARY Destroy 2 years after date superseded
<b>02.30.01</b>	<b>STOCKTAKE (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities associated with the examination and counting of Archival and Heritage Collection items to identify missing items and determine the condition of the existing items.  See - ACQUISITION - for acquisitions	
02.30.01	List of missing items	TEMPORARY Destroy when superseded
02.30.02	Records documenting a survey of our holdings for a specific purpose.	TEMPORARY Destroy when reference ceases
<b>02.31.00</b>	<b>STORAGE (ARCHIVE AND HERITAGE COLLECTION MANAGEMENT)</b>	
	The activities involved in planning and managing the physical and digital storage requirements for the State archives and heritage collections. Includes the assessment of space requirements.	
02.31.01	Records documenting digital storage management. Records may include; <ul style="list-style-type: none"> <li>• Briefing notes</li> </ul>	PERMANENT
02.31.02	Records documenting Repository Storage Management. Records may include; <ul style="list-style-type: none"> <li>• space management records</li> </ul>	TEMPORARY Destroy when reference ceases
<b>03.00.00</b>	<b>CHILD CARE AND EARLY YEARS DEVELOPMENT</b>	
	The function of the development and co-ordination of Child Care and Early Years policies and programs which involves consultation and liaison to the three spheres of government and the private and community sectors. It includes the regulation of child care through licensing and registration of child care services; implementation of, and ensuring compliance with, legislation  See DA No. 2157 - for the development of legislation	
<b>03.01.00</b>	<b>ADVICE (CHILD CARE AND EARLY YEARS DEVELOPMENT)</b>	
	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.  See - DA No. 2157 where the organisation is responding to Ministerial requests for advice or comments	
03.01.01	Records documenting advice on Child Care Licensing matters and/or the interpretation of the Child Care Licensing standards, where further action may be required due to significant issues arising.  See - 03.04.01 for development of Child Care Licensing standards	PERMANENT
03.01.02	Records documenting advice on licensing matters and/or the interpretation of the Child Care completed Standards, from which no significant issues arise.	TEMPORARY Destroy 7 years after action completed

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03.01.03	<p>Records documenting the provision of advice to industry and relevant organisations on significant child care and early years development issues and and/or authoritative advice that affects childcare and early years policy. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	PERMANENT
03.01.04	<p>Records documenting the provision of advice to industry and relevant organisations on non-significant child completed care and early years development issues and and/or authoritative advice that does not affect childcare policy. .</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
03.01.05	<p>Records documenting the receipt and provision of general advice or routine information.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
03.01.06	<p>Source data that is not considered necessary to substantiate advice</p>	<p>TEMPORARY Destroy when reference ceases</p>
03.02.00	<p><b>AUDIT (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p> <p>See - COMPLIANCE - for complying with standards and requirements</p> <p>See – IMPLEMENTATION - for the implementation and monitoring of processes, programs and services.</p> <p>See – STANDARDS - for the standards against which the project or procedure is being audited</p>	
03.02.01	<p>Records documenting internal and external audits relating to the Child Care &amp; Early Years Development function that result in changes to existing policy or procedures. Including:</p> <ul style="list-style-type: none"> <li>• recommendations</li> <li>• implementation plans</li> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>	PERMANENT



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03.02.02	<p>Records documenting internal and external audits relating to the Child Care &amp; Early Years Development function that do not result in changes to existing policy or procedures.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• recommendations</li> <li>• implementation plans</li> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
03.02.03	<p>Internal audit working papers and routine correspondence relating to internal and external audits</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
03.03.00	<p><b>CHILD CARE DETERMINATIONS (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities covering the requirement to determine the fitness and propriety of individuals as covered by the relevant Act, Regulations and Standards.</p> <p>See - LICENSING - for the granting of licenses to childcare services</p>	
03.03.01	<p>Records documenting investigations of individuals to determine their fitness and propriety under the legislation.</p>	<p>PERMANENT</p>
03.03.02	<p>Records of applications for 'fitness and propriety'.</p>	<p>TEMPORARY Destroy 50 years after action complete</p>
03.04.00	<p><b>CHILDCARE LICENSING STANDARDS (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with the development and issue of Child Care Licensing Standards under the provisions of legislation. Includes the development process that reflects the Government's desire to safeguard children through issuing of licensing standards.</p> <p>See – COMPLIANCE - for the activities associated with complying with mandatory standards and statutory requirements.</p> <p>See – STANDARDS - for industry, government and agency compliance standards.</p>	
03.04.01	<p>Records relating to the development and review of Child Care Licensing Standards and regulations, and codes of practice, including master copies of Childcare Standards. Records may include:</p> <ul style="list-style-type: none"> <li>• significant drafts</li> <li>• records of consultation with relevant organisations and government agencies</li> </ul> <p>See - 03.01.01 for advice on licensing matters where significant issues arise</p>	<p>PERMANENT</p>

<p><b>03.05.00</b></p>	<p><b>COMMITTEES (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See – MEETINGS - for forums and the meetings of individuals and groups such as working groups that are not considered committees.</p>	
<p>03.05.01</p>	<p>Records of the Minister's Child Care Advisory Council. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the Council</li> </ul>	<p>PERMANENT</p>
<p>03.05.02</p>	<p>Records of internal committees, external committees and task forces where the agency has the administrative or secretariat role that make decisions about child care and early years development policy, legislative requirements and childcare standards. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>PERMANENT</p>
<p>03.05.03</p>	<p>Records of external committees where the organisation does not have the administrative or secretariat role. completed Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>03.05.04</p>	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p><b>03.06.00</b></p>	<p><b>COMPLIANCE (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organization is subject. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p> <p>See – DA NO. 2157 for the process of validating compliance against records.</p> <p>See – DA NO. 2157 for examinations of facilities, items and equipment.</p> <p>See - CHILDCARE DETERMINATIONS - for determinations of fitness and propriety for child care providers.</p>	

03.06.01	Records documenting compliance of the agency with mandatory optional standards and with statutory completed requirements relating to the child care and early years function.	TEMPORARY Destroy 7 years after action completed
<b>03.07.00</b>	<b>EVALUATION (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.  See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring).	
03.07.01	Records documenting the evaluation and ongoing monitoring of child care and early years development activities, programs or services.  See - 03.20.01 for reviews of Child Care & Early Years Development activities	TEMPORARY Destroy 7 years after action completed
03.07.02	Records documenting feedback on programs and delivery methods. These may include: <ul style="list-style-type: none"> <li>completed evaluation forms</li> </ul>	TEMPORARY Destroy 3 years after action completed
<b>03.08.00</b>	<b>GRANT ADMINISTRATION (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities associated with the administration of grants received by the agency and distributed to organisations and individuals.	
03.08.01	Register of grant funds issued	PERMANENT
03.08.02	Records documenting the administration and the distribution of grant funds to child care and early years development organisations and individuals. This may include State and Commonwealth grants and agency level service grants.	TEMPORARY Destroy 7 years after action completed
03.08.03	Records documenting the financial management of grants issued by contracts under seal	TEMPORARY Destroy 13 years after expiry, completion or termination of agreement or contract
03.08.04	Records documenting unsuccessful grant applications	TEMPORARY Destroy 2 years after action completed
<b>03.09.00</b>	<b>IMPLEMENTATION (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  See - REVIEWING - for re-evaluation of objectives of the plan, procedure etc, that was implemented.  See – EVALUATION - for the evaluation of early years and child care programs.	

03.09.01	<p>Records documenting the implementation of plans, policies and procedures of early years development and child care services.</p> <p>See – 03.21.01 for implementation of government standards</p>	<p>TEMPORARY Destroy 5 years after superseded</p>
03.10.00	<p><b>JOINT VENTURES (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.</p> <p>See – LIAISON – for other collaboration between organisations that are not joint ventures</p>	
03.10.01	<p>Records documenting arrangements for, and the management of, joint ventures and partnerships including the establishment, maintenance, and of agreement or contract review of agreements and contracts.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• co-research</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• partnership agreements</li> <li>• service agreements)</li> <li>• progress reports</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination</p>
03.10.02	<p>Records documenting the negotiation and planning of joint ventures that do not proceed</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
03.11.00	<p><b>LIAISON (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See – DA No. 2157 - for relationships with Government Agencies</p>	
03.11.01	<p>Records documenting liaison activities, involving the agency as a member of a relevant organisation, industry body or relevant child care organisation that are not joint ventures or partnerships.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• contact lists</li> <li>• addresses</li> <li>• exchange of routine information</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
03.12.00	<p><b>LICENSING (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b></p> <p>The activities associated with licensing and monitoring child care services.</p> <p>See - CHILDCARE DETERMINATIONS - for determinations of fitness and propriety for individuals as required under the relevant Act, Regulations and Standards.</p>	

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03.12.01	<p>Register of Licensed Child Care Services. Including:</p> <ul style="list-style-type: none"> <li>• centre-based services</li> <li>• long day care</li> <li>• occasional care</li> <li>• play centres</li> <li>• outside school hours care</li> <li>• family day care schemes</li> <li>• home-based services</li> </ul> <p>See - 03.01.01 for advice on licensing matters where significant issues arise</p>	PERMANENT
03.12.02	<p>Records documenting the granting or renewing of licenses to approved registration bodies, family day care schemes, centre-based (long day care, occasional care, play centres), outside school hours care and home-based services.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• license report</li> <li>• correspondence</li> <li>• copies of first aid certificates</li> <li>• copies of qualification records</li> <li>• registration/licence certificate</li> </ul>	<p>TEMPORARY</p> <p>Destroy 25 years after licence expires or is revoked</p>
03.12.03	<p>Records documenting the withdrawn applications for licensing as childcare service providers, whether as an approved registration body, centre based care or home based care.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• correspondence</li> <li>• license report</li> <li>• copies of first aid certificates</li> <li>• copies of qualification records</li> <li>• notification of outcome</li> </ul>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
03.12.04	<p>Records documenting the determination and indexing of fees &amp; charges for:</p> <ul style="list-style-type: none"> <li>• new licence applications</li> <li>• renewal of licence</li> <li>• late lodgement of application for renewal of licence</li> <li>• amendment of licence</li> <li>• replacement licence</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after superseded</p>
03.12.05	<p>Records documenting the investigation of complaints about actions, activities or facilities of child care services. This may include possible breaches of legislation and standards which do not lead to disciplinary action.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed or when the child has reached 25 years of age, whichever is the later</p>
03.12.06	<p>Records documenting the investigation of complaints raised about</p> <ul style="list-style-type: none"> <li>• actions or activities</li> <li>• facilities of child care services</li> <li>• possible breaches of legislation and standards which lead to disciplinary action.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 25 years after licence expires or is revoked</p>

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03.12.07	Register of reviewable decisions including decisions that involve: <ul style="list-style-type: none"> <li>• refusal to grant/renew a licence</li> <li>• cancellation of licence</li> <li>• suspension of licence</li> <li>• specified letters of censure</li> <li>• specified fines</li> </ul>	PERMANENT
03.12.08	Records documenting appeals against a child care licensing decision	TEMPORARY Destroy 7 years after action completed
03.12.09	Records documenting the continued monitoring and support to child care services.	TEMPORARY Destroy 7 years after action completed
<b>03.13.00</b>	<b>MEETINGS (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.  See - COMMITTEES - for the meetings of committees and task forces.	
03.13.01	Records of state-wide meetings, senior officer meetings and inter-agency meetings that deal with child care standards, policy, state-wide child care issues and other significant child care matters. Records may include: <ul style="list-style-type: none"> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the meetings</li> </ul>	PERMANENT
03.13.02	Minutes, agendas and supporting documentation of meetings not including significant meetings. These may include: <ul style="list-style-type: none"> <li>• Sub-committees where issues are subsequently dealt with by superior bodies</li> <li>• working groups</li> <li>• team meetings</li> </ul>	TEMPORARY Destroy when reference ceases
03.13.03	Records documenting the administration or conduct of meetings including notices of meetings and routine correspondence	TEMPORARY Destroy when reference ceases
<b>03.14.00</b>	<b>PLANNING (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
03.14.01	Records documenting final versions of plans and significant projects for the Childcare and Early Years Development function.	PERMANENT
03.14.02	Records documenting the administration of the planning process	TEMPORARY Destroy 7 years after action completed
<b>03.15.00</b>	<b>POLICY (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.	

03.15.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. Records may include: <ul style="list-style-type: none"> <li>• master copy of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders relating to the development of policy.</li> </ul>	PERMANENT
<b>03.16.00</b>	<b>PROCEDURES (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
03.16.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Child Care and Early Years Development function	TEMPORARY Destroy 5 years after superseded
03.16.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 2 years after action completed
<b>03.17.00</b>	<b>PROGRAM DELIVERY (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The function of conducting programs and support activities which enhance children's learning prior to kindergarten.	
	See - CURRICULUM DEVELOPMENT AND MANAGEMENT - for development of programs, resources and support material for Childcare and Early Years Development program delivery.	
03.17.01	Records documenting the delivery of early years programs to other government and non-government agencies and support groups. These may include: <ul style="list-style-type: none"> <li>• details of programs</li> <li>• delivery and assessment strategies</li> <li>• training plans</li> <li>• session plans</li> <li>• training materials</li> </ul>	TEMPORARY Destroy 5 years after superseded
03.17.02	Records documenting administrative arrangements for program delivery. Records may include: <ul style="list-style-type: none"> <li>• venue bookings</li> <li>• equipment bookings</li> <li>• timetabling</li> <li>• program notices</li> <li>• notices to programs participants</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>03.18.00</b>	<b>REPORTING (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
03.18.01	Statistical information collected by or for the agency which is not forwarded to the Australian Bureau of Statistics (ABS). This may include reports and submissions to external committees for the purpose of national children's services data collection	PERMANENT

03.18.02	Internal reports on the Child Care & Early Years Development function that are consolidated into a whole of agency report	TEMPORARY Destroy 5 years after action completed
03.18.03	Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed
03.18.04	Records documenting responses to questionnaires and surveys requested by outside organisations	TEMPORARY Destroy 2 years after action completed
<b>03.19.00</b>	<b>RESEARCH (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.	
03.19.01	Final research reports and summaries	PERMANENT
03.19.02	Research material which is considered necessary to substantiate research findings or which is important for future research	PERMANENT
03.19.03	Research material which is not considered necessary to substantiate research findings and is not important for future research	TEMPORARY Destroy when reference ceases
<b>03.20.00</b>	<b>REVIEWING (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See – EVALUATION - for initial evaluation and monitoring.	
	See - IMPLEMENTATION - for implementing plans, policies and procedures	
03.20.01	Records documenting reviews of Child Care & Early Years Development activities, programs, strategies and operations including recommendations and advice  See – 03.07.01 for evaluation of child care programs or services	TEMPORARY Destroy 5 years after action completed
<b>03.21.00</b>	<b>STANDARDS (CHILD CARE &amp; EARLY YEARS DEVELOPMENT)</b>	
	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
03.21.01	Records documenting the implementation of industry, government and agency compliance standards, regulations and codes of practice  See – 03.01.01 for advice on licensing matters where significant issues arise  See - 03.09.01 for implementation of plans, policies & procedures	TEMPORARY Destroy 7 years after action completed



<p><b>04.00.00</b></p>	<p><b>CURRICULUM DEVELOPMENT &amp; MANAGEMENT</b>                  The function of designing and developing the curriculum framework for the compulsory years of schooling for government schools, providing curriculum support for government and non-government schools and recommending curriculum for the pre-school years.                   Includes the development of curriculum policies and guidelines relating to curriculum content, pedagogical approaches, student learning outcomes and standards and assessment.                   Also includes the design and management of resources to support educators, consultation with stakeholders and liaison with other jurisdictions.</p>	
<p><b>04.01.00</b></p>	<p><b>ACQUISITION (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>                   The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.                   See – DA No. 2157 for the process of receiving and assessing tenders.</p>	
<p>04.01.01</p>	<p>Records documenting the acquisition of curriculum development materials including associated licensing arrangements</p>	<p>TEMPORARY                  Destroy 7 years after date of purchase or expiry of the licence whichever is later</p>
<p><b>04.02.00</b></p>	<p><b>ADVICE (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>                   The activities associated with offering opinions by or to the organisation as to an action of judgement. Includes the process of advising.</p>	
<p>04.02.01</p>	<p>Records documenting the provision of advice to relevant organisations (including schools) on significant curriculum development and management issues and/or authoritative advice that affects policy. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>PERMANENT</p>
<p>04.02.02</p>	<p>Records documenting the provision or receipt of advice on curriculum development and management issues that are general in nature and advice that does not affect policy. Including:</p> <ul style="list-style-type: none"> <li>• requests from schools or clusters</li> <li>• requests on data analysis</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<p>04.02.03</p>	<p>Source data that is not considered necessary to substantiate advice</p>	<p>TEMPORARY                  Destroy when reference ceases</p>

04.02.04	Records documenting the provision of administrative advice and support for implementing curriculum programs and processes. Records may include: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• procedures</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>04.03.00</b>	<b>AGREEMENTS (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>  The processes associated with the establishment, maintenance, review and negotiation of agreements.  See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time.	
04.03.01	Agreements with relevant authorities. These may include: - <ul style="list-style-type: none"> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• contracts</li> <li>• service agreements</li> </ul>	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement
04.03.02	Records documenting the administration of formal agreements with relevant authorities. These may include: <ul style="list-style-type: none"> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract
04.03.03	Internal service level agreements. These may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement
04.03.04	Records documenting the administration of internal service level agreements	TEMPORARY – Destroy when reference ceases
<b>04.04.00</b>	<b>ASSESSMENT (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b> Acquiring information and making judgments about processes, programs, learning and competence.  See - EDUCATIONAL MEASUREMENT MONITORING & REVIEW (07.00.00) - for student-related assessment	
04.04.01	Records documenting the development of curriculum assessment resources. These may include: <ul style="list-style-type: none"> <li>• assessment tools</li> <li>• assessment checklists</li> </ul>	TEMPORARY Destroy 7 years after action completed
04.04.02	Records documenting validation of the curriculum assessment process. Records may include: <ul style="list-style-type: none"> <li>• samples of assessment</li> <li>• instruments and assessment evidence</li> </ul>	TEMPORARY Destroy 7 years after action completed

<b>04.05.00</b>	<p><b>COMMITTEES (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities associated with the management of committee and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See – MEETINGS– for forums and the meetings of individuals and groups such as working groups that are not considered committees.</p>	
04.05.01	<p>Records of internal committees, external committees and task forces for the curriculum development and management function where the agency has the administrative or secretariat role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	PERMANENT
04.05.02	<p>Records of external committees where the organisation does not have the administrative or secretariat role.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
04.05.03	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
<b>04.06.00</b>	<p><b>COMPLIANCE (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national or international standards</p> <p>See - DA No. 2157 - for the process of validating compliance against records.</p>	
04.06.01	Records documenting compliance with agency, state and national standards and statutory requirements.	PERMANENT
<b>04.07.00</b>	<p><b>CONTRACTING OUT (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p>See –DA No. 2157 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p>	

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04.07.01	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties. These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• service agreements</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• progress reports</li> <li>• service agreement reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
04.07.02	<p>Signed contracts under seal and supporting documentation for the management of work or provision of services by external parties. This may include:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>	<p>TEMPORARY Destroy 13 years after expiry, completion or termination of agreement or contract</p>
04.07.03	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement</p>
04.07.04	<p>Records documenting negotiations with prospective service providers including:</p> <ul style="list-style-type: none"> <li>• offers of services</li> <li>• expression of interest</li> <li>• receipt of promotional material</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
04.08.00	<p><b>CURRICULUM DEVELOPMENT (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities associated with the planning and development of resources including online resources for the development of course and support material for learning delivery, and assessment. Includes resources for early years development programs.</p> <p>See - CHILD CARE &amp; EARLY YEARS - PROGRAM DELIVERY - for the delivery of early childhood programs.</p> <p>See – EVALUATION - for evaluation of the curriculum</p> <p>See – REVIEWING - for review of the curriculum</p>	
04.08.01	<p>Records documenting syllabus development. Records may include:</p> <ul style="list-style-type: none"> <li>• annotated and illustrative samples</li> <li>• standards and stages</li> <li>• rating scales and assessment guides</li> </ul>	<p>TEMPORARY Destroy 7 years after superseded</p>
04.08.02	<p>Resources and publications used to support the development of the curriculum. Records may include:</p> <ul style="list-style-type: none"> <li>• audit and evaluation tools</li> <li>• materials to support planning and assessment</li> </ul>	<p>TEMPORARY Destroy 10 years after superseded</p>

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04.08.03	Records documenting the Tasmanian curriculum. Records may include: <ul style="list-style-type: none"> <li>• final versions of the curriculum</li> <li>• significant drafts of the curriculum</li> <li>• records of consultations with key stakeholders</li> </ul>	PERMANENT
04.08.04	Draft documents relating to the development of the curriculum that are not considered of long-term significance	TEMPORARY Destroy when reference ceases
04.08.05	Records documenting the accreditation or sanction of a syllabus and its content once it has been developed	PERMANENT
04.08.06	Records documenting proposed changes to the syllabus	TEMPORARY Destroy 7 years after action completed
04.08.07	Copies of curriculum and syllabi from other jurisdictions used in developing the Tasmanian curriculum. May also include <ul style="list-style-type: none"> <li>• background and research material</li> </ul>	TEMPORARY Destroy when reference ceases
04.08.08	Records documenting agency work on the curriculums and syllabi of other jurisdictions	TEMPORARY Destroy 7 years after action completed
<b>04.09.00</b>	<b>DISTRIBUTION (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services	
04.09.01	Records documenting the internal and external distribution of curriculum resources for use in schools and colleges	TEMPORARY Destroy when reference ceases
<b>04.10.00</b>	<b>EVALUATION (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
	See – REVIEWING– for the re-evaluation process (after implementation, use and monitoring).	
04.10.01	Records documenting the evaluation and ongoing monitoring of curriculum and educational standards	TEMPORARY Destroy 7 years after action completed
<b>04.11.00</b>	<b>IMPLEMENTATION (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment.	
	Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
	See - REVIEWING or re-evaluation of objectives of the plan, procedure etc, that was implemented.	

04.11.01	<p>Records documenting the implementation and support of curriculum programs and processes to meet agency schedules and standards. These may include:</p> <ul style="list-style-type: none"> <li>• advice sent to and received from DoE business units</li> <li>• reports from project managers</li> <li>• records of meetings</li> </ul>	<p><b>TEMPORARY</b> Destroy 10 years after action completed</p>
04.12.00	<p><b>JOINT VENTURES (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.</p> <p>See - LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See – AGREEMENTS - for establishment, maintenance and review of agreements.</p>	
04.12.01	<p>Records documenting arrangements for, and the management of joint ventures.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• co-research</li> <li>• partnership agreements</li> <li>• programs</li> <li>• projects</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after expiry, completion or termination of agreement or contract</p>
04.13.00	<p><b>LIAISON (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 - for relationships with Government Agencies</p>	
04.13.01	<p>Records documenting liaison with</p> <ul style="list-style-type: none"> <li>• professional organisations</li> <li>• industry bodies</li> <li>• industry professionals</li> <li>• other organisations</li> <li>• community interest groups.</li> </ul>	<p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
04.14.00	<p><b>MEETINGS (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p>See – COMMITTEES - for the meetings of committees and task forces.</p>	

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04.14.01	Master set of minutes, agenda papers and supporting documentation of significant meetings	TEMPORARY Destroy 5 years after action completed
04.14.02	Minutes, agenda and supporting documentation of non-significant meetings. These may include: <ul style="list-style-type: none"> <li>• Sub-committee records of issues that are subsequently dealt with by superior bodies</li> <li>• working groups</li> <li>• team meetings</li> <li>• Ad hoc meetings of individual sections of units</li> <li>• Business Unit Management meetings</li> </ul>	TEMPORARY Destroy 2 years after action completed
04.14.03	Records relating to the conduct of meetings including notices of meetings, routine correspondence and administrative arrangements	TEMPORARY Destroy 2 years after action completed
<b>04.15.00</b>	<b>PLANNING (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
04.15.01	Final versions of significant plans for the Curriculum Development & Management function	PERMANENT
04.15.02	Records documenting final versions of non-significant plans for the Curriculum Development & Management function	TEMPORARY Destroy 7 years after action completed
04.15.03	Records documenting the administration of the planning process	TEMPORARY Destroy 7 years after superseded
<b>04.16.00</b>	<b>POLICY (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.	
	SEE - DA2158 - for non-significant drafts of policy documents	
04.16.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. This includes: <ul style="list-style-type: none"> <li>• master copies of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	PERMANENT
<b>04.17.00</b>	<b>PROCEDURES (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
04.17.01	Final versions of agency manuals and instructions relating to the curriculum development & management function	PERMANENT

04.17.02	Records documenting the development of agency procedures.	TEMPORARY Destroy 1 year after agency manual or instructions are superseded
<b>04.18.00</b>	<b>PROJECT MANAGEMENT (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	<p>The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. (Note – the Tasmanian Government Project Management Guidelines are likely to be the documentation model for records of this activity).</p> <p>See – CURRICULUM DEVELOPMENT - for project outputs that are components of the Tasmanian curriculum or its development and management, and for source data that is used to substantiate reports.</p>	
04.18.01	<p>Formal documentation as defined by project management methodology for the management of significant projects relating to the curriculum.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review, and evaluation reports</li> <li>• stakeholder analysis</li> <li>• communication and marketing plans</li> </ul>	PERMANENT
04.18.02	Records documenting the management of projects that are not considered to be of long-term significance	TEMPORARY Destroy 7 years after project closure
<b>04.19.00</b>	<b>REPORTING (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p>Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>	
04.19.01	Final versions of formal internal and external published reports prepared by or for the whole of agency that are sent to external reporting bodies as part of national reporting agreements	TEMPORARY Destroy 5 years after action completed
04.19.02	Internal reports that are consolidated into a whole of agency report for use by the agency	TEMPORARY Destroy after reference ceases
04.19.03	<p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including:</p> <ul style="list-style-type: none"> <li>- copies of returns completed</li> <li>- related correspondence</li> </ul>	TEMPORARY Destroy 5 years after action completed
04.19.04	Statistical information collected by or for the agency relating to major curriculum development & management activities of the agency that is not forwarded to the Australian Bureau of Statistics (ABS) .	PERMANENT



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04.19.05	Statistical information collected by or for the agency relating to minor curriculum development & management activities of the agency and not forwarded to the Australian Bureau of Statistics (ABS).	TEMPORARY Destroy 5 years after action completed
04.19.06	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed
<b>04.20.00</b>	<b>RESEARCH (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.	
04.20.01	Records documenting research applications, submissions, approvals and the administration of research processes. This may include: <ul style="list-style-type: none"> <li>• application forms</li> <li>• submissions</li> <li>• approval notifications</li> <li>• agreements</li> <li>• guidelines and proformas</li> </ul>	TEMPORARY Destroy 10 years after action completed
04.20.02	Records documenting research carried out to support curriculum development & management. This may include: <ul style="list-style-type: none"> <li>• internal surveys and questionnaires</li> <li>• working papers</li> </ul>	TEMPORARY Destroy 5 years after action completed
04.20.03	Formal research findings and summaries of research undertaken	PERMANENT
<b>04.21.00</b>	<b>REVIEWING (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.  See – EVALUATION - for initial evaluation and monitoring.  See - IMPLEMENTATION - for putting processes and procedures into action.	
04.21.01	Records documenting curriculum reviews	PERMANENT
04.21.02	Records documenting changes to course/subject content based on changing requirements, feedback and review	TEMPORARY Destroy 7 years after superseded
<b>04.22.00</b>	<b>STANDARDS (CURRICULUM DEVELOPMENT &amp; MANAGEMENT)</b>	
	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation	
04.22.01	Records documenting the agency's implementation and monitoring of agency, state and national standards	PERMANENT

<p><b>05.00.00</b></p>	<p><b>EDUCATION &amp; TRAINING STRATEGY</b></p> <p>The function of developing strategic education policy and advice to improve the quality and delivery of education and training services in Tasmania. Includes research, inter-government liaison, management of critical projects and provision of strategic policy advice to government in relating to educational issues. Also includes the development of policies and standards to address equity and access issues for all learners and policy advice on national and State policy for Vocational Education and Training.</p> <p>See REVIEWING for the reviewing and endorsement of training packages.</p> <p>See EDUCATION &amp; TRAINING SUPPORT for access and equity support provided to learners.</p> <p>See EDUCATIONAL MEASUREMENT MONITORING &amp; REVIEW for reporting on significant educational issues and providing advice on all matters relating to the evaluation and review of educational processes and the assessment of student learning outcomes.</p> <p>See DA No. 2157 for the development, monitoring and reviewing of business plans and corporate plans and the formulation and amendment of legislation administered by the agency.</p>	
<p><b>05.01.00</b></p>	<p><b>ACQUISITION (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of gaining ownership or use of property and other items relating to the Education and Training Strategy function.</p>	
<p>05.01.01</p>	<p>Resources acquired from other jurisdictions for the development of education and training strategies such as work experience and e-learning. Records may include:</p> <ul style="list-style-type: none"> <li>• training packages</li> <li>• learning support materials</li> <li>• assessment guides</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p><b>05.02.00</b></p>	<p><b>ADVICE (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising relating to the Education and Training Strategy function</p> <p>See CONTRACTING-OUT for records documenting the provision of consultancy services</p>	
<p>05.02.01</p>	<p>Records documenting the provision of advice to industry and relevant organisations on significant education &amp; training strategy issues and/or authoritative advice that affects policy. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>PERMANENT</p>

05.02.02	<p>Records documenting the provision or receipt of advice on education &amp; training strategy issues that are general in nature and advice that does not affect policy. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul> <p>See DA2158 for source data that is not considered necessary to substantiate advice</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
05.02.03	<p>Records documenting consultation with key stakeholders that affects policy, including community forums.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<b>05.03.00</b>	<p><b>AGREEMENTS (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of Agreements relating to the Education and Training Strategy function.</p> <p>See DA2157 for internal service level agreements.</p>	
5.03.01	<p>Agreements and supporting documents with relevant authorities such as:</p> <ul style="list-style-type: none"> <li>• Registered Training Organisations</li> <li>• Commonwealth Department Education and Training (DET)</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action expiry, completion or termination of agreement or contract</p>
<b>05.04.00</b>	<p><b>COMMITTEES (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) relating to the Education and Training Strategy function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See MEETINGS for forums and the meetings of individuals and groups such as internal business units and working groups that are not considered committees</p>	
05.04.01	<p>Records of internal committees, external committees and task forces for the Education &amp; Training Strategy function, where the agency has the administrative or secretariat role. Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>PERMANENT</p>

05.04.02	<p>Records of external committees where the organisation does not have the administrative or secretariat role. Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 5 years after action completed.</p>
05.04.03	<p>Records relating to the conduct and administration of committees. Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> <li>• venues &amp; travel arrangements</li> </ul>	<p><b>TEMPORARY</b>                  Destroy when reference ceases</p>
<b>05.05.00</b>	<p><b>COMPLIANCE (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject relating to the Education and Training Strategy function. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p>	
05.05.01	<p>Records documenting compliance of the agency with mandatory or optional standards and with statutory requirements relating to the education &amp; training strategy function. Includes those set out in:</p> <ul style="list-style-type: none"> <li>• Education Act</li> <li>• Teachers Registration Act</li> <li>• Personal Information Protection Act</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Secretary's Instructions</li> <li>• Parent's Plain English student reports</li> <li>• Documentation of employment of unregistered teachers</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed.</p>
<b>05.06.00</b>	<p><b>CONTRACTING-OUT (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, Sometimes referred to as outsourcing</p>	
05.06.01	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties. Records may include:</p> <p>- contracts of agreement or contract</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• service agreements</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• progress reports</li> <li>• service agreement reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after action expiry, completion or termination of agreement or contract</p>

05.06.02	<p>Records documenting the management of contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after action expiry, completion or termination of agreement or contract</p>
05.06.03	<p>Records documenting negotiations with prospective service providers that do not result in an agreement or contract, Records may include:</p> <ul style="list-style-type: none"> <li>• offers of services</li> <li>• expression of interest</li> <li>• receipt of promotional material.</li> </ul>	<p><b>TEMPORARY</b>                  Destroy when reference ceases</p>
05.07.00	<p><b>EVALUATION (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the Education and Training Strategy function. Includes ongoing monitoring.</p> <p>See REVIEWING for the re-evaluation process</p>	
05.07.01	<p>Records documenting the evaluation and ongoing monitoring of education and training programs.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed.</p>
05.08.00	<p><b>IMPLEMENTATION (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven relating to the Education and Training Strategy function. Includes use of applications and systems and their monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p>See REVIEWING for re-evaluation of objectives of the plan, procedure etc., that was implemented.                  See MEETINGS records of meetings                  See PROCEDURES for records of procedures</p>	
05.08.01	<p>Records documenting the implementation of education &amp; training Programs and processes to meet agency schedules and standards. Records may include:</p> <ul style="list-style-type: none"> <li>• advice sent to and received from agency and corporate units</li> <li>• reports from project managers</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed.</p>
05.08.02	<p>Records documenting the provision of administrative advice and support for implementing educational and training programs and processes. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• advice sent to schools</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed.</p>
05.08.03	<p>Records documenting the implementation of training packages. Records may include:</p> <ul style="list-style-type: none"> <li>• implementation schedules</li> <li>• stakeholder lists</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>

<b>05.09.00</b>	<p><b>LIAISON (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups relating to the Education and Training Strategy function. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See DA No. 2157 for relationships with Government Agencies</p>	
05.09.01	<p>Records documenting liaison with:</p> <ul style="list-style-type: none"> <li>• professional organisations</li> <li>• industry bodies</li> <li>• industry professional</li> <li>• other organisations</li> <li>• community interest groups.</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<b>05.10.00</b>	<p><b>MARKETING (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of analysing, creating and selling products and services relating to the Education and Training Strategy function. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p>	
05.10.01	<p>Records relating to the marketing and promotion of education and training services of the agency including advertising and participation in exhibitions. Records may include:</p> <ul style="list-style-type: none"> <li>• advertising</li> <li>• media releases</li> <li>• sponsorship records</li> <li>• campaign material</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>05.11.00</b>	<p><b>MEETINGS (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters relating to the Education and Training Strategy function. Includes arrangements, agenda, taking of minutes etc. Meeting groups include:</p> <ul style="list-style-type: none"> <li>• Flexible Learning Advisory Group</li> <li>• AE ShareNet Meetings</li> <li>• Essential Learnings for All</li> <li>• Women in Building and Construction</li> </ul>	
05.11.01	<p>Master set of minutes, agenda papers and supporting documentation of meetings.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
05.11.02	<p>Records documenting the administration or conduct of meetings including notices of meetings and routine correspondence.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<b>05.12.00</b>	<p><b>PLANNING (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of formulating ways in which objectives can be achieved relating to the Education and Training Strategy function. Includes determination of services, needs and solutions to those needs.</p> <p>See PROJECT MANAGEMENT for plans related to projects See DA No. 2157 for records documenting the development and revision of strategic, corporate or business plans including final versions of plans.</p>	
05.12.01	<p>Records documenting the planning process. Records may include:</p> <ul style="list-style-type: none"> <li>• business improvement plans</li> <li>• operational plans</li> <li>• planning documentation</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after action completed</p>
<b>05.13.00</b>	<p><b>POLICY (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making relating to the Education and Training Strategy function. Such activities serve as the basis from which the organisation's operating procedures are determined.</p>	
05.13.01	<p>Records documenting the development of policy and documenting policy decisions and the establishment of precedents. Records may include:</p> <ul style="list-style-type: none"> <li>• master copies of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> <li>• discussion papers</li> <li>• guidelines</li> <li>• programs</li> <li>• projects</li> </ul>	<p><b>PERMANENT</b></p>
<b>05.14.00</b>	<p><b>PROCEDURES (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>Standard methods of operating laid down by an organisation according to formulated policy relating to the Education and Training Strategy function.</p>	
05.14.01	<p>Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the education &amp; training strategy function.</p>	<p><b>TEMPORARY</b> Destroy 7 years after superseded</p>
<b>05.15.00</b>	<p><b>PROJECT MANAGEMENT (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of bringing about change relating to the Education and Training Strategy function by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. (Note: the Tasmanian Government Project Management Guidelines are likely to be the documentation model for records of this activity.)</p> <p>See PLANNING for plans not relating to projects</p>	

05.15.01	Formal documentation as defined by project management methodology for the management of significant projects relating to education and training strategy. Records may include: <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review, and evaluation reports</li> <li>• stakeholder analysis</li> <li>• communication and marketing plans</li> </ul>	PERMANENT
05.15.02	Records documenting the management of projects that are not considered to be of long-term significance. Projects may include: <ul style="list-style-type: none"> <li>• Professional Experience in Isolated and Rural Schools (PEIRS)</li> <li>• Program Action Research Project</li> </ul>	TEMPORARY Destroy 7 years after project closure
<b>05.16.00</b>	<b>REPORTING (EDUCATION &amp; TRAINING STRATEGY)</b>	
	The processes relating to the Education and Training Strategy function, with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
05.16.01	Final versions of formal internal and external reports prepared by or for the whole of agency, on the education and training support function that are sent to external reporting bodies as part of national reporting agreements. This includes: <ul style="list-style-type: none"> <li>• data necessary to substantiate the reports.</li> <li>• statistical information of major education and training support activities not forwarded to the Australian Bureau of Statistics.</li> </ul>	PERMANENT
05.16.02	Internal reports on the education and training support function that are consolidated into a whole of agency report for use by the agency.	TEMPORARY Destroy when reference ceases
05.16.03	Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 5 years after action completed
05.16.04	Statistical information collected by or for the agency relating to minor education training and strategy activities of the agency and not forwarded to the Australian Bureau of Statistics.	TEMPORARY Destroy 5 years after action completed
05.16.05	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed
<b>05.17.00</b>	<b>RESEARCH (EDUCATION &amp; TRAINING STRATEGY)</b>	
	The activities relating to the Education and Training Strategy function involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.	
	See AGREEMENTS for agreements	



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05.17.01	<p>Formal research findings and summaries of research undertaken. research examples include:</p> <ul style="list-style-type: none"> <li>• Schools starting age</li> <li>• Full Time Prep from Day One</li> <li>• School Improvement</li> </ul>	PERMANENT
05.17.02	<p>Records documenting research applications, submissions, approvals and the administration of research processes. This may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• submissions</li> <li>• approval notifications</li> <li>• guidelines and proformas</li> </ul>	<p>TEMPORARY Destroy 10 years after action completed</p>
<b>05.18.00</b>	<p><b>REVIEWING (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The activities relating to the Education and Training Strategy function involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p>See EVALUATION for initial evaluation and monitoring. See IMPLEMENTATION for putting processes and procedures into action.</p>	
05.18.01	<p>Reviews of education and training strategy activities, programs, strategies and operations. Some examples include:</p> <ul style="list-style-type: none"> <li>• drug testing in schools</li> <li>• school resourcing</li> <li>• cluster management</li> </ul>	PERMANENT
<b>05.19.00</b>	<p><b>STANDARDS (EDUCATION &amp; TRAINING STRATEGY)</b></p> <p>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation relating to the Education and Training Strategy function.</p>	
05.19.01	<p>Records documenting the implementation of industry, government and agency compliance standards, regulations and codes of practice.</p>	PERMANENT

<p><b>06.00.00</b></p>	<p><b>EDUCATION &amp; TRAINING SUPPORT</b></p> <p>The function of providing support and services to Learning Services, educational institutions and educators including;</p> <ul style="list-style-type: none"> <li>• government schools,</li> <li>• non-government schools,</li> <li>• TAFE,</li> <li>• UTAS</li> <li>• training providers (including Registered Training Organisations, Group Training Organisations) and</li> <li>• home educators</li> </ul> <p>to enable the delivery of quality education and training in Tasmania.</p> <p>Also includes engaging with Industry and building industry relationships, providing support for employers and industry bodies.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Support for health and general welfare of students</li> <li>• Support for schools and colleges in the delivery of Vocational Education and Learning (VEL) programs</li> <li>• Consultation with industry related to training demand, funding priorities and training package development, review and implementation</li> <li>• Awards recognising the achievements of students, apprentices, trainees and employers within the vocational education sector</li> <li>• Administration of the department’s grants program</li> <li>• Disputes under Section 68, 67 and 54 of the Vocational Education and Training Act 1994</li> <li>• Administration of the funding agreement for non-government schools and organisations</li> <li>• Individual learning support for those at risk, those with special needs</li> <li>• Assist to develop school charters and school partnerships</li> <li>• Student transport needs.</li> </ul> <p>See - DA No. 2157 for records documenting meeting proceedings</p>	
<p><b>06.01.00</b></p>	<p><b>ACCREDITATION (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with formally certifying programs that meet a required or mandated standard. Includes the endorsement and review of National Training Packages, accreditation of new qualifications and development of vocational pathways.</p>	
<p><b>06.01.01</b></p>	<p>Records documenting the accreditation and review of national training packages and vocational and education &amp; training (VET) qualifications. Also involves the development of, or contribution to, training package resources.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Issue Verification/Validation Statements</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after course discontinued</p>
<p><b>06.02.00</b></p>	<p><b>ACQUISITION (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</p>	

06.02.01	<p>Records documenting the acquisition of training packages and learning resources including associated licensing arrangements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• training packages</li> <li>• learning support materials</li> <li>• assessment guides</li> <li>• teaching plans</li> <li>• student resources</li> <li>• teacher resources</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after date of purchase or expiry of licence, whichever is the later</p>
<b>06.03.00</b>	<p><b>ADVICE (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action of judgement. Includes the process of advising.</p>	
06.03.01	<p>Records documenting the provision of advice to relevant organisations and associations on significant education training and support issues and / or authoritative advice that affects policy. This may include advice to:</p> <ul style="list-style-type: none"> <li>• School Associations</li> <li>• Home Educators</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p><b>PERMANENT</b></p>
06.03.02	<p>Records documenting the provision or receipt of advice on education training and support issues that are general in nature and advice that does not affect policy. Includes advice to prospective students, apprentices and trainees on:</p> <ul style="list-style-type: none"> <li>• access to programs</li> <li>• tuition advice</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>
06.03.03	<p>Source data that is not considered to substantiate advice</p>	<p><b>TEMPORARY</b>                  Destroy when reference ceases</p>
<b>06.04.00</b>	<p><b>AGREEMENTS (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>	

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<p>06.04.01</p>	<p>Agreements with relevant authorities such as:</p> <ul style="list-style-type: none"> <li>• Department of Education, Science and Training (DEST)</li> <li>• The Learning Federation</li> <li>• University of Tasmania</li> <li>• Schools and School Associations</li> <li>• Royal Guide Dogs Association</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> </ul> <p>See - 06.20.01 - for School Partnership Agreements</p>	<p>TEMPORARY Destroy 7 years after termination of agreement</p>
<p>06.04.02</p>	<p>Records documenting the administration of formal agreements with relevant authorities such as:</p> <ul style="list-style-type: none"> <li>• Learning Federation</li> <li>• School Associations.</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement</p>
<p>06.04.03</p>	<p>Internal service level agreements. These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement</p>
<p>06.04.04</p>	<p>Records documenting the administration of internal service level agreements</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>06.04.05</p>	<p>Records documenting sponsorship agreements. Records may include</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• acceptance letters</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 4 years after sponsorship expires</p>
<p>06.04.06</p>	<p>Master copies of agreements developed for use by schools and DoE business units</p> <ul style="list-style-type: none"> <li>• acceptable use agreements for Information Communication Technologies (ICT)</li> <li>• responsible use of Information Communication Technologies (ICT)</li> </ul>	<p>TEMPORARY Destroy after superseded</p>

<p><b>06.05.00</b></p>	<p><b>APPEALS (DECISIONS) (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in the process of appeals against decisions by application to a higher authority.</p> <p>See – DISPUTES - for disputes and complaints with apprentices and trainees, including disputes to the Tasmanian Training Agreements Committee (TTAC) under Section 68 of the Vocational Education and Training Act 1994 (No 88 of 1994).</p> <p>See – DA No. 2157 - Freedom of Information (FOI) for appeals relating to Freedom of Information (FOI) applications where the case needs to be handled on the same file, for legislative or operational reasons.</p> <p>See – DA No. 2157 - for appeals relating to compensation claims and payments where the case needs to be handled on the same file, for legislative or operational reasons.</p> <p>See – DA No. 2157 - for appeals relating to recruitment.</p> <p>See – DA No. 2157 - for disciplinary appeals.</p>	
<p><b>06.05.01</b></p>	<p>Records documenting appeals or review of any action that relates to an employer or registered training organisation. Includes internal processes and those conducted by a higher authority. Records may include</p> <ul style="list-style-type: none"> <li>• Records of evidence</li> <li>• correspondence</li> <li>• checklists</li> </ul>	<p><b>TEMPORARY</b> Destroy 30 years after dispute has been finalised</p>
<p><b>06.06.00</b></p>	<p><b>ARRANGEMENTS (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p> <p>See - DA No. 2157 for arrangements for social functions.</p> <p>See - DA No. 2157 for arrangements for celebrations.</p> <p>See - DA No. 2157 for arrangements for ceremonies.</p> <p>See - DA No. 2157 for arrangements for conferences.</p>	
<p><b>06.06.01</b></p>	<p>Records documenting approval for interstate and overseas excursions by schools. Records may include:</p> <ul style="list-style-type: none"> <li>• travel warrants</li> <li>• interstate excursion forms</li> </ul>	<p><b>TEMPORARY</b> Destroy 2 years after excursion</p>

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06.06.02	<p>Records documenting arrangements for activities to support students, apprentices and trainees. Activities may include:</p> <ul style="list-style-type: none"> <li>• Low Vision Camps completed</li> <li>• Cultural Camps</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Medical forms</li> <li>• Medical action plans</li> <li>• Camp schedules</li> </ul> <p>See - 06.36.06 for records documenting support for students, apprentices and trainees</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.06.03	<p>Records documenting the arrangements for payment of allowances to students, apprentices and trainees. These records may include:</p> <ul style="list-style-type: none"> <li>• travel allowances</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.06.04	<p>Records documenting arrangements for student photographs to be used in agency publications. Records may include:</p> <ul style="list-style-type: none"> <li>• permission forms</li> </ul>	<p>TEMPORARY Destroy 7 years after the student leaves school or when they reach 25 years whichever is the later</p>
06.06.05	<p>Records documenting permission to operate a school canteen. Records may include:</p> <ul style="list-style-type: none"> <li>• approval permits</li> <li>• applications</li> <li>• certificates</li> </ul> <p>See 06.09.03 for School Canteen Handbook</p>	<p>TEMPORARY Destroy 2 years after approval expires</p>
<b>06.07.00</b>	<p><b>COMMITTEES (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.).</p> <p>Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
06.07.01	<p>Records of internal, external committees and task forces for the purpose of making decisions about Education &amp; Training Support functions, developing policy or to undertake reviews where the agency has the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>PERMANENT</p>
06.07.02	<p>Records of external committees where the agency does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>

06.07.03	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notices of meetings</li> <li>• routine correspondence</li> <li>• attendance</li> <li>• schedules</li> <li>• venues and travel arrangements</li> </ul>	<p>TEMPORARY Destroy after reference ceases</p>
06.08.00	<p><b>COMMUNITY &amp; LEARNING SUPPORT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with the provision of support to enable community involvement in education delivery and assisting learning by providing a range of delivery options, equipment, advocacy and assistance to learners in schools, colleges and non-school settings.</p> <p>Includes individual learning support for those at risk, those with special needs.</p> <p>See – AGREEMENTS - for the partnership agreements between the alternative education program providers and the Department of Education</p> <p>See – GRANT ADMINISTRATION - for the provision of funding to alternative education programs</p>	
06.08.01	<p>Records documenting the negotiations with other agencies, community groups and service providers including offers of services, expressions of interest for the provisions of education training and support programs.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• program proposals</li> <li>• education program outlines</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.08.02	<p>Registers containing details of equipment available to support individuals with special needs, including details of loans to students. Also includes details of vendor-loaned equipment</p>	<p>TEMPORARY Destroy 7 years after equipment disposed, or returned to vendor, whichever is later.</p>
06.08.03	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties including special assistance or tutorial support for students.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract or when the student reaches 25 years whichever is the latter.</p>

<p><b>06.09.00</b></p>	<p><b>COMPLIANCE (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p> <p>See - DA No. 2157 - for the process of validating compliance against records.</p> <p>See - DA No. 2157 for examinations of facilities, items and equipment</p>	
<p>06.09.01</p>	<p>Records documenting compliance of the agency with mandatory or optional standards and with statutory requirements relating to the Education &amp; Training Support function</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>06.09.02</p>	<p>Records received from training organisations in compliance with the Building and Construction Training Policy. Records may include:</p> <ul style="list-style-type: none"> <li>• Compliance declaration</li> <li>• Compliance plan</li> <li>• Compliance report and accompanying statutory declaration</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>06.09.03</p>	<p>Records documenting the development and final version of the School Canteen Handbook</p> <p>See – 06.06.05 for canteen permits</p>	<p>TEMPORARY Destroy 5 years after superseded</p>
<p><b>06.10.00</b></p>	<p><b>CONTRACTING-OUT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p>	
<p>06.10.01</p>	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties. These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• agreements</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p>06.10.02</p>	<p>Signed contracts under seal and supporting documentation for the management of work or provision of services by external parties. This may include:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> <li>• records of financial transactions</li> </ul>	<p>TEMPORARY Destroy 13 years after expiry, completion or termination of last agreement or contract.</p>
<p>06.10.03</p>	<p>Records documenting negotiations with prospective service providers including offers of services, expression of interest and receipt of promotional material</p>	<p>TEMPORARY Destroy after reference ceases</p>



<p><b>06.11.00</b></p>	<p><b>DISPUTES (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of handling any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.</p> <p>See - APPEALS (DECISIONS) - for appeals under Section 67 of the Vocational Education and Training Act 1994 (No 88 of 1994).</p> <p>See – DA No. 2157 - for disciplining staff members.</p> <p>See - DA 2157 - for disputes that result in lock-outs, strikes and other industrial action.</p> <p>Use - EDUCATION TRAINING SUPPORT - DISPUTES - Clients for disputes and complaints with employers under Section 54 Disputes (employer not fit and proper) of the Vocational Education &amp; Training Act 1994.</p>	
<p>06.11.01</p>	<p>Records documenting general complaints and disputes with employers and registered training organisations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports</li> <li>• records of evidence</li> <li>• correspondence</li> <li>• checklists</li> </ul>	<p>TEMPORARY</p> <p>Destroy 30 years after the dispute has been finalised</p>
<p>06.11.02</p>	<p>Records documenting disputes and investigations of employers to determine their fitness and propriety under the vocational Education and Training Act 1994 (No 88 of 1994) Section 54.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after dispute has been finalised or when the apprentice or trainee agreement expires</p>
<p>06.11.03</p>	<p>Records documenting disputes or grievances with apprentices and trainees.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports</li> <li>• records of evidence</li> <li>• correspondence</li> <li>• checklists</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after dispute has been finalised or when the apprentice or trainee agreement expires</p>
<p>06.11.04</p>	<p>Records documenting disputes or grievances relating to the education and training support function.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after the last contact or when the student has reached 25 years of age, whichever is the later.</p>
<p><b>06.12.00</b></p>	<p><b>EMPLOYER DETERMINATIONS (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activity covering the owner, manager or administrator of a commercial enterprise or establishment who is responsible for the working arrangements and conditions for employees with trainees and apprentices.</p>	

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06.12.01	Records documenting investigations of employers to determine their fitness and propriety under the vocational Education and Training Act 1994 (No. 88 of 1994)	TEMPORARY Destroy 30 years after action completed
06.12.02	Records documenting visits to individual employers and work places. Records may include: <ul style="list-style-type: none"> <li>• schedules</li> <li>• correspondence</li> <li>• reports</li> <li>• briefing notes</li> </ul>	TEMPORARY Destroy 7 years after expiry, completion or termination of last agreement or contract
<b>06.13.00</b>	<b>ENQUIRIES (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.	
06.13.01	Records documenting enquiries and requests for specific information relating to education and training support programs. Records may include: <ul style="list-style-type: none"> <li>• pamphlets</li> <li>• brochures</li> </ul>	TEMPORARY Destroy after reference ceases
<b>06.14.00</b>	<b>EVALUATION (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
	See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring)	
06.14.01	Records documenting the evaluation of education training and support programs, equipment, systems or services. Records may include: <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• progress review</li> <li>• proposals</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>06.15.00</b>	<b>EXHIBITIONS (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the organisation.	
	See DA No. 2157 - for exhibition catalogues	
06.15.01	Records documenting the mounting of displays including exhibition brief and design, and arrangements for setting up a display. These may include school and student career expos	TEMPORARY Destroy 2 years after action completed
<b>06.16.00</b>	<b>GRANT ADMINISTRATION (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The activities associated with the administration of grants received by the agency and distributed to organisations and individuals.	
06.16.01	Records documenting the receipt and administration of grant funds to government and non-government schools. This may also include State and Commonwealth grants.	TEMPORARY Destroy 7 years after action completed

06.16.02	<p>Records documenting the distribution and the administration of grant funds.                  These may include:</p> <ul style="list-style-type: none"> <li>• student assistance scheme (STAS)</li> <li>• Out of Hours Transport Scheme</li> <li>• student subsidies</li> <li>• bursaries</li> <li>• Loan funds</li> <li>• Woodward visual arts bequest</li> <li>• Early Learning Tasmania individual family support</li> </ul> <p>These records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• correspondence</li> <li>• arrangements for payment</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
06.16.03	<p>Records documenting unsuccessful grant applications</p>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<b>06.17.00</b>	<p><b>GRIEVANCES (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.</p> <p>See - DA NO. 2157 for grievances from the public.</p> <p>See DA No. 2157 - for complaints about an individual agency employee</p>	
06.17.01	<p>Records documenting complaints which:</p> <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul>	<p>TEMPORARY                  Destroy 7 years after resolution or when student has reached 25 years of age, whichever is the latter.</p>
06.17.02	<p>Records documenting complaints which are resolved at an informal level. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence documenting complaints</li> <li>• action/outcome of such complaints</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<b>06.18.00</b>	<p><b>IMPLEMENTATION (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p>See – REVIEWING for re-evaluation of objectives of the plan, procedure etc, that was implemented.</p>	

06.18.01	<p>Records documenting the implementation of plans, policies and procedures. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• procedures</li> <li>• reports from project managers</li> <li>• records of meetings</li> <li>• advice sent to schools</li> <li>• advertising campaigns for programs</li> </ul>	<p>TEMPORARY Destroy 5 years after superseded</p>
06.18.02	<p>Records documenting the implementation of education &amp; training support programs and processes by other organisations and service providers. Records may include:</p> <ul style="list-style-type: none"> <li>• advice received from other organisations</li> <li>• information about projects and processes received to inform the implementation process</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.19.00	<p><b>INDUSTRY MANAGEMENT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of managing business relationships on behalf of the organisation with individual business or enterprise, including Industry Advice, contracted services and consultations.</p> <p>SEE - CONTRACTING-OUT for contract checklists, letters, guidelines and schedules</p> <p>SEE – DA No. 2157 - for Crown Agreement and Bank Details templates</p>	
06.19.01	<p>Records documenting management of business relationships. Records may include:</p> <ul style="list-style-type: none"> <li>• stakeholder correspondence</li> <li>• skills analysis</li> <li>• statistics</li> <li>• contract administration</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.19.02	<p>Records documenting consultation with enterprise, including notes from visits to enterprises to assist in future planning. Records may include:</p> <ul style="list-style-type: none"> <li>• client meeting notes</li> <li>• follow up information</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
06.19.03	<p>Records documenting industry engagement and planning ways in which objectives can be achieved. Records may include:</p> <ul style="list-style-type: none"> <li>• industry advice</li> <li>• training demand profiles</li> <li>• guidelines for contract management</li> <li>• demand schedules</li> <li>• other reference material</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.19.04	<p>Records documenting the development of regional initiatives and the provision of industry skill plans for specific state regions</p>	<p>TEMPORAR Destroy 7 years after action completed</p>

06.19.05	<p>Records documenting the development and administration of regional profiles.                  Records may include:</p> <ul style="list-style-type: none"> <li>• statistical data</li> <li>• business profiles</li> <li>• contract negotiations</li> </ul> <p>routine administrative information</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>06.20.00</b>	<p><b>JOINT VENTURES (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.</p> <p>See – LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See - AGREEMENTS - for establishment, maintenance and review of agreements.</p>	
06.20.01	<p>Final versions of School Partnership Agreements</p> <p>See – 06.04.01 for formal agreements</p>	<p>TEMPORARY                  Destroy 7 years after expiry, completion or termination of agreement or contract</p>
06.20.02	<p>Records documenting the administration of School Partnership Agreements</p>	<p>TEMPORARY                  Destroy when reference ceases</p>
06.20.03	<p>Records documenting arrangements for, and the management of, joint ventures.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• partnership agreements</li> <li>• programs</li> <li>• projects</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul> <p>See 06.04.01 for formal agreements</p>	<p>TEMPORARY                  Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<b>06.21.00</b>	<p><b>LIAISON (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 - - for relationships with Government Agencies</p>	

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06.21.01	<p>Records documenting liaison with:</p> <ul style="list-style-type: none"> <li>• industry bodies</li> <li>• professional organisations</li> <li>• industry professionals</li> <li>• other organisations</li> <li>• community interest groups.</li> </ul> <p>See 06.03.01 for advice on significant issues</p>	<p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
06.22.00	<p><b>MARKETING (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p>	
06.22.01	<p>Records relating to the marketing and promotion of education training and support programs including advertising, promotion of new initiatives and participation in exhibitions</p>	<p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
06.23.00	<p><b>PLANNING (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	
06.23.01	<p>Records documenting the administration of the planning process</p> <ul style="list-style-type: none"> <li>• business improvement plans</li> <li>• disability action plans</li> <li>• planning documentation for determining fees and charges for apprentices and trainees</li> <li>• planning documentation for the development of programs for students, apprentices and trainees</li> <li>• project plans</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after superseded</p>
06.24.00	<p><b>POLICY (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.</p>	
06.24.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. This includes:</p> <ul style="list-style-type: none"> <li>• background and research material</li> <li>• master copies of policies</li> <li>• significant drafts of policy documents and</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> <li>• discussion papers</li> <li>• guidelines</li> <li>• programs</li> <li>• projects</li> </ul> <p>See - 06.26.01 for agency procedures and guidelines</p>	<p><b>PERMANENT</b></p>

<b>06.25.00</b>	<b>PRIVACY (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.	
06.25.01	Records documenting the application of privacy and confidentiality guidelines including the development of procedures for access by registered training organisations to VET agreements, apprentice and trainee personal information.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract
<b>06.26.00</b>	<b>PROCEDURES (EDUCATION &amp; TRAINING SUPPORT)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
06.26.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions for Education and Training Support functions.	TEMPORARY Destroy 7 years after superseded
06.26.02	Records documenting procedures to do with appeals for Section 67 of the Vocational Education and Training Act 1994. (No 88 of 1994)	TEMPORARY Destroy 7 years after superseded
<b>06.27.00</b>	<b>PROJECT MANAGEMENT (EDUCATION &amp; TRAINING SUPPORT)</b>	
	The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. (Note - the Tasmanian Government Project Management Guidelines are likely to be the documentation model for records of this activity.)	
06.27.01	Formal documentation as defined by project management methodology for the management of significant projects relating to education and training support. Records may include: - project proposal/plan - business case - implementation plans - risk and issues registers - closure, review, and evaluation reports - stakeholder analysis - communication and marketing plans	PERMANENT
06.27.02	Records documenting the management of projects that are not considered to be of long-term significance	Destroy 7 years after project closure

<p><b>06.28.00</b></p>	<p><b>PURCHASING &amp; CONTRACT MANAGEMENT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in the development and implementation of purchasing strategies for the purchase of VET services including the coordination of the payments to providers.</p> <p>See - AGREEMENTS) - for activities associated with managing purchase agreements.</p> <p>See - CONTRACTING-OUT - for activities associated with managing contracts and contracts under seal.</p> <p>See – DA No. 2157 - for activities associated with managing invoices and supporting financial information</p>	
<p>06.28.01</p>	<p>Records documenting requests for funding, including correspondence from RTOs, apprentice centres and employers requesting funding under the state funded User Choice Program</p>	<p>TEMPORARY Destroy 4 years after action completed</p>
<p>06.28.02</p>	<p>Records documenting training package pricing and background information to User Choice qualifications</p>	<p>TEMPORARY Destroy 4 years after action completed</p>
<p><b>06.29.00</b></p>	<p><b>REGISTRATION (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The processes associated with the registration of educators, educational institutions and educational programs.</p> <p>Includes the registration of home educators, the registration of training agreements for apprentices and employee, registration of VET providers and group employment organisations and registration of educational institutions that enrol and provide services to students with the registration of educators, educational institutions and educational programs.</p> <p>Includes the registration of home educators, the registration of training agreements for apprentices and employee, registration of VET providers and group employment organisations and registration of educational institutions that enrol and provide services to students.</p>	
<p>06.29.01</p>	<p>Records relating to the maintenance and review of apprentice and trainee agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• amendments forms</li> <li>• cancellation forms</li> <li>• completion forms</li> <li>• early completion forms</li> <li>• change of qualification</li> <li>• extension</li> <li>• unsuccessful completions</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p>06.29.02</p>	<p>Records documenting apprentice and trainee agreements and contracts that do not proceed</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>06.29.03</p>	<p>Travel and accommodation allowance forms for apprentices and trainees</p>	<p>TEMPORARY Destroy 7 years after action completed</p>



<p><b>06.30.00</b></p>	<p><b>REPORTING (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p>Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>	
<p>06.30.01</p>	<p>Final versions of formal internal and external published reports prepared by or for the whole of agency, including internal reports on the education and training support function sent to external reporting bodies as part of national reporting agreements. This includes data necessary to substantiate the reports.</p>	<p>PERMANENT</p>
<p>06.30.02</p>	<p>Internal reports on the education and training support function that are consolidated into a whole of agency report for use by the agency.</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>06.30.03</p>	<p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>06.30.04</p>	<p>Statistical information collected by or for the agency relating to major education and training support activities of the agency that are not forwarded to the Australian Bureau of Statistics. Information may include contributions to:</p> <ul style="list-style-type: none"> <li>• Annual national reports on schooling</li> <li>• Tasmania Together reports</li> </ul>	<p>PERMANENT</p>
<p>06.30.05</p>	<p>Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.</p> <p>See – 06.32.01 for research, surveys and questionnaires</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>06.30.06</p>	<p>Agency copies of Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reports</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>06.30.07</p>	<p>Apprentice and trainee reports provided to employers and new apprenticeship centres</p>	<p>TEMPORARY Destroy 7 years after apprentice or trainee completes training</p>
<p>06.30.08</p>	<p>Progress reports provided to schools, families and support team meetings. Includes reports from Inclusive Learning Support Services and Early Learning Tasmania.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• letters of completion</li> <li>• management review reports</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later</p>
<p>06.30.09</p>	<p>Records relating to the production of reports to comply with internal and external reporting requirements.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• student feedback / feedback forms</li> <li>• surveys and questionnaires</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p><b>06.31.00</b></p>	<p><b>REPRESENTATIVES (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups.</p> <p>Includes organisational legal representatives.</p> <p>See – DA No. 2157 – for the nomination and appointment of individuals as official representatives for educational and Vocational Education and Training (VET) issues.</p> <p>See – DA No. 2157 - for the nomination and appointment of individuals as official representatives to unions.</p> <p>See - DA No. 2157 - for the nomination and appointment of individuals as official representatives for whole of government initiatives.</p> <p>See – DA No. 2157 - for legal advice furnished to the organisation by internal and external sources.</p> <p>See – DA No. 2157 - for the organisation's relationship with social groups.</p>	
<p><b>06.31.01</b></p>	<p>Records documenting the nomination and appointment of individuals as official representatives in community organisations and working groups outside of the Department of Education.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• nomination forms</li> <li>• correspondence</li> <li>• acceptance letters</li> <li>• letters of appointment</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after action completed</p>
<p><b>06.32.00</b></p>	<p><b>RESEARCH (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general.</p> <p>Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.</p>	
<p><b>06.32.01</b></p>	<p>Records documenting research carried out by the agency to support the Education &amp; Training Support function.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• internal surveys and questionnaires</li> <li>• working papers</li> </ul> <p>See 06.30.02 for internal reports</p> <p>See 06.30.05 for surveys and questionnaires</p>	<p><b>TEMPORARY</b>                  Destroy 5 years after action completed</p>

06.32.02	<p>Records documenting research applications, submissions, approvals and the administration of research processes. These may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• submission</li> <li>• approval notifications</li> <li>• agreements</li> <li>• guidelines and proformas</li> </ul> <p>See 06.30.01 for final versions of formal reports</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
06.33.00	<p><b>REVIEWING (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p>See – EVALUATION - for initial evaluation and monitoring.</p> <p>See – IMPLEMENTATION - for putting processes and procedures into action.</p>	
06.33.01	<p>Reviews of education training and support activities, programs, strategies</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
06.34.00	<p><b>RISK MANAGEMENT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.</p>	
06.34.01	<p>Records documenting the development and documentation of procedures to identify and manage risks in government schools and colleges. Records may include:</p> <ul style="list-style-type: none"> <li>• emergency action procedures</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.34.02	<p>Records documenting the procedures to identify and manage risks. These may include procedures for compliance with industry standards and guidelines</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.35.00	<p><b>STANDARDS (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p>	
06.35.01	<p>Records documenting the implementation of standards, regulations and codes of practice relating to Education Training and Support. This may include:</p> <ul style="list-style-type: none"> <li>• standards and regulations</li> <li>• codes of conduct and practice</li> <li>• implementation documentation of benchmarks and standards</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.35.02	<p>Records documenting the development and final versions of marking scales for WorldSkills Australia</p>	<p>TEMPORARY Destroy 4 years after superseded</p>

<p><b>06.36.00</b></p>	<p><b>STUDENT HEALTH, SAFETY &amp; WELFARE (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>The activities affecting the safety, health and general welfare of school students. Includes swimming and water programs, non-educational issues which may relate to school activities e.g. domestic violence (child abuse), drug abuse, the use of prescribed medication by students etc.</p> <p>Covers the support services and program (e.g. immunisation, counselling, medical assessment) provided by schools in meeting the health and welfare needs of students.</p>	
<p><b>06.36.01</b></p>	<p>Records documenting health and welfare programs in schools. These may include:</p> <ul style="list-style-type: none"> <li>• immunisation programs</li> <li>• treatment of head lice</li> <li>• swimming and water safety programs</li> <li>• school health services</li> <li>• behavioural management</li> <li>• behavioural management issues</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after action completed</p>
<p><b>06.36.02</b></p>	<p>Records documenting counselling provided to students in a non-school setting relating to education and training support. This may include:</p> <ul style="list-style-type: none"> <li>• training programs</li> <li>• career guidance</li> <li>• skill assessment</li> <li>• performance evaluation</li> <li>• allowances and government assistance</li> <li>• English as a second language programs</li> <li>• mentoring</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• file notes</li> <li>• diary notes</li> <li>• email</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after action or when the student reaches 25 years whichever is later.</p>
<p><b>06.36.03</b></p>	<p>Records documenting counselling advice provided to individual students in non-school settings, apprentices or trainees on sensitive matters. Includes counselling relating to:</p> <ul style="list-style-type: none"> <li>• access and equity</li> <li>• discrimination</li> <li>• harassment</li> <li>• disabilities</li> <li>• grievance procedures</li> <li>• medical conditions</li> <li>• personal issues</li> <li>• assessment</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• file notes</li> <li>• diary note</li> <li>• records of evidence</li> <li>• correspondence</li> <li>• checklists</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after action completed or when the student reaches 25 years whichever is later</p>

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06.36.04	<p>Records documenting support services provided to individual students in non-school settings including international students, at-risk students, trainees and apprentices.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• file notes</li> <li>• permission forms e.g. permission to transport students in private vehicles</li> <li>• records of applications to access support services</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later</p>
06.36.05	<p>Records documenting contact with individual students and families including home visits.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• family profiles</li> <li>• contact notes</li> <li>• referrals to government or non-government schools, or service providers</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later</p>
06.36.06	<p>Records documenting requests for support and action for individual students in non-school settings.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• medical reports (including vision and hearing)</li> <li>• referrals</li> <li>• case notes</li> <li>• correspondence</li> <li>• progress reports</li> <li>• individual education plans</li> <li>• individual family support plans</li> <li>• new arrivals form (ESL)</li> <li>• assessment information eg ESL Scales, Saris reports</li> </ul> <p>See – 06.06.02 for records documenting arrangements for activities</p>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later.</p>
06.36.07	<p>Records documenting health, safety and welfare advice to schools.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Outdoor education guidelines</li> <li>• Workshop safety information</li> </ul>	<p>TEMPORARY Destroy 10 years after superseded</p>
06.37.00	<p><b>STUDENT TRANSPORT (EDUCATION &amp; TRAINING SUPPORT)</b></p> <p>Issues relating to the provision and administration of student transport for schools, including school bus services, Metro bus services, student concession programs and services for students with special needs. Also includes matters relating to student safety associated with arrival at and departure from schools.</p>	
06.37.01	<p>Records relating to the provision and administration of student transport.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing papers</li> <li>• codes of behaviour for passengers and drivers</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.37.02	<p>Records documenting student transport programs including</p> <ul style="list-style-type: none"> <li>• the provision of services to students with disabilities</li> <li>• student bus concession scheme</li> <li>• school bus services</li> </ul>	<p>TEMPORARY Destroy 7 years after student leaves school or when the student reaches 25 years</p>

06.37.03	Records documenting applications for a conveyance allowance for students. Records may include: <ul style="list-style-type: none"> <li>• application for conveyance allowance</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy after superseded
<b>06.38.00</b>	<b>TRAINING AWARDS &amp; COMPETITIONS MANAGEMENT (EDUCATION &amp; TRAINING SUPPORT)</b> The activities associated with state and national competitions to highlight students, apprentices, trainees and VET students' skill excellence. Includes the management of competitions and awards ceremonies on Regional, National and International levels. Also includes: <ul style="list-style-type: none"> <li>• Advertising and promotion</li> <li>• Mentoring of nominees and accommodation and client management.</li> </ul>	
06.38.01	Records documenting the development and implementation of protocol for ceremonies relating to the education & training support function. Includes the Tasmanian Learning Skills Authority (TLSA) awards	TEMPORARY Destroy 4 years after action completed
06.38.02	Records documenting administrative arrangements for ceremonies including: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> </ul>	TEMPORARY Destroy 2 years after action completed
06.38.03	Presentation packages for ceremonies. Records may include: <ul style="list-style-type: none"> <li>• hand-outs</li> <li>• PowerPoint presentations</li> <li>• slides</li> <li>• videos</li> <li>• final versions of presentation notes</li> </ul>	TEMPORARY Destroy 2 years after action completed
06.38.04	Registers and lists of award recipients	PERMANENT
06.38.05	Final versions of nominations and souvenir booklet for Tasmanian Learning Skills Authority (TLSA) Awards	PERMANENT
06.38.06	Records relating to the nomination and selection of recipients of awards	TEMPORARY Destroy 5 years after action completed
06.38.07	Records documenting the participation of students, apprentices and trainees in regional, national, international and industry competitions. Records may include: <ul style="list-style-type: none"> <li>• photos</li> <li>• photo permission forms</li> <li>• entry forms</li> <li>• nomination forms</li> </ul>	TEMPORARY Destroy 4 years after action completed or when the student has reached 25 years of age, whichever is the later
06.38.08	Records documenting results for students, apprentices and trainees participating in regional, national, international and industry competitions. These may include: <ul style="list-style-type: none"> <li>• WorldSkills Australia</li> <li>• Young achiever awards</li> <li>• Australian Training Awards</li> <li>• Tasmanian training Awards</li> </ul>	PERMANENT

<p><b>07.00.00</b></p>	<p><b>EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW</b>                  The function of reporting on significant educational issues and providing advice on all matters relating to the measurement, monitoring and review of educational processes and outcomes.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• The management of student admissions, absenteeism and suspensions data;</li> <li>• Developing policy on educational measurement, monitoring and review;</li> <li>• Evaluation and review of educational processes,</li> <li>• The assessment of student learning outcomes,</li> <li>• Non- school educational establishments and programs;</li> <li>• Reporting on the outcomes from state-wide programs for monitoring and measuring performance, including levels of achievement in literacy, numeracy and other curriculum areas;</li> <li>• Establishing, managing, reviewing and reporting on mandated elements of review processes;</li> <li>• Calibration of standards;</li> <li>• Interrogation and analysis of educational data to inform and to produce related derived statistics for reporting;</li> <li>• Collection of school-based data to enable the Department to meet its state and national reporting requirements.</li> </ul>	
<p><b>07.01.00</b></p>	<p><b>ADVICE (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>                  The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>	
<p><b>07.01.01</b></p>	<p>Records documenting the provision of advice to relevant organisations on significant educational measurement, monitoring &amp; review issues and/or authoritative advice that affects policy.                  Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>PERMANENT</p>
<p><b>07.01.02</b></p>	<p>Records documenting the provision or receipt of advice on educational measurement, monitoring &amp; review issues that are general in nature and advice that does not affect policy. Including</p> <ul style="list-style-type: none"> <li>• requests from schools or clusters</li> <li>• requests on data analysis</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<p><b>07.01.03</b></p>	<p>Source data that is not considered necessary to substantiate advice</p>	<p>TEMPORARY                  Destroy when reference ceases</p>

<p><b>07.02.00</b></p>	<p><b>AGREEMENTS (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p>See – JOINT VENTURES - for agreements relating to joint ventures</p>	
<p>07.02.01</p>	<p>Agreements with relevant authorities such as:</p> <ul style="list-style-type: none"> <li>• Catholic Education</li> <li>• Independent Schools</li> <li>• Commonwealth Student Assessment Programs</li> <li>• International Research and standards on student assessment programs</li> </ul> <p>These may include:</p> <ul style="list-style-type: none"> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• Contracts</li> <li>• Service Agreements</li> </ul>	<p>PERMANENT</p>
<p>07.02.02</p>	<p>Records documenting the administration of formal agreements with relevant authorities such as:</p> <ul style="list-style-type: none"> <li>• Catholic Education</li> <li>• Independent Schools</li> <li>• International Student Assessment Programs.</li> </ul> <p>These may include:</p> <ul style="list-style-type: none"> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY</p> <p>Destroy 20 years after expiry, completion or termination of agreement or contract</p>
<p>07.02.03</p>	<p>Internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p>07.02.04</p>	<p>Records documenting the administration of internal service level agreements</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
<p>07.02.05</p>	<p>Final versions of School Reporting Agreements that outline how schools will report to parents on student achievements.</p> <p>This may include</p> <ul style="list-style-type: none"> <li>• departmental wide reporting agreements</li> <li>• individual school reporting agreements</li> </ul>	<p>PERMANENT</p>
<p>07.02.06</p>	<p>Records documenting the administration of School Reporting Agreements</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
<p><b>07.03.00</b></p>	<p><b>ASSESSMENT (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>Acquiring information and making judgements about processes, programs, learning and competence.</p>	



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07.03.01	<p>Students' completed answer booklets for statewide literacy and numeracy testing purposes</p> <p>See - 07.18.03 for development of statewide literacy &amp; numeracy test booklets</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
07.03.02	<p>Master copy (blank) of state-wide test booklets for literacy &amp; numeracy. This may include test booklets produced in-house or sourced from outside organisations.</p> <p>See - 07.18.01 Resource design, development &amp; management</p> <p>See - 07.18.02 Final versions of resources, procedures &amp; key publications</p> <p>See - 07.18.03 for development of statewide literacy &amp; numeracy test booklets</p>	<p>PERMANENT</p>
07.03.03	<p>Records documenting student details and responses from state-wide literacy and numeracy testing materials. This may include:</p> <ul style="list-style-type: none"> <li>• student demographic data</li> <li>• results data contained in a database</li> <li>• spreadsheets</li> </ul> <p>See - 07.16.04 Statistical information not forwarded to ABS</p>	<p>PERMANENT</p>
07.03.04	<p>Students' completed response booklets for the purpose of calibration to validate the education standards implemented by the agency.</p> <p>See - 07.18.01 Resource design, development &amp; management</p> <p>See - 07.18.03 for development of statewide literacy &amp; numeracy test booklets</p>	<p>TEMPORARY Destroy 10 years after action completed or when the student has reached 25 years of age, whichever is the later</p>
07.03.05	<p>Records documenting the calibration procedures and processes for assessing student learning outcomes. This may include:</p> <ul style="list-style-type: none"> <li>• tasks &amp; task design</li> <li>• rating scales</li> <li>• rubric</li> <li>• feedback</li> <li>• reports</li> </ul> <p>See - 07.15.01 for agency procedures &amp; manuals</p>	<p>PERMANENT</p>
07.03.06	<p>Records supporting the calibration process. Records may include</p> <ul style="list-style-type: none"> <li>• annotated work samples</li> <li>• annotated student responses</li> </ul>	<p>TEMPORARY Destroy 7 years after superseded</p>
07.03.07	<p>Data obtained through Calibration of student learning outcomes. This may include:</p> <ul style="list-style-type: none"> <li>• database records</li> <li>• spreadsheets</li> </ul> <p>See - 07.16.04 Statistical information not forwarded to ABS</p>	<p>PERMANENT</p>

<p><b>07.04.00</b></p>	<p><b>COMMITTEES (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See - MEETINGS - for forums and the meetings of individuals and groups such as working groups that are not considered committees</p>	
<p><b>07.04.01</b></p>	<p>Records of internal committees, external committees and task forces for the purpose of making decisions about assessment, reporting and educational standards &amp; benchmarking, developing policy or to undertake educational review where the agency has the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>PERMANENT</p>
<p><b>07.04.02</b></p>	<p>Records of external committees where the organisation does not have the administrative or secretariat role. Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee completed</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p><b>07.04.03</b></p>	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> <li>• venues &amp; travel arrangements</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>07.05.00</b></p>	<p><b>CONSULTANCY SERVICES (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities involved in the performance of work or the provision of services to an external organisation.</p> <p>See - CONTRACTING-OUT - for the provision of consultancy services by an external consultant or organisation.</p>	
<p><b>07.05.01</b></p>	<p>Records documenting the provision of consultancy services. These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>

<p><b>07.06.00</b></p>	<p><b>CONTRACTING-OUT (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p>See -TENDERING - for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p> <p>See - CONSULTANCY SERVICES - for the provision of services to an external organisation.</p>	
<p><b>07.06.01</b></p>	<p>Records documenting arrangements for, and the management of, work or the provision of services by external parties.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• service agreements</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• progress reports</li> <li>• service agreement reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p><b>07.06.02</b></p>	<p>Signed contracts under seal and supporting documentation for the management of work or provision of services by external parties.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> <li>• records of financial transactions</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 13 years after expiry, completion or termination of agreement or contract</p>
<p><b>07.06.03</b></p>	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after expiry, completion or termination of agreement</p>
<p><b>07.06.04</b></p>	<p>Records documenting negotiations with prospective service providers including:</p> <ul style="list-style-type: none"> <li>• offers of services</li> <li>• expression of interest</li> <li>• receipt of promotional material.</li> </ul>	<p><b>TEMPORARY</b>                  Destroy when reference ceases</p>
<p><b>07.07.00</b></p>	<p><b>DATA ADMINISTRATION (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.</p> <p>See - DA No. 2157 - for the management of the system that supports the data</p>	

07.07.01	<p>Accumulated school-based data that enables the Department to meet its state and national reporting requirements. This may include data sets such as:</p> <ul style="list-style-type: none"> <li>• demographics</li> <li>• student absences</li> <li>• student admissions</li> <li>• suspensions</li> <li>• drug related incidents</li> <li>• behaviour management</li> <li>• literacy &amp; numeracy</li> </ul>	PERMANENT
07.08.00	<p><b>EVALUATION (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p>See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring).</p>	
07.08.01	Records documenting the evaluation and ongoing monitoring of curriculum and educational standards, including vocational education and training (VET) standards and measures	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
07.09.00	<p><b>IMPLEMENTATION (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p>See - REVIEWING - to re-evaluate the objectives of the plan, procedure etc, that was implemented.</p>	
07.09.01	<p>Records documenting the implementation of educational assessment, monitoring and review programs and processes to meet agency schedules and standards.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• advice sent to and received from Agency Corporate units</li> <li>• reports from project managers</li> <li>• records of meetings</li> </ul>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
07.09.02	<p>Records documenting the implementation of educational assessment, monitoring and review programs and processes by other organisations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• advice received from other organisations</li> <li>• information about projects and processes received to inform the</li> <li>• implementation process</li> </ul>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
07.09.03	<p>Records documenting the provision of administrative advice and support for implementing educational assessment, monitoring and review programs and processes.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• procedures</li> <li>• advice sent to schools</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

<p><b>07.10.00</b></p>	<p><b>JOINT VENTURES (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time.</p> <p>Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.</p> <p>See - LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See - AGREEMENTS - for establishment, maintenance and review of agreements.</p>
<p><b>07.10.01</b></p>	<p>Records documenting arrangements for, and the management of joint ventures.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• co-research</li> <li>• partnership agreements</li> <li>• programs</li> <li>• projects</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul> <p><b>TEMPORARY</b> Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p><b>07.11.00</b></p>	<p><b>LIAISON (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 for relationships with Government Agencies</p>
<p><b>07.11.01</b></p>	<p>Records documenting liaison with professional organisations</p> <ul style="list-style-type: none"> <li>• industry bodies</li> <li>• industry professionals</li> <li>• other organisations</li> <li>• community interest groups.</li> </ul> <p><b>TEMPORARY</b> Destroy 5 years after action completed</p>
<p><b>07.12.00</b></p>	<p><b>MEETINGS (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p>See - COMMITTEES - for the meetings of committees and task forces.</p>
<p><b>07.12.01</b></p>	<p>Master set of minutes, agenda papers and supporting documentation of significant meetings.</p> <p><b>TEMPORARY</b> Destroy 5 years after action completed</p>

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07.12.02	Minutes, agendas and supporting documentation of meetings not including significant meetings. These may include: <ul style="list-style-type: none"> <li>• Sub-committee records of issues that are subsequently dealt with completed by superior bodies</li> <li>• working groups</li> <li>• team meetings</li> </ul>	TEMPORARY Destroy 2 years after action completed
07.12.03	Records relating to the conduct of meetings including notices of meetings, routine correspondence and administrative arrangements.	TEMPORARY Destroy when reference ceases
<b>07.13.00</b>	<b>PLANNING (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
07.13.01	Records documenting final versions of plans and significant projects for the Educational measurement Monitoring & Review function	PERMANENT
07.13.02	Records documenting the administration of the planning process	TEMPORARY Destroy 7 years after superseded
<b>07.14.00</b>	<b>POLICY (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined	
07.14.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. This includes: <ul style="list-style-type: none"> <li>• master copies of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul> <p>See - 07.15.01 for agency procedures &amp; manuals</p>	PERMANENT
<b>07.15.00</b>	<b>PROCEDURES (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
07.15.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Educational Measurement Monitoring & Review function.  See - 07.03.05 Calibration procedures & processes  See - 07.14.01 Development of policy & precedents	PERMANENT
<b>07.16.00</b>	<b>REPORTING (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>	
	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.  Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	

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07.16.01	<p>Final versions of formal internal and external published reports prepared by or for the whole of agency, including internal reports, on the educational measurement monitoring &amp; review function that are sent to external reporting bodies as part of national reporting agreements. This includes data necessary to substantiate the reports,</p> <p>See - 07.17.03 Research results, final reports &amp; summaries</p>	PERMANENT
07.16.02	<p>Internal reports on the educational measurement monitoring &amp; review function that are consolidated into a whole of agency report for use by the agency.                      Reports may include:</p> <ul style="list-style-type: none"> <li>• monitoring results per school</li> <li>• cluster profiles</li> </ul> <p>See – 07.17.02 Records documenting research</p>	PERMANENT
07.16.03	<p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics (ABS) including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 5 years after action completed
07.16.04	<p>Statistical information collected by or for the agency relating to major educational measurement monitoring &amp; review activities of the agency that is not forwarded to the Australian Bureau of Statistics.</p> <p>See - 07.03.03 for student responses statewide literacy &amp; numeracy</p> <p>See - 07.03.07 for calibration database records</p>	PERMANENT
07.16.05	<p>Statistical information collected by or for the agency relating to minor educational measurement monitoring &amp; review activities of the agency and not forwarded to the Australian Bureau of Statistics</p>	TEMPORARY Destroy 5 years after action completed
07.16.06	<p>Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.</p> <p>See - 07.17.01 Research applications and administration of research processes</p> <p>See - 07.17.02 Records documenting research</p>	
<b>07.17.00</b>	<p><b>RESEARCH (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b>                      The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general.</p> <p>Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.</p>	

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07.17.01	<p>Records documenting research applications, submissions, approvals and the administration of research processes.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• submissions</li> <li>• approval notifications</li> <li>• agreements</li> <li>• guidelines and proformas</li> </ul> <p>See - 07.16.06 Surveys and questionnaires conducted by industry &amp; national bodies</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
07.17.02	<p>Records documenting research carried out to support the Educational Measurement Monitoring &amp; Review function.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• internal surveys &amp; questionnaires</li> <li>• working papers</li> </ul> <p>See - 07.16.02 Internal reports consolidated in whole of agency report</p> <p>See - 07.16.06 Surveys and questionnaires conducted by industry &amp; national bodies</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
07.17.03	<p>Records documenting research, formal research findings and summaries of research undertaken</p> <p>See – 07.16.01 Formal internal and external reports</p>	<p>PERMANENT</p>
07.18.00	<p><b>RESOURCE DEVELOPMENT (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities associated with the design and development of educational resources. Including professional learning courses and support material for professional learning delivery and assessment.</p>	
07.18.01	<p>Records documenting the design, development and management of resources including the agency's involvement in, or contribution to, the development of testing materials.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• annotated samples</li> <li>• illustrative examples</li> <li>• standards</li> <li>• rating scales</li> </ul> <p>See - 07.03.02 for master blank copy of literacy &amp; numeracy test booklets</p> <p>See - 07.03.04 for student response booklets (Calibration)</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
07.18.02	<p>Final versions of resources, key publications and support materials for developing and evaluating learning and teaching programs.</p> <p>See - 07.03.02 for master blank copy of literacy &amp; numeracy test booklets</p> <p>See - 07.03.04 for student response booklets (Calibration)</p>	<p>PERMANENT</p>



<p>07.18.03</p>	<p>Records documenting the development of state-wide test booklets for literacy and numeracy. This may include:</p> <ul style="list-style-type: none"> <li>• draft questions</li> <li>• trial tests</li> <li>• instructional manuals</li> </ul> <p>See - 07.03.01 for student literacy &amp; numeracy completed answer booklets</p> <p>See - 07.03.02 for master blank copy of literacy &amp; numeracy test booklets</p> <p>See - 07.03.04 for student response booklets (Calibration)</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
<p>07.19.00</p>	<p><b>REVIEWING (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems.</p> <p>Includes recommendations and advice resulting from these activities.</p> <p>See – EVALUATION - for initial evaluation and monitoring.</p> <p>See - IMPLEMENTATION - for putting processes and procedures into action.</p>	
<p>07.19.01</p>	<p>Reviews of educational measurement, monitoring and review activities, programs, strategies and operations. This may include:</p> <ul style="list-style-type: none"> <li>• data records of student work samples</li> <li>• examples used to establish assessment routines</li> </ul>	<p>PERMANENT</p>
<p>07.19.02</p>	<p>School Improvement Reviews. This may include</p> <ul style="list-style-type: none"> <li>• data records</li> </ul>	<p>PERMANENT</p>
<p>07.20.00</p>	<p><b>STANDARDS (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p>	
<p>07.20.01</p>	<p>Records documenting the implementation of state-wide standards and benchmarks for educational services provided by the agency. Records may include</p> <ul style="list-style-type: none"> <li>• significant draft documents</li> <li>• final versions documenting the implementation of benchmarks &amp; standards.</li> </ul>	<p>PERMANENT</p>
<p>07.21.00</p>	<p><b>TENDERING (EDUCATIONAL MEASUREMENT, MONITORING &amp; REVIEW)</b></p> <p>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p>See - CONTRACTING-OUT - for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p> <p>See - ACQUISITION - for acquisitions once the tender has been decided</p>	

07.21.01	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposal</li> <li>• expression of interest (EOI)</li> <li>• request for information (RFI)</li> <li>• request for tender (RFT)</li> <li>• evaluation</li> <li>• clarifications</li> <li>• due diligence</li> <li>• contract negotiations</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> <li>• successful tenders</li> </ul>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
07.21.02	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed, including de-briefings</p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
07.21.03	<p>Tender schedules</p>	<p>TEMPORARY Destroy 7 years after last entry</p>
08.00.00	<p><b>GOVERNMENT RECORDKEEPING</b></p> <p>The function of developing and administering recordkeeping standards, policies and procedures to ensure compliance with the Archives Act 1983 and authorising the disposal of records of State and local government agencies.</p> <p>Includes the provision of advice to State and local government agencies to ensure that they meet their legal and accountability responsibilities and that complete, accurate and reliable evidence of government activity is captured and maintained and that records of continuing value are preserved as 'State archives'.</p> <p>Also includes the procedures involved in, transferring 'State archives' into the custody of the Tasmanian Archive &amp; Heritage Office.</p>	
08.01.00	<p><b>ADDRESSES (GOVERNMENT RECORDKEEPING)</b></p> <p>The activity of giving addresses related to Government Recordkeeping for training, professional or community relations purposes. Includes speeches and multi- media presentations.</p> <p>See - CLIENT EDUCATION - for the provision of recordkeeping training for Government agencies.</p>	
08.01.01	<p>Presentations given in relation to the Government Recordkeeping function. Records may include;</p> <ul style="list-style-type: none"> <li>• final versions of presentations</li> <li>• records documenting the preparation of addresses and speeches including input into ministerial speeches</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p><b>08.02.00</b></p>	<p><b>ADVICE (GOVERNMENT RECORDKEEPING)</b></p> <p>The activity of advising agencies on all aspects of the management of records under their control.</p> <p>See - CLIENT EDUCATION (ARCHIVE &amp; HERITAGE COLLECTION MANAGEMENT) - for advice and training provided to community groups.</p> <p>See - STATE RECORDS GUIDELINES &amp; ADVICES - for formal guidelines and recordkeeping advices issued by the State Archivist.</p>	
<p>08.02.01</p>	<p>Records documenting the provision and receipt of formal advice in relation to specific legislation, such as the Archives Act, the Right to Information Act etc.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• advice relating to a serious breach of the Archives Act.</li> </ul>	<p>PERMANENT</p>
<p>08.02.02</p>	<p>Records documenting advice of a general nature to government agencies, including advice on the preservation of records.</p> <p>See - LIAISON (GOVERNMENT RECORDKEEPING) - for advice to specific Agencies.</p>	<p>TEMPORARY Destroy 20 years after action completed</p>
<p><b>08.03.00</b></p>	<p><b>APPRAISAL (GOVERNMENT RECORDKEEPING)</b></p> <p>The process of evaluating records to determine which are to be retained permanently as State archives, which are to be retained temporarily, and for how long.</p> <p>See – DISPOSAL (ARCHIVE &amp; HERITAGE COLLECTION MANAGEMENT) for the re-appraisal of State archives</p>	
<p>08.03.01</p>	<p>Records documenting the process of determination and authorisation for records disposal due to an appraisal request.</p>	<p>TEMPORARY Destroy 20 years after action completed</p>
<p>08.03.02</p>	<p>Records relating to guidance provided to agencies on the development of Business Classification Schemes.</p>	<p>TEMPORARY Destroy 15 years after BCS issued</p>
<p>08.03.03</p>	<p>Records documenting the approval process for Retention and Disposal Schedules.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• draft schedules</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 25 years after date of issue of Schedule</p>
<p><b>08.04.00</b></p>	<p><b>CLIENT EDUCATION (GOVERNMENT RECORDKEEPING)</b></p> <p>The activities involved with the provision of training and education programs for clients. Includes practicum placements for external students of archives and record courses.</p> <p>See - CLIENT EDUCATION (ARCHIVE &amp; HERITAGE COLLECTION MANAGEMENT) for the activities involved with the provision of training and education programs for clients and community members</p>	
<p>08.04.01</p>	<p>Records documenting training programs run for the education of our clients.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• attendance lists</li> <li>• feedback forms</li> <li>• booking details</li> <li>• training schedules</li> </ul>	<p>TEMPORARY Destroy after reference ceases</p>

08.04.02	Final versions of training programs.	TEMPORARY Destroy after course or training material is superseded
<b>08.05.00</b>	<b>COMMITTEES (GOVERNMENT RECORDKEEPING)</b>	
	The activities associated with the management of committees and task forces relating to the Government Recordkeeping function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.	
	See - COMMITTEES (ARCHIVE & HERITAGE COLLECTION MANAGEMENT) - for the participation of staff on national and state archival management reference and working groups	
08.05.01	Records of internal committees and external committees where the agency has the administrative role. (For example, if the Tasmanian State Archivist is the Chairman of CAARA). Records may include: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final version of minutes</li> <li>• agenda papers</li> <li>• reports &amp; submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
08.05.02	Records of external committees where the agency does not have the administrative role. Examples include; <ul style="list-style-type: none"> <li>• Information Manager's Committee</li> <li>• NSLA</li> <li>• ADRI</li> <li>•</li> </ul> Records may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports &amp; submissions presented to the committee</li> </ul>	TEMPORARY Destroy 5 years after action completed
08.05.03	Records documenting the conduct and administration of committees	TEMPORARY Destroy after reference ceases
<b>08.06.00</b>	<b>COMPLIANCE MONITORING (GOVERNMENT RECORDKEEPING)</b>	
	The activities associated with monitoring compliance of government agencies with regulatory requirements and formal guidelines issued by the State Archivist.	
	See - STATE RECORDS GUIDELINES & ADVICES - for the development and issue of formal guidelines.	
08.06.01	Records documenting the monitoring of agency recordkeeping. e.g. Recordkeeping Audits	TEMPORARY Destroy 20 years after action completed
08.06.02	Records documenting the monitoring of agency's Registers of Records Destroyed.	TEMPORARY Destroy 2 years after action completed
08.06.03	Records documenting surveys relating to compliance.	TEMPORARY Destroy 2 years after action completed

08.06.04	Nominations by agencies of people authorised to sign Registers of Records Destroyed.	TEMPORARY Destroy after date superseded
<b>08.07.00</b>	<b>DISPOSAL AUTHORISATION (GOVERNMENT RECORDKEEPING)</b>	
	The activities associated with the process through which government agencies seek authorisation to dispose of records in their custody, and the authorisation of appropriate disposal action by the State Archivist.	
	Includes the issue of destruction authorities, approval of transfers of custody and ownership and exemptions from provisions of the Archives Act 1983.	
08.07.01	Destruction Authorities	PERMANENT Retain in Agency
08.07.02	Final versions of Retention and Disposal Schedules	PERMANENT
08.07.03	Records documenting a Transfer of Custody	PERMANENT Retain in Agency
08.07.04	Records documenting Transfer of Ownership of State records.	PERMANENT Retain in Agency
08.07.05	Exemptions to Transfer State records to TAHO.	TEMPORARY Destroy after records are transferred to TAHO
<b>08.08.00</b>	<b>INSPECTIONS (GOVERNMENT RECORDKEEPING)</b>	
	The process of official examinations of facilities, to ensure compliance with agreed standards.	
08.08.01	Records documenting inspections of premises of organisations applying to become Approved Places of Deposit.	PERMANENT Retain in Agency
08.08.02	Records documenting inspections of records storage facilities. Records may include; <ul style="list-style-type: none"> <li>records of inspections of premises applying for certification as an Approved Secondary Storage Provider</li> </ul>	TEMPORARY Destroy 5 years after date of inspection
<b>08.09.00</b>	<b>LIAISON (GOVERNMENT RECORDKEEPING)</b>	
	The activities associated with maintaining regular general contact between the Tasmanian Archive & Heritage Office and government agencies, professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.	
	See - CONSULTATION (ARCHIVE & HERITAGE COLLECTIONS MANAGEMENT) for the seeking advice, opinions or information from the community.	
08.09.01	Records documenting liaison between Government Recordkeeping and agencies, individuals & organisations. Records may include; <ul style="list-style-type: none"> <li>records of meetings with clients</li> </ul>	TEMPORARY Destroy 20 years after action completed
<b>08.10.00</b>	<b>MEETINGS (GOVERNMENT RECORDKEEPING)</b>	
	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to Government Recordkeeping. Includes arrangements, agenda, taking of minutes etc.	
	See – COMMITTEES - for the meetings of committees and task forces.	

08.10.01	Minutes, agenda and supporting documentation of meetings. These may include; <ul style="list-style-type: none"> <li>• Team meetings</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>08.11.00</b>	<b>PLANNING (GOVERNMENT RECORDKEEPING)</b>	
	Records documenting the planning of work within the Government Recordkeeping Team.	
08.11.01	Records documenting planned work for the Government Recordkeeping Unit. Records may include; <ul style="list-style-type: none"> <li>• Annual workplan</li> </ul>	TEMPORARY Destroy after date superseded
<b>08.12.00</b>	<b>POLICY (GOVERNMENT RECORDKEEPING)</b>	
	Records documenting the development and implementation of Policy to support the Government Recordkeeping Function.	
	See - STATE RECORDS GUIDELINES & ADVICES - for the development and issues of formal guidelines under Section 10A of the Archives Act 1983.	
08.12.01	Policy relating to the Government Recordkeeping function. Records may include; <ul style="list-style-type: none"> <li>• master copies of policies</li> </ul>	PERMANENT
08.12.02	Records documenting the development of Government Recordkeeping policy. Records may include; <ul style="list-style-type: none"> <li>• Background and research material</li> <li>• Drafts of policy documents</li> <li>• Records of consultation with stakeholders contributing to the development of policy</li> </ul>	TEMPORARY Destroy 7 years after policy superseded
<b>08.13.00</b>	<b>PROCEDURES (GOVERNMENT RECORDKEEPING)</b>	
	Procedures, manuals and instructions relating to the Government Recordkeeping function.	
	See -STATE RECORDS GUIDELINES & ADVICES - for the development and issue of State Record Guidelines & Advices issued under Section 10 or the Archives Act 1983.	
08.13.01	Records documenting the development of Tasmanian Archive & Heritage Office procedure manuals & instructions. Records may include; <ul style="list-style-type: none"> <li>• records of consultation with stakeholders</li> </ul>	PERMANENT
<b>08.14.00</b>	<b>PROJECTS (GOVERNMENT RECORDKEEPING)</b>	
	Records documenting the planning and execution of projects relating to the Government Recordkeeping Function. Records may include; <ul style="list-style-type: none"> <li>• project plan</li> <li>• correspondence</li> <li>• reports</li> <li>• stakeholder consultation</li> </ul>	

08.14.01	Records documenting the management of significant projects relating to the Government Recordkeeping function. These include projects involving other agencies and jurisdictions or projects that affect policy, such as changes to appraisal methodology. Records may include; <ul style="list-style-type: none"> <li>• Project proposal</li> <li>• Business plans</li> <li>• Project Status reports</li> </ul>	PERMANENT
08.14.02	Records documenting the management of agency projects that are <u>not</u> considered significant. Example may be review of training programs. Records may include; <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• project plans</li> </ul>	TEMPORARY Destroy 7 years after date project completed
<b>08.15.00</b>	<b>RECORD TRANSFERS (GOVERNMENT RECORDKEEPING)</b>	
	The process of transferring State archives into the custody of the Tasmanian Archive & Heritage Office. Includes processing proposals to transfer records, access recommendations, arrangements for the physical relocation of the records, the receipt and checking of appropriate documentation and the issue of transfer and access agreements.  See – ACQUISITION (ARCHIVE & HERITAGE COLLECTION MANAGEMENT) - for donations, loans or purchase of non-government records including the recovery of estrays.	
08.15.01	Records documenting consignments of records transferred to the Tasmanian Archive & Heritage Office.	PERMANENT Retain in Agency
08.15.02	Records documenting temporary record transfers Records may include; <ul style="list-style-type: none"> <li>• Inquiries.</li> </ul>	PERMANENT Retain in Agency
08.15.03	Transfer and Access Agreements	PERMANENT Retain in Agency
08.15.04	Acknowledgement of the receipt of records.	TEMPORARY Destroy 2 years after action completed
08.15.05	Notification of Heads of Agency Delegations to others in relation to their responsibilities under the Archives Act. Records may include; <ul style="list-style-type: none"> <li>• Records under category E</li> </ul>	TEMPORARY Destroy after date superseded
<b>08.16.00</b>	<b>REPORTING (GOVERNMENT RECORDKEEPING)</b>	
	Records documenting reporting for the Government Recordkeeping Function.  See -REPORTING (ARCHIVE & HERITAGE COLLECTION MANAGEMENT) for the annual CAARA survey of institutional holdings.	
08.16.01	Final reports relating to the Government Recordkeeping Function. Examples may include; <ul style="list-style-type: none"> <li>• Reports for the Tasmanian Library Board</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>08.17.00</b>	<b>REPRESENTATIVES (GOVERNMENT RECORDKEEPING)</b>	
	Records documenting the nomination, appointment or resignation of individuals or groups of personnel appointed by TAHO as official representatives to organisations, offices, unions, workers participation committees, councils or groups.	

Disposal Schedule for Functional Records of the Department of Education No 2281

08.17.01	<p>Records documenting the nomination, appointment, election, resignation or termination of representatives that carries out work as part of the Government Recordkeeping function.</p> <p>Examples may include;</p> <ul style="list-style-type: none"> <li>• CAARA;</li> <li>• ADRI;</li> <li>• NSLA Working Groups.</li> </ul>	TEMPORARY Destroy 7 years after action completed
08.18.00	<p><b>STATE RECORDS GUIDELINES &amp; ADVICES (GOVERNMENT RECORDKEEPING)</b></p> <p>The activities associated with the development and issue of State Records Guidelines under the provisions of Section 10A of the Archives Act 1983, which sets standards, policy and procedures relating to the making and keeping of State Records. Includes the development and issue of recordkeeping Advices which support or explain State Records Guidelines, or provide less formal recordkeeping advice to agencies.</p> <p>See - ADVICE - for advice on all other topics.</p> <p>See -PROCEDURES - for the development of internal procedures.</p>	
08.18.01	Authorised versions of State Records Guidelines and Advices.	PERMANENT
08.18.02	<p>The activities associated with developing Guidelines and Advices.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• stakeholder consultation</li> <li>• drafts</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 15 years after date of issue.
09.00.00	<p><b>INTERNATIONAL EDUCATION</b></p> <p>The function of managing the business of offshore education programs, internationalisation initiatives, and international students travelling to Tasmania to enrol as full time students in a government school.</p> <p>Also includes:</p> <ul style="list-style-type: none"> <li>• Placement of students at appropriate schools or colleges and homestay accommodation</li> <li>• Oversight of student exchange programs and study tours.</li> </ul>	
09.01.00	<p><b>ADVICE (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>	
09.01.01	<p>Records documenting the provision of significant advice to relevant organisations on International Education. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	PERMANENT



09.01.02	<p>Records documenting the provision or receipt of advice on International Education that is general in nature and advice that does not affect policy.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• advice on student visas</li> <li>• tuition advice</li> <li>• advice on access to programs</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice.</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
09.01.03	<p>Source data that is not considered necessary to substantiate advice</p>	<p>TEMPORARY Destroy when reference ceases</p>
09.02.00	<p><b>AGREEMENTS (INTERNATIONAL EDUCATION)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements</p>	
09.02.01	<p>Agreements with relevant authorities. These may include</p> <ul style="list-style-type: none"> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• Contracts</li> <li>• Service Agreements</li> </ul>	<p>PERMANENT</p>
09.02.02	<p>Records documenting the administration of formal agreements with relevant authorities. These may include:</p> <ul style="list-style-type: none"> <li>• Progress reports</li> <li>• Contact notes</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>
09.03.00	<p><b>ARRANGEMENTS (INTERNATIONAL EDUCATION)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisation's, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p> <p>See - DA No. 2157 for arrangements for social functions.</p> <p>See - DA No. 2157 for arrangements for celebrations.</p> <p>See - DA No. 2157 for arrangements for ceremonies.</p> <p>See - DA No. 2157 for arrangements for conferences.</p>	
09.03.01	<p>Records documenting arrangements for groups of international students. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• fee payment schedules for homestay fees and tuition</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>

09.03.02	Records documenting arrangements for learning support services provided to international students. This may include English as a second language programs	<b>TEMPORARY</b> Destroy 7 years after student leaves the school or when the student reaches 25 years of age, whichever is the later.
<b>09.04.00</b>	<p><b>COMMITTEES (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See – MEETINGS - for forums and the meetings of individuals and groups such as working groups that are not considered committees.</p>	
09.04.01	<p>Records of internal committees, external committees and task forces where the agency has the administrative or secretariat role that make decisions about International Education policy, legislative requirements and standards.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<b>PERMANENT</b>
09.04.02	<p>Records of external committees where the organisation does not have the administrative or secretariat role. completed</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• appointment of members</li> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the committee</li> </ul>	<b>TEMPORARY</b> Destroy 5 years after action completed
09.04.03	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> <li>• venues &amp; travel arrangements</li> </ul>	<b>TEMPORARY</b> Destroy when reference ceases
<b>09.05.00</b>	<p><b>COMPLIANCE (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p> <p>See – DA2157 for the process of validating compliance against records</p>	
09.05.01	<p>Records documenting compliance of the agency with mandatory or optional standards and with statutory requirements relating to the provision of education to international students. Includes agency compliance with national guidelines for secondary student exchange.</p> <p>See – 09.21.01 for student exchange programs</p>	<b>TEMPORARY</b> Destroy 7 years after action completed

<p><b>09.06.00</b></p>	<p><b>EVALUATION (INTERNATIONAL EDUCATION)</b></p> <p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p>See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring)</p>	
<p>09.06.01</p>	<p>Records documenting the evaluation and ongoing monitoring of International Education standards</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p><b>09.07.00</b></p>	<p><b>HOMESTAY HOST FAMILY MANAGEMENT (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with homestay host families taking care of international students studying in Tasmanian government schools and providing paid accommodation for international students.</p> <p>See - INTERNATIONAL STUDENT MANAGEMENT - for the management and administrative arrangements for international fee paying students</p> <p>See INTERNATIONAL EDUCATION AGENT MANAGEMENT - for communications with education agents relating to international students</p> <p>See - INVESTIGATIONS MANAGEMENT- for the records of conviction checks for host families and grievances and complaints referred to central office for resolution.</p>	
<p>09.07.01</p>	<p>Records documenting applications and approval for homestay families to host international students. Records may include:</p> <ul style="list-style-type: none"> <li>• homestay profile forms</li> <li>• homestay application forms</li> <li>• approval letters</li> <li>• correspondence</li> <li>• case notes</li> </ul> <p>See - 09.08.01 for communication with education agents for international students</p> <p>See - 09.09.01 for acceptance and placement of fee paying students</p> <p>See - 09.09.05 for accommodation arrangements for international students</p>	<p>TEMPORARY Destroy 7 years after the student leaves the school or when the student reaches 25 years of age whichever is the later</p>
<p>09.07.02</p>	<p>Records documenting applications for homestay host families that do not proceed</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>09.07.03</p>	<p>Records documenting routine contact, support and monitoring of home stay host families and international students</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<b>09.08.00</b>	<p><b>INTERNATIONAL EDUCATION AGENT MANAGEMENT (INTERNATIONAL EDUCATION)</b></p> <p>The management of agents who are authorised to act for, or in the place of, a student and are usually based in the international student's home country.</p> <p>See – INTERNATIONAL STUDENT MANAGEMENT - for the management and administrative arrangements for international fee paying students.</p> <p>See – HOMESTAY HOST FAMILY MANAGEMENT - for the administration of homestay applications and approvals.</p>	
09.08.01	<p>Records documenting communication with education agents who act on behalf of individual international students.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• notification of agents visits</li> <li>• correspondence</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
09.08.02	<p>Records of requests for changes to International Education Agents contact details</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
<b>09.09.00</b>	<p><b>INTERNATIONAL STUDENT MANAGEMENT (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with programs for international fee-paying students.</p> <p>See - HOMESTAY HOST FAMILY MANAGEMENT - for the administration of homestay applications and approvals</p> <p>See INTERNATIONAL EDUCATION AGENT MANAGEMENT - for communications with education agents relating to international students</p> <p>See - STUDENT EXCHANGE MANGEMENT - for the administration of student exchange programs for Tasmanian students to other countries and student exchanges from other countries to Tasmania.</p>	
09.09.01	<p>Records documenting acceptance of fee-paying international students in Tasmanian schools and colleges.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• letter of offer</li> <li>• enrolment advice</li> <li>• student placement details</li> <li>• student profile</li> <li>• confirmation of enrolment</li> <li>• correspondence</li> </ul> <p>See – 09.07.01 for administration and approval of homestay host families</p> <p>See – 09.08.01 for communication with education agents for international students</p>	<p>TEMPORARY</p> <p>Destroy 7 years after the student leaves the school or when the student reaches 25 years of age, whichever is the later.</p>
09.09.02	<p>Records documenting administrative arrangements for individual international fee paying students</p> <ul style="list-style-type: none"> <li>• arrangements for payment</li> <li>• student health cover</li> <li>• invoice requests</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

09.09.03	<p>Records documenting applications from international students which are not approved or not accepted. Records may include:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• letter of offer</li> <li>• correspondence</li> <li>• withdrawn enrolment</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
09.09.04	<p>Records documenting breaches of visa conditions by international students and disciplinary action</p>	<p>TEMPORARY Destroy 7 years after student leaves the school or when the student reaches 25 years of age whichever is the later</p>
09.09.05	<p>Records documenting accommodation arrangements including homestay for international students</p> <p>See – 09.07.01 for administration and approval of homestay host families</p>	<p>TEMPORARY Destroy 7 years after student leaves the school or when the student reaches 25 years of age, whichever is the later.</p>
<b>09.10.00</b>	<p><b>JOINT VENTURES (INTERNATIONAL EDUCATION)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time.</p> <p>Also includes private sector ventures with public sector organisations, and co-research or collaboration between interdepartmental units, or organisations.</p> <p>See - LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See - AGREEMENTS - for establishment, maintenance and review of agreements.</p>	
09.10.01	<p>Records documenting arrangements for, and the management of, joint ventures, including the offshore delivery of the Tasmanian Curriculum. These may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• co-research</li> <li>• partnership agreements</li> <li>• programs</li> <li>• projects</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
09.10.02	<p>Records documenting the development and final versions of guidelines for the delivery, offshore delivery, of the Tasmanian Curriculum</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of contract.</p>

<p><b>09.11.00</b></p>	<p><b>LIAISON (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 for relationships with Government Agencies</p>	
<p>09.11.01</p>	<p>Records documenting liaison with:</p> <ul style="list-style-type: none"> <li>• professional organisations</li> <li>• industry bodies</li> <li>• industry professionals</li> <li>• other organisations</li> <li>• community interest groups</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p><b>09.12.00</b></p>	<p><b>MARKETING (INTERNATIONAL EDUCATION)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p>	
<p>09.12.01</p>	<p>Records documenting marketing of study tours including advertising campaigns and the distribution of promotional material. Records may include:</p> <ul style="list-style-type: none"> <li>• brochures</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>09.12.02</p>	<p>Records documenting development and final versions of marketing plans for study tours</p>	<p>TEMPORARY Destroy 5 years after superseded</p>
<p><b>09.13.00</b></p>	<p><b>MEETINGS (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.</p> <p>See – COMMITTEES - for the meetings of committees and task forces</p>	
<p>09.13.01</p>	<p>Master set of minutes, agenda papers and supporting documentation of significant meetings.</p>	<p>PERMANENT</p>
<p>09.13.02</p>	<p>Minutes, agendas and supporting documentation of meetings not including significant meetings. These may include:</p> <ul style="list-style-type: none"> <li>• sub-committee records of issues that are subsequently dealt with by superior bodies</li> <li>• working groups</li> <li>• team meetings</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>09.13.03</p>	<p>Records relating to the conduct of meetings including notices of meetings, routine correspondence and administrative arrangements.</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>09.14.00</b></p>	<p><b>PLANNING (INTERNATIONAL EDUCATION)</b></p> <p>He process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	

09.14.01	Records documenting final versions of plans and significant projects for International Education	PERMANENT
09.14.02	Records documenting the administration of the planning process	TEMPORARY Destroy 7 years after action completed
<b>09.15.00</b>	<b>POLICY (INTERNATIONAL EDUCATION)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.	
09.15.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. This includes: <ul style="list-style-type: none"> <li>• master copies of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul> <p>See 09.16.01 for agency procedures and manuals</p>	PERMANENT
<b>09.16.00</b>	<b>PROCEDURES (INTERNATIONAL EDUCATION)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy	
09.16.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to International Education	PERMANENT
<b>09.17.00</b>	<b>REPORTING (INTERNATIONAL EDUCATION)</b>	
	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.  Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
09.17.01	Final versions of formal reports prepared, including internal reports, on International Education that are sent to external reporting bodies as part of national reporting agreements. This includes data necessary to substantiate the reports.  See 09.18.02 for research results, final reports & summaries	PERMANENT
09.17.02	Statistical information collected by or for the agency relating to International Education that is to be forwarded to the other agencies	TEMPORARY Destroy 5 years after action completed
09.17.03	Statistical information collected by or for the agency relating to minor International Education activities of the agency and <u>not</u> forwarded to other agencies.	TEMPORARY Destroy 2 years after action completed
09.17.04	Records documenting the completion of surveys and questionnaires.	TEMPORARY Destroy 2 years after action completed

09.17.05	<p>Student exchange program annual returns collected by or for the agency which document the monitoring of exchange organisations. Records may include:</p> <ul style="list-style-type: none"> <li>• reciprocity data reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
09.18.00	<p><b>RESEARCH (INTERNATIONAL EDUCATION)</b></p> <p>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• following up enquiries relating to organisational programs,</li> <li>• projects,</li> <li>• working papers,</li> <li>• literature, searches etc.</li> </ul>	
09.18.01	<p>Records documenting research carried out to support International Education. This may include:</p> <ul style="list-style-type: none"> <li>• internal surveys and questionnaires</li> <li>• working papers</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
09.18.02	<p>Records documenting research, formal research findings and summaries of research undertaken.</p> <p>See – 09.17.01 for formal internal and external reports</p>	<p>PERMANENT</p>
09.19.00	<p><b>REVIEWING (INTERNATIONAL EDUCATION)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems.</p> <p>Includes recommendations and advice resulting from these activities.</p> <p>See – EVALUATION - for initial evaluation and monitoring</p> <p>See – IMPLEMENTATION - for putting processes and procedures into action.</p>	
09.19.01	<p>Reviews of International Education activities, programs, strategies and operations</p>	<p>PERMANENT</p>
09.20.00	<p><b>STANDARDS (INTERNATIONAL EDUCATION)</b></p> <p>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p>	
09.20.01	<p>Records documenting the implementation of standards for international Education services including accreditation. Records may include:</p> <ul style="list-style-type: none"> <li>• significant draft documents</li> <li>• final versions documenting the implementation of standards</li> </ul>	<p>PERMANENT</p>
09.20.02	<p>Records relating to the development of standards for International Education where the agency makes no significant comment or no comment</p>	<p>TEMPORARY Destroy 5 years after action completed</p>



<p><b>09.21.00</b></p>	<p><b>STUDENT EXCHANGE MANAGEMENT (INTERNATIONAL EDUCATION)</b></p> <p>The activities associated with providing educational enrichment for exchange students, including introducing them to a different educational philosophy, environment and curriculum. Includes student exchanges from other countries to Tasmania.</p> <p>See - INTERNATIONAL STUDENT MANAGEMENT - for the management and administrative arrangements for international fee paying students</p>	
<p>09.21.01</p>	<p>Register of student exchange organisations including contact details.</p> <p>See – 09.05.01 for compliance with national guidelines for secondary student exchange</p>	<p>TEMPORARY Destroy 7 years after completed</p>
<p>09.21.02</p>	<p>Records documenting approval for exchange students and their placement in Tasmanian schools and colleges.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• acceptance advice of secondary exchange students (AASES Form)</li> <li>• register of exchange students</li> </ul>	<p>TEMPORARY Destroy 7 years after student leaves the school or when the student reaches 25 years, whichever is the later.</p>
<p>9.21.03</p>	<p>Records documenting routine contact with student exchange organisations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• notification of change of contact details for exchange organisations</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>09.22.00</b></p>	<p><b>VISITS (INTERNATIONAL EDUCATION)</b></p> <p>The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.</p> <p>See - EDUCATION &amp; TRAINING SUPPORT for the activities involved in arranging visits for tours by international students and teachers to visit Tasmanian Educational Centres to undertake some study and interaction with Tasmanian students.</p>	
<p>09.22.01</p>	<p>Records documenting students' arrangements for study tours and visits to international schools.</p> <p>Records may include</p> <ul style="list-style-type: none"> <li>• schedules</li> <li>• itineraries</li> <li>• invitations</li> <li>• invoice requests</li> </ul>	<p>TEMPORARY Destroy 2 years after actin completed</p>
<p>09.22.02</p>	<p>Records documenting arrangements for visits by educators from international schools to Department of Education facilities.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• programs</li> <li>• itineraries</li> </ul>	<p>TEMPOARY Destroy 2 years after action completed</p>

<p><b>11.00.00</b></p>	<p><b>PROFESSIONAL LEARNING</b></p> <p>The function of developing, managing and assessing professional learning programs and opportunities for all Department of Education employees and, in some instances, educators working in non-government school settings.</p> <p>Includes identifying professional learning needs and implementing all aspects of training and development needs and programs (internal and external) available to staff.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Support for teachers and school leaders in the implementation of the curriculum framework including pedagogical and assessment approaches and accountability requirements;</li> <li>• Support for Department of Education employees in resource and people management and the delivery of professional learning activities that support all department functions;</li> <li>• Provision of nationally accredited qualifications for Department of Education employees;</li> <li>• Evaluation of the usefulness and benefits of professional learning activities and programs.</li> </ul> <p>See - EDUCATION TRAINING AND SUPPORT - for activities associated with the development and review of nationally endorsed training packages.</p> <p>See - DA No. 2135 for training and assessment records and delivery of nationally endorsed training packages by government registered training organisations.</p>	
<p><b>11.01.00</b></p>	<p><b>ADDRESSES/PRESENTATIONS (PROFESSIONAL LEARNING)</b></p> <p>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Add the title of the address as free text.</p> <p>See – CONFERENCES - for attendance at conferences held either by the organisation or by other organisations</p>	
<p>11.01.01</p>	<p>Final versions of addresses and speeches</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>11.01.02</p>	<p>Records documenting the preparation of addresses and speeches</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p><b>11.02.00</b></p>	<p><b>ADVICE (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising</p> <p>See – DA2157 for advice given to individuals on personnel matters</p>	
<p>11.02.01</p>	<p>Records documenting the provision of advice to relevant organisations on significant professional learning issues.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>11.02.02</p>	<p>Records documenting advice relating to professional learning that is general in nature and does not affect policy. This may include advice on:</p> <ul style="list-style-type: none"> <li>• course information</li> <li>• fees and charges</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>

<p><b>11.03.00</b></p>	<p><b>AGREEMENTS (PROFESSIONAL LEARNING)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p>See - JOINT VENTURES - for agreements relating to joint ventures</p>	
<p>11.03.01</p>	<p>Records documenting agreements and contracts including internal service agreements. These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement (MOA)</li> <li>• service agreements</li> <li>• sponsorships</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract</p>
<p>11.03.02</p>	<p>Records documenting the administration of internal service level agreements</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>11.04.00</b></p>	<p><b>ALLOWANCES (PROFESSIONAL LEARNING)</b></p> <p>The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.</p>	
<p>11.04.01</p>	<p>Records documenting allowances paid to employees to attend training courses</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p><b>11.05.00</b></p>	<p><b>ASSESSMENT (PROFESSIONAL LEARNING)</b></p> <p>Acquiring information and making judgments about processes, programs, learning and competence</p>	
<p>11.05.01</p>	<p>Records documenting the assessment of individuals for non-accredited training</p>	<p>TEMPORARY Destroy after completion of assessment or return to the client</p>
<p><b>11.06.00</b></p>	<p><b>AUDIT (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p> <p>See – COMPLIANCE - for complying with standards and requirements</p> <p>See – IMPLEMENTATION – for the implementation and monitoring of processes, programs and services.</p> <p>See – STANDARDS – for the standards against which the project or procedure is being audited.</p>	

11.06.01	<p>Records documenting audits relating to professional learning conducted by the agency.                  Records may include:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• minutes of meetings</li> </ul>	<p>TEMPORARY                  Destroy 5 years after action completed</p>
11.07.00	<p><b>COMMITTEES (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.).</p> <p>Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See - MEETINGS - for forums and the meetings of individuals and groups such as working groups that are not considered committees</p>	
11.07.01	<p>Records of internal and external committees where the agency has the administrative or secretariat role including program meetings and team meetings.                  These may include:</p> <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions</li> </ul>	<p>PERMANENT</p>
11.07.02	<p>Records of external committees where the agency does not have the administrative or secretariat role.                  These may include:</p> <ul style="list-style-type: none"> <li>• appointment of members</li> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
11.07.03	<p>Records documenting the conduct and administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY                  Destroy when reference ceases</p>
11.08.00	<p><b>COMPLIANCE (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national or international standards, such as the ISO9000 series.</p> <p>See - DA No. 2157 - for the process of validating compliance against records.</p>	
11.08.01	<p>Records documenting agency compliance with mandatory or optional accountability requirements</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
11.08.02	<p>Records documenting the qualifications and experiences of all staff and persons working on behalf of the agency as trainers or assessors</p>	<p>TEMPORARY                  Destroy when reference ceases</p>

<p><b>11.09.00</b></p>	<p><b>CONFERENCES (PROFESSIONAL LEARNING)</b></p> <p>The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc. Place published reports and proceedings in the organisation's library or information centre. Link the file and reports and proceedings intellectually.</p> <p>See – ADDRESSES/PRESENTATIONS- for addresses given at a conference.</p>	
<p>11.09.01</p>	<p>Records documenting conferences where the agency acts as secretariat or convenor including:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• submissions</li> <li>• briefings</li> <li>• promotional material</li> </ul>	<p>PERMANENT</p>
<p>11.09.02</p>	<p>Administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> <li>• attendance</li> <li>• invitations</li> <li>• registrations</li> <li>• travel and accommodation arrangements</li> <li>• venue and facilities hire</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>11.09.03</p>	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• promotional material</li> <li>• notices</li> <li>• programs</li> <li>• invitations</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p>11.09.04</p>	<p>Documents presented by the Agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• submissions</li> <li>• papers</li> <li>• briefings</li> </ul>	<p>PERMANENT</p>
<p><b>11.10.00</b></p>	<p><b>CONTRACTING OUT (PROFESSIONAL LEARNING)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p>See -TENDERING - for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p> <p>See - CONSULTANCY SERVICES - for the provision of services to an external organisation.</p>	

11.10.01	<p>Records documenting arrangements for, and the management of work, or the provision of services by external parties. These may, include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• short-term contracts</li> <li>• agreements</li> <li>• service agreements</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• progress reports</li> <li>• service agreement reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after expiry, completion or termination of agreement or contract</p>
11.10.02	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after expiry, completion or termination of last agreement or contract</p>
11.10.03	<p>Records documenting negotiations with prospective service providers including:</p> <ul style="list-style-type: none"> <li>• offers of services</li> <li>• expressions of interest</li> <li>• receipt of promotional material</li> </ul>	<p><b>TEMPORARY</b> Destroy 1 year after negotiations cease</p>
<b>11.11.00</b>	<p><b>COUNSELLING (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with giving advice or guidance to an employee for various reasons</p>	
11.11.01	<p>Records documenting counselling and advice provided to individual employees relating to professional learning. This may include advice relating to:</p> <ul style="list-style-type: none"> <li>• training programs</li> <li>• career guidance</li> <li>• skill assessment</li> <li>• performance evaluation</li> <li>• allowances and government assistance</li> <li>• mentoring</li> <li>• individual professional learning plans</li> </ul>	<p><b>TEMPORARY</b> Destroy 7 years after action completed</p>
<b>11.12.00</b>	<p><b>JOINT VENTURES (PROFESSIONAL LEARNING)</b></p> <p>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time.</p> <p>Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.</p> <p>See - LIAISON - for other collaboration between organisations that are not joint ventures</p> <p>See - AGREEMENTS - for establishment, maintenance and review of agreements.</p>	

11.12.01	<p>Records documenting arrangements for, and the management of joint ventures.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• contact notes</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after expiry, completion or termination of agreement or contract</p>
11.13.00	<p><b>LIAISON (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups.</p> <p>Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration that involves contracts and agreements and joint contributions of funds and/or time</p> <p>See - DA No. 2157 - for relationships with Government Agencies</p>	
11.13.01	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.</p>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>
11.14.00	<p><b>MARKETING (PROFESSIONAL LEARNING)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p> <p>SEE - DA No. 2157 - for the promotion of agency publications, including advertising, launches and displays.</p>	
11.14.01	<p>Records documenting the marketing and promotion of professional learning opportunities and resource materials developed by the agency including advertising campaigns and promotions</p>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>
11.14.02	<p>Records documenting the completion of marketing surveys and questionnaires relating to the professional learning function</p>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>
11.15.00	<p><b>MEETINGS (PROFESSIONAL LEARNING)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.</p> <p>See – COMMITTEES – for the meetings of committees and task forces.</p>	
11.15.01	<p>Minutes, agendas and supporting documentation of meetings</p>	<p><b>TEMPORARY</b>                  Destroy 2 years after action completed</p>

<b>11.16.00</b>	<b>PLANNING (PROFESSIONAL LEARNING)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
11.16.01	Records documenting the development of plans relating to the professional learning function including: <ul style="list-style-type: none"> <li>• final versions of professional learning plans</li> <li>• budget planning</li> </ul>	TEMPORARY Destroy 7 years after plan is superseded
11.16.02	Records documenting the planning of course schedules and structures	TEMPORARY Destroy 2 years after action completed
<b>11.17.00</b>	<b>POLICY (PROFESSIONAL LEARNING)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.	
11.17.01	Records documenting policy decisions, the development of policy and the establishment of precedents.  See 11.18.03 for development and final versions of procedures	PERMANENT
<b>11.18.00</b>	<b>PROCEDURES (PROFESSIONAL LEARNING)</b>	
	Standard methods of operating laid down by an organisation according to formulated policy.	
11.18.01	Records documenting the development and review of agency procedures and guidelines relating to the Professional Learning function	TEMPORARY Destroy 7 years after action completed
11.18.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures, instructions or notification of significant events	TEMPORARY Destroy 7 years after action completed
11.18.03	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating the professional learning function.  See 11.17.01 for the development of policy and precedents	TEMPORARY Destroy 7 years after superseded
<b>11.19.00</b>	<b>REPORTING (PROFESSIONAL LEARNING)</b>	
	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.  Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
11.19.01	Internal reports on the professional learning function that are consolidated into a whole of agency report	TEMPORARY Destroy 2 years after action completed
11.19.02	Internal reports on the professional learning function that are not consolidated into a whole of agency report.	TEMPORARY Destroy 5 years after action completed



11.19.03	Records relating to the provision of reports to comply with internal and external reporting requirements. <ul style="list-style-type: none"> <li>• letters of completion</li> <li>• management review reports</li> <li>• customer feedback</li> <li>• surveys and questionnaires</li> </ul>	TEMPORARY Destroy 2 years after action completed
11.20.00	<b>RESEARCH (PROFESSIONAL LEARNING)</b>	
	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc.	
11.20.01	Records documenting research carried out to support the professional learning function. This may include: <ul style="list-style-type: none"> <li>• Internal surveys and questionnaires</li> <li>• Working papers</li> </ul>	TEMPORARY Destroy 5 years after action completed
11.21.00	<b>RESOURCE DEVELOPMENT (PROFESSIONAL LEARNING)</b>	
	The activities associated with the design and development of educational resources. Including professional learning courses and support material for professional learning delivery and assessment.	
	See - EDUCATION TRAINING AND SUPPORT - for activities associated with the development and review of nationally endorsed training packages and nationally recognised courses.	
11.21.01	Records documenting the development and production of professional learning resources including: <ul style="list-style-type: none"> <li>• workshop materials</li> <li>• curriculum resources</li> <li>• support materials</li> </ul> <p>See – 11.22.01 for reviews of professional learning programs</p>	TEMPORARY Destroy 3 years after material superseded or course is no longer delivered
11.21.02	Final versions of resources for professional learning programs. Records may include: <ul style="list-style-type: none"> <li>• learning frameworks</li> </ul>	TEMPORARY Destroy 3 years after action completed or for the duration of the qualification, whichever is the latter
11.22.00	<b>REVIEWING (PROFESSIONAL LEARNING)</b>	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See - EVALUATION - for initial evaluation and monitoring.	
	See - IMPLEMENTATION - for putting processes and procedures into action.	
11.22.01	Records documenting reviews of the purpose, structure and effectiveness of professional learning programs and operations	TEMPORARY Destroy 5 years after action completed
	See 11.21.01 for development of professional learning resources	

11.22.02	Records documenting professional learning reviews including reviews of significant programs. This may include: <ul style="list-style-type: none"> <li>professional learning for Tasmanian curriculum and other significant reforms</li> </ul>	PERMANENT
11.22.03	Final re-evaluation and review reports	PERMANENT
<b>11.23.00</b>	<b>TENDERING (PROFESSIONAL LEARNING)</b>	
	The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  See - CONTRACTING-OUT - for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.	
11.23.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>statements of requirements</li> <li>requests for proposals</li> <li>expressions of interest</li> <li>requests for tender (RFT)</li> <li>draft contracts</li> <li>reports</li> <li>public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed
11.23.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed	TEMPORARY Destroy 7 years after tender process completed
11.23.03	Tender registers	TEMPORARY Destroy 7 years after last entry
<b>11.24.00</b>	<b>TRAINING (PROFESSIONAL LEARNING)</b>	
	The activities associated with all aspects of training (external/internal) available to staff  See – RESOURCE DEVELOPMENT – for final versions of professional learning resources used in training	
11.24.01	Records documenting content, attendance and financing of internal training programs. These may include: <ul style="list-style-type: none"> <li>training plans</li> <li>lists of attendees at conference and workshops</li> </ul>	TEMPORARY Destroy 7 years after action completed
11.24.02	Records documenting administrative arrangements for internal and external training programs. These may include: <ul style="list-style-type: none"> <li>notifications</li> <li>registration forms</li> <li>applications for attendance</li> <li>confirmations'</li> <li>evaluations</li> </ul>	TEMPORARY Destroy 2 years after course completed
11.24.03	Records documenting the availability of scholarships including correspondence with other organisations and educational institutions	TEMPORARY Destroy 2 years after action completed

11.24.04	Relief payments to schools for staff to attend professional learning programs	TEMPORARY Destroy 7 years after action completed
<b>12.00.00</b>	<p><b>PUBLIC LIBRARY SERVICES</b></p> <p>The function of developing, enhancing and managing the collections of the State Library of Tasmania and providing educational services and public access to information resources held in these collections.</p> <p>Includes the development of policies, plans and projects designed to enhance ready access to quality information and life-long learning such as that provided for adult and family literacy.</p> <p>Resources include:</p> <ul style="list-style-type: none"> <li>• Lending and general reference collections,</li> <li>• Tasmaniana, heritage collections of rare and specialist items</li> <li>• a wide range of multi-media and electronic resources held by the State Library.</li> <li>•</li> </ul> <p>Includes the acquisition, control and disposal of information resources and ensuring compliance with access restrictions placed upon those resources.</p> <p>Includes management of the TALIS library network which incorporates sites external to the State Library of Tasmania including TAFE, colleges, schools and government agencies.</p>	
<b>12.01.00</b>	<p><b>ACQUISITION (PUBLIC LIBRARY SERVICES)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</p> <p>See - TENDERING for the process of receiving and assessing tenders.</p> <p>See - SELECTION for the process of selecting library resources for purchase</p>	
12.01.01	<p>Records documenting the acquisition of library materials for ongoing retention</p> <ul style="list-style-type: none"> <li>• Legal Deposit</li> <li>• Stable Tasmanian Open Repository Services (STORS)</li> </ul>	TEMPORARY Destroy 7 years after action completed
12.01.02	<p>Records documenting the acquisition of library materials and services, property or items where there is no tender process. Includes:</p> <ul style="list-style-type: none"> <li>• quotations</li> <li>• orders</li> <li>• subscriptions</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>12.02.00</b>	<p><b>CATALOGUING (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with listing and describing items in the collections of the State Library of Tasmania which are for public use.</p> <p>Includes entering details into the appropriate library management system.</p>	

Disposal Schedule for Functional Records of the Department of Education No 2281

12.02.01	<p>Records documenting the listing and describing of items in the State Library of Tasmania collections which are for public use. Records may include:</p> <ul style="list-style-type: none"> <li>• Authorities Lists</li> <li>• Serials Lists</li> </ul> <p>See – REFERENCE SERVICES for activities associated with the management and use of resources and services available for public use and accessed via the reference, research and heritage collections of the State Library of Tasmania.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
12.03.00	<p><b>CLIENT EDUCATION (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with the provision of training and education programs for clients and community members</p>	
12.03.01	<p>Final versions of training resources and support material used in State Library of Tasmania client education programs. Records may include:</p> <ul style="list-style-type: none"> <li>• programs</li> <li>• hand-outs</li> <li>• flyers</li> <li>• brochures</li> <li>• training plans</li> <li>• manuals</li> </ul>	<p>TEMPORARY Destroy after superseded</p>
12.03.02	<p>Records documenting administrative arrangements for the State Library of Tasmania's external client education programs. Records may include:</p> <ul style="list-style-type: none"> <li>• registration forms</li> <li>• evaluation forms</li> </ul>	<p>TEMPORARY Destroy 2 years after reference ceases</p>
12.03.03	<p>Records of clients participating in literacy services. These records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• learning plans</li> <li>• ACSF (Australian Core Skills Framework) assessments</li> </ul>	<p>TEMPORARY Destroy 7 years after last contact</p>
12.04.00	<p><b>COMMITTEES (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.).</p> <p>Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>See - MEETINGS - for forums and the meetings of individuals and groups that are not considered committees.</p>	

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12.04.01	<p>Records of legislated internal or external committees where the State Library of Tasmania has the administrative role. These may include Tasmanian Library Advisory Board (TLAB) and Allport Library and Museum of Fine Arts Management Committee (ALMFA).</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
12.04.02	<p>Records of high level corporate committees with responsibility for making major decisions in the area of policy and corporate planning (e.g. senior management committees).</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers'</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
12.04.03	<p>Records of internal and external committees which are not high-level where the agency has the administrative role, such as TALIS Development Committee and Friends of the Library groups.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
12.04.04	<p>Records of external committees where the agency does not have the administrative role.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	<p>TEMPORAR</p> <p>Destroy 2 years after action completed</p>
12.04.05	Records documenting the conduct and administration of committees	<p>TEMPORAR</p> <p>Destroy when reference ceases</p>
12.05.00	<p><b>CONTRACTING – OUT (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p>See -TENDERING for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</p> <p>See - CONSULTANCY SERVICES for the provision of services to an external organisation.</p>	
12.05.01	Contract registers	PERMANENT

12.05.02	Signed contracts under seal and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> <li>specifications for management systems</li> <li>records of financial transactions</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract
12.05.03	Signed contracts and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
12.05.04	Records documenting the management of contracts. Records may include: <ul style="list-style-type: none"> <li>parameters of consultancy service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>12.06.00</b>	<b>CUSTOMER SERVICE (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.  See – REFERENCE SERVICES for the management of reference enquiries	
12.06.01	Records documenting dealings with customers. Records may include: <ul style="list-style-type: none"> <li>client queries</li> </ul>	TEMPORARY Destroy 7 years after action completed
12.06.02	Records documenting the home library service. Records may include: <ul style="list-style-type: none"> <li>home library patron reading profiles</li> </ul>	TEMPORARY Destroy 2 years after client ceases to use the service
12.06.03	Records documenting personal details of persons registering as members of the State Library of Tasmania. Records may include: <ul style="list-style-type: none"> <li>patron registration cards</li> </ul>	TEMPORARY Destroy 3 months after action completed
<b>12.07.00</b>	<b>DATA ADMINISTRATION (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.  See - DA No. 2157 - for the management of the system that supports the data.  See – CATALOGUING - for the activities associated with listing and describing items for public use.  See - CUSTOMER SERVICE - for the management of patron registration functions.	
12.07.01	Records documenting the maintenance and use of data held in library systems (such as TALIS) including data migration strategies and the application of processes to protect data from accidental loss or corruption.  See 12.28.04 for records documenting the management of security arrangements	TEMPORARY Destroy 7 years after action completed

12.08.00	<p><b>DISTRIBUTION (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.</p> <p>See - REFERENCE SERVICES for document delivery</p>	
12.08.01	<p>Records documenting the internal and external distribution of information items and items for public use between library branches.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• distribution lists</li> <li>• address lists</li> <li>• delivery schedules timetables</li> </ul>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
12.09.00	<p><b>DONATIONS (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations</p>	
12.09.01	<p>Records documenting significant donations of items of long standing value to the State Library of Tasmania with conditions imposed</p> <p>Donations may involve bequests and trusts</p>	<p>PERMANENT</p>
12.09.02	<p>Records documenting significant donations of items of long standing value to the State Library of Tasmania with <u>no</u> conditions imposed.</p> <p>Donations may involve bequests and trusts</p>	<p>TEMPORARY</p> <p>Destroy 50 years after receipt of donation</p>
12.09.03	<p>Records documenting non-significant donations of items with conditions imposed where the items are added to existing collections in the State Library of Tasmania. Donations may involve Bequests and Trusts</p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal of items</p>
12.09.04	<p>Records documenting non-significant donations of items with no conditions imposed. Records may include:</p> <ul style="list-style-type: none"> <li>• letters of appreciation</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
12.09.05	<p>Records documenting donations of money for the purchase of items, with conditions imposed</p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal of items</p>
12.09.06	<p>Records documenting donations of money for the purchase of items, with no conditions imposed.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after receipt of donation</p>
12.10.00	<p><b>EVALUATION (PUBLIC LIBRARY SERVICES)</b></p> <p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p>See - REVIEWING - for the re-evaluation process (after implementation, use and monitoring)</p>	
12.10.01	<p>Records documenting the evaluation of the suitability of programs, equipment, systems or services.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• feasibility studies</li> <li>• progress review</li> <li>• proposals</li> </ul>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

<p><b>12.11.00</b></p>	<p><b>EXHIBITIONS (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the organisation.</p> <p>See DA No. 2157 - for exhibition catalogues</p> <p>See - LENDING SERVICES for lending of materials to external institutions for exhibitions.</p>	
<p>12.11.01</p>	<p>Records documenting the mounting of displays including exhibition brief and design, and arrangements for setting up a display for major exhibitions resourced specifically and which are part of a structured exhibition schedule and where materials may be on loan from other institutions</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>12.11.02</p>	<p>Records documenting the mounting of displays including exhibition brief and design, and arrangements for setting up for minor exhibitions or displays</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>12.11.03</p>	<p>Records documenting administrative arrangements for major exhibitions which are resourced specifically and which are part of a structured exhibition schedule and where materials may be on loan from other institutions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• acceptances</li> <li>• catering arrangements</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p><b>12.12.00</b></p>	<p><b>GRANT ADMINISTRATION (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with the administration grants received by the agency and distributed to organisations and individuals</p>	
<p>12.12.01</p>	<p>Register and index to grant or scholarship applications</p>	<p>PERMANENT</p>
<p>12.12.02</p>	<p>Records documenting the application and administration of grants or scholarships</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>12.12.03</p>	<p>Reports by successful grantees on the use of their grants</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p><b>12.13.00</b></p>	<p><b>IMPLEMENTATION (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p>See - REVIEWING to re-evaluate the objectives of the plan, procedure etc, that was implemented.</p> <p>See - EVALUATION for the evaluation of State Library of Tasmania services and programs.</p>	
<p>12.13.01</p>	<p>Records documenting the implementation of plans, policies and procedures</p>	<p>TEMPORARY Destroy 5 years after action completed</p>



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12.13.02	Records documenting the implementation of information management systems including recordkeeping systems and library systems. Records may include: <ul style="list-style-type: none"> <li>• specifications</li> </ul>	TEMPORARY Destroy when current and two previous systems have been superseded
12.13.03	Records documenting the application of counter disaster plan or business continuity plan following a significant incident.  See - 12.19.01 for business unit action plans and operational plans which have not been implemented.	PERMANENT
12.13.04	Records documenting the application of a counter disaster plan or business continuity plan following an incident not described as significant	TEMPORARY Destroy 7 years after action completed
<b>12.14.00</b>	<b>INFRINGEMENTS (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with handling breaches of rules. Includes driving infringements and infringements of the organisation's intellectual property.  See – DA2157 for breaches that result in litigation	
12.14.01	Records documenting the infringement or breaches by clients with failing to comply in policies and procedures of the State Library of Tasmania, including Library Regulations, which do not proceed	TEMPORARY Destroy 7 years after action completed
<b>12.15.00</b>	<b>JOINT VENTURES (PUBLIC LIBRARY SERVICES)</b>	
	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and or time.  Also includes private sector ventures with public sector organisations, and co research or collaboration between interdepartmental units, or organisations.  See - LIAISON - for other collaboration between organisations that are not joint ventures	
12.15.01	Records documenting arrangements for, and the management of, joint ventures and partnerships including the establishment, maintenance and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• co-research</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• partnership agreements</li> <li>• service agreements</li> <li>• progress reports</li> </ul>	TEMPORARY Destroy 7 years after completion, expiry or termination of agreement or contract
12.15.02	Records documenting the negotiation and planning of joint ventures that do not proceed	TEMPORARY Destroy 7 years after action completed

<p><b>12.16.00</b></p>	<p><b>LENDING SERVICES (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated in the management of the public library lending service including the lending of materials to external institutions for exhibitions.</p> <p>See DATA ADMINISTRATION for the activities associated with maintaining and using the data held in the library management system.</p> <p>See REFERENCE SERVICES for activities associated with the management and use of resources and services available for public use and accessed via the reference, research and heritage collections of the State Library of Tasmania.</p>	
<p>12.16.01</p>	<p>Records documenting the operational management and use of specific resource collections and services in the lending libraries.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• New release express service</li> <li>• Language other than English (LOTE)</li> </ul>	<p>Temporary Destroy 7 years after action completed</p>
<p>12.16.02</p>	<p>Records documenting the lending of materials to external institutions for exhibitions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• conditions of loan</li> <li>• transport and security arrangements</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p><b>12.17.00</b></p>	<p><b>LIAISON (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See - JOINT VENTURES - for collaboration between organisations that involves contracts, joint contributions of time and or funding.</p> <p>See - DA No. 2157 - for relationships with Government Agencies</p> <p>See - COMMITTEES or MEETINGS - for liaison through committees or meetings.</p>	
<p>12.17.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures and partnerships.</p> <p>Records may include::</p> <ul style="list-style-type: none"> <li>• contact lists</li> <li>• addresses</li> <li>• exchange of routine information</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>

<b>12.18.00</b>	<p><b>MEETINGS (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p>See - COMMITTEES - for the activities associated with the management and administration of the Tasmanian Library Advisory Board (TLAB), Allport Library and Museum of Fine Arts Management Committee (ALMFA), State Library and Archives Trust (SLAT), Friends of the Library groups and TALIS Development Committee and for the meetings of committees and task forces.</p>	
12.18.01	<p>Records of state-wide meetings, senior officer meetings and business unit manager meetings that deal with State Library of Tasmania policy, major projects and other significant library matters.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• agenda papers</li> <li>• final versions of minutes</li> <li>• reports and submissions to the meetings</li> </ul>	PERMANENT
12.18.02	<p>Records of working groups, team meetings, ad hoc meetings of individual sections or units and sub-committees of superior bodies.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda</li> </ul>	TEMPORARY Destroy 2 years after action completed
12.18.03	<p>Records documenting the administration or conduct of meetings including notices of meetings and routine correspondence</p>	TEMPORARY Destroy 2 years after action completed
<b>12.19.00</b>	<p><b>PLANNING (PUBLIC LIBRARY SERVICES)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	
12.19.01	<p>Final versions of agency plans.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• counter disaster plans</li> <li>• vital records plans</li> </ul> <p>See 12.13.03 for plans that are implemented following significant incidents</p>	TEMPORARY Destroy 7 years after superseded
12.19.02	<p>Records documenting business unit action plans and operational plans including final version of plans</p>	TEMPORARY Destroy after superseded
12.19.03	<p>Records documenting the administration of the planning process</p>	TEMPORARY Destroy 5 years after action completed
<b>12.20.00</b>	<p><b>POLICY (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.</p>	

12.20.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. Records may include:</p> <ul style="list-style-type: none"> <li>• master copies of policies</li> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	PERMANENT
12.21.00	<p><b>PREVENTATIVE CONSERVATION (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities involved in preventing further deterioration of</p> <ul style="list-style-type: none"> <li>• The State Archives held By the Tasmanian Archive &amp; Heritage Office (TAHO)</li> <li>• The resources held for public use in the State Library of Tasmania.</li> </ul> <p>Includes rehousing and preservation copying including transfer to microform and digital formats, transfers between audio-visual formats and photocopying onto permanent paper.</p> <p>See - DA2157 for the routine preservation of records, library materials and other information resources</p> <p>See - PRESERVATION (ARCHIVE AND HERITAGE COLLECTION AMANAGEMENT) for the preservation and conservation of State archives and heritage Collection material.</p>	
12.21.01	Records documenting requests for reproduction and routine correspondence about preventative conservation.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
12.22.00	<p><b>PROCEDURES (PUBLIC LIBRARY SERVICES)</b></p> <p>Standard methods of operating laid down by an organisation according to formulated policy.</p>	
12.22.01	Records documenting the development of procedures and guidelines and final versions of procedure manuals	<p>TEMPORARY</p> <p>Destroy 7 years after superseded</p>
12.22.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures, instructions	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
12.23.00	<p><b>PUBLIC PROGRAMS (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities associated with providing public programs for members of the Tasmanian public, including the development and delivery of public programs such as reader development programs, holiday activity programs and other specific children's programs.</p> <p>See - CLIENT EDUCATION - for training and direction to the public on the use of the resources of the State Library of Tasmania.</p> <p>See – VISITS - for pre-arranged tours, visits by groups to the State Library of Tasmania.</p> <p>See – EXHIBITIONS - for public programs specifically related to the mounted exhibition.</p>	

12.23.01	<p>Records documenting the development and delivery of programs to members of the public.                  Records may include:</p> <ul style="list-style-type: none"> <li>• attendance lists</li> <li>• resource lists</li> <li>• program schedules</li> <li>• guidelines for program content</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
12.24.00	<p><b>REFERENCE SERVICES (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities involved in providing facilities for public access to:</p> <p>The State Archives held by the Tasmanian Archive and Heritage Office (TAHO)                  The State Library of Tasmania's reference, research and heritage collections.</p> <p>See - CLIENT EDUCATION for the activities associated with providing training and direction to external clients of the State Library of Tasmanian.</p> <p>See - CUSTOMER SERVICES - for the activities associated with dealing directly with customers.</p> <p>See - DISTRIBUTION for activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services</p>	
12.24.01	<p>Records documenting the operational management and use of resources and services in the reference libraries and reference and research collections including heritage services.                  Records may include:</p> <ul style="list-style-type: none"> <li>• reference queries</li> <li>• statistics</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
12.24.02	<p>Records documenting document delivery. These may include requests for resources to or from other libraries.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Copyright declarations</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
12.24.03	<p>Records documenting reference services requests.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Requests for retrieval of records</li> <li>• Overdue notices</li> <li>• Notification of non-supply</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
12.25.00	<p><b>REPORTING (PUBLIC LIBRARY SERVICES)</b></p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p>Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>	
12.25.01	<p>Final versions of formal internal and external reports prepared by or for the agency</p>	<p>TEMPORARY                  Destroy 5 years after action completed</p>
12.25.02	<p>Statistical information collected by the State Library of Tasmania and forwarded to the Australian Bureau of Statistics.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence</li> </ul>	<p>TEMPORARY                  Destroy 5 years after action completed</p>

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12.25.03	Statistical information collected by or for the State Library of Tasmania relating to major activities that is not forwarded to the Australian Bureau of Statistics.	PERMANENT
12.25.04	Statistical information collected by or for the State Library of Tasmania relating to routine activities that is not forwarded to the Australian Bureau of Statistics.	TEMPORARY Destroy 5 years after action completed
12.25.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed
<b>12.26.00</b>	<b>RESEARCH (PUBLIC LIBRARY SERVICES)</b>	
	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc. and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature, searches etc. Add the name of the research topic as free text.	
12.26.01	Final reports and summaries of significant research projects, including research material which is considered necessary to substantiate research	PERMANENT
12.26.02	Records documenting research for non-significant research projects that is not considered necessary to substantiate research findings or for future research	TEMPORARY Destroy 10 years after action completed
12.26.03	Records of drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research	TEMPORARY Destroy 7 years after action completed
<b>12.27.00</b>	<b>REVIEWING (PUBLIC LIBRARY SERVICES)</b>	
	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
	See – EVALUATION - for initial evaluation and monitoring.	
	See – IMPLEMENTATION - for implementing plans, policies and procedures.	
12.27.01	Records documenting major reviews of public library services, activities, programs, strategies and operations including final reports.  See 12.13.02 Records documenting the implementation of information management systems	PERMANENT
12.27.02	Records documenting minor reviews of public library services activities, programs, strategies and operations including final reports	TEMPORARY Destroy 5 years after action completed
<b>12.28.00</b>	<b>SECURITY (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.	
	See - DA No. 2157 - for activities associated with the opening hours of libraries.	
12.28.01	Security incident register	PERMANENT

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12.28.02	Records documenting major security incidents including referral to a law enforcement agency	PERMANENT
12.28.03	Records documenting minor security incidents not referred to a law enforcement agency	TEMPORARY Destroy 7 years after action completed
12.28.04	Records documenting the management of security arrangements for public library services. Includes arrangements relating to: <ul style="list-style-type: none"> <li>• Security reviews access</li> <li>• Authentication</li> <li>• Passwords</li> <li>• Licences</li> <li>• Security classification</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>12.29.00</b>	<b>SELECTION (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with choosing items for purchase by the State Library of Tasmania for public use.  See - ACQUISITION - for acquisition activities once the decision to purchase has been made.	
12.29.01	Records documenting requests from clients for the purchase of new library material	TEMPORARY Destroy 2 years after action completed
12.29.02	Records documenting the selection process for choosing items for the collections of the State Library of Tasmania. Records may include: <ul style="list-style-type: none"> <li>• Selection profiles</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>12.30.00</b>	<b>STOCK MANAGEMENT (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with the management and maintenance of items for public use in the collections of the State Library of Tasmania.  Includes the process of allocating, moving or disposing of items by transfer, sale or destruction, the activities associated with the addition of new items to the State Library of Tasmania catalogue, modification of records relating to existing items and the physical processing of items.	
12.30.01	Records documenting the management and maintenance of library materials in the State Library of Tasmania. Records may include: <ul style="list-style-type: none"> <li>• Allocation models</li> <li>• Book stock assessment</li> <li>• Maintenance schedules</li> </ul>	TEMPORARY Destroy 7 years after action completed
12.30.02	Records documenting the disposal, sale and destruction of library materials	TEMPORARY Destroy 7 years after action completed
<b>12.31.00</b>	<b>STOCKTAKE (PUBLIC LIBRARY SERVICES)</b>	
	The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.  See - INVENTORY - for the activities associated with listing and preparing lists of items acquired by the State Library of Tasmania for public use.	

12.31.01	Records documenting the stocktake of the collections of the State Library of Tasmania	TEMPORARY Destroy 2 years after action completed
<b>12.32.00</b>	<p><b>TENDERING (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p>See - CONTRACTING-OUT - for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p> <p>See – ACQUISITION - for acquisitions once the tender has been decided</p>	
12.32.01	<p>Records documenting the development and issue of tender documents and the evaluation of tenders.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposal</li> <li>• Expression of interest (EOI)</li> <li>• Request for information (RFI)</li> <li>• Request for tender (RFT)</li> <li>• Evaluation</li> <li>• Clarifications</li> <li>• Due diligence</li> <li>• Contract negotiations</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed
12.32.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed, including de-briefings.	TEMPORARY Destroy 7 years after tender process completed
12.32.03	Tender registers	TEMPORARY Destroy 7 years after last entry
<b>12.33.00</b>	<p><b>VISITS (PUBLIC LIBRARY SERVICES)</b></p> <p>The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.</p> <p>See - CLIENT EDUCATION - for the activities associated with providing training and direction to external clients of the State Library of Tasmania in the use of resources and services provided for the public.</p> <p>See - PUBLIC PROGRAMS - for activities associated with providing public programs for members of the Tasmanian public, including the delivery of public programs such as reader development programs and specific children's programs.</p>	
12.33.01	<p>Records documenting administrative arrangements for visits, including library tours to the State Library of Tasmania. Records may include:</p> <ul style="list-style-type: none"> <li>• Programs</li> <li>• Surveys</li> </ul>	TEMPORARY Destroy 2 years after action completed