



# **ARCHIVES OFFICE OF TASMANIA**

DISPOSAL SCHEDULE NO. 42

For

Records of resource planning approval hearings

For

Resource Planning and Development Commission

**ARCHIVES OFFICE OF TASMANIA**

***DISPOSAL SCHEDULE NO. 42***

TITLE

**Records of resource planning approval hearings**

ADMINISTERING AGENCY

**Resource Planning and Development Commission**

AUTHORISATION

Under Section 20 (2) (b) of the Archives Act 1983 I hereby authorise the Chairperson, Resource Planning and Development Commission, to manage the disposal of the records described in this Schedule in accordance with the procedures specified herein.

Ian Pearce  
STATE ARCHIVIST

Date 10 September 1999

## INTRODUCTION

### 1. Archives Act

The *Archives Act 1983* stipulates that agencies must not dispose of **records of any type or format** (including electronic records, microfilm, sound recordings, films etc.) 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 Archives Office. Any enquiries relating to these matters should be directed, in writing to the Archives Office of Tasmania, 91 Murray Street, Hobart, (Email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) ), or by phoning 03 6165 5581.

### 2. Disposal Schedules

In order to facilitate the prompt and efficient disposal of functional records of the Resource Planning and Development Commission this Disposal Schedule has been approved by the State Archivist under Section 20(2)(b) of the *Archives Act 1983*.

The Schedule identifies and describes the:

- **Disposal Classes** - groups of records which have the same function.
- **Status** - ie. permanent or temporary retention.
- **Disposal Action** - date for transfer or destruction.

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

### 3. Records Covered by Schedules

- This Schedule covers the functional records created by the Agency relating to the hearing of appeals against decisions of the Resource Planning and Development Commission.
- The *Disposal Schedule No 2157 for General Administrative Records* covers administrative records created by the agency which relate to functions which are common to most State Service agencies.
- Records not covered by the above schedules should be disposed of according to the procedures for unscheduled records (see *Advice 10 Disposal of Unscheduled Records*).
- The Schedule **does not cover pre-1950 records**. The disposal of these records should also be managed according to the procedures for unscheduled records.

### 4. Disposal Action

The disposal actions identified in this schedule specify minimum retention periods. The Agency may keep records longer if it so desires. However, records with PERMANENT status which have been in existence more than 25 years must be transferred to the Archives Office unless a written exemption has been obtained from the State Archivist (*Archives Act 1983 Section 11*). Records with TEMPORARY status can be kept as long

as the Agency wishes but the provisions of the *Archives Act* regarding their proper care and custody still apply.

Frequently the retention period descriptions will refer to "**after action completed**" which means after the date of the last addition or amendment to the record.

## **5. Transfer of Records to the Archives Office**

All records designated as PERMANENT should be transferred to the Archives Office unless it is specified in the Schedule that they be retained by the Agency. The transfer should be arranged as soon as possible after the specified time. However, in order to avoid frequent small transfers of records, the Agency should develop a regular program of transferring records to the Archive Office. For practical purposes it is often preferable to delay the transfer of records until a convenient volume of records has accumulated (eg. about one linear metre or more).

Under no circumstances should records more than 25 years old be kept by the Agency without written approval from the State Archivist.

Records with PERMANENT status may be transferred before the specified date if administrative reference has ceased or is infrequent.

**Please note that records will not be accepted by the Archives Office unless specific prior arrangements have been made for their receipt and they have been arranged and described in accordance with any instruction provided by the Archives Office.**

For further information regarding the procedures relating to records covered by this Schedule see *Advice 9 Disposal of scheduled records*. Details of procedures for unscheduled records are covered in *Advice 10*. Copies of relevant forms are included in these Guidelines and electronic copies can be downloaded from the GISU website.

## **6. Destruction of Records**

Records which have been approved for destruction (either in the Disposal Schedule or by a specific Destruction Authority) should be shredded, pulped or incinerated after the specified period has elapsed.

The Agency may make arrangements for the destruction of records with an appropriate contractor for collection and disposal. **Please note** that it remains the responsibility of the Agency to ensure that records are destroyed, and that this process is confidential and secure. If the records are in the Schedule, the appropriate entry must be made in the *Register of Records Destroyed*.

## **7. Register of Records Destroyed**

The Agency is obliged to maintain a register of all records destroyed under the Schedule. The register is to be made available to the State Archivist (or nominee) on request. The register should not be used to list unscheduled records as these will be

covered by a specific Destruction Authority issued by the State Archivist. 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. This identification should appear on each loose sheet or on the cover if the register is kept in book format. The register can be the same used for registering destructions under the *Disposal Schedule N°2157 for General Administrative Records for State Government Agencies and Authorities*. A sample format and details of this procedure are included in *Advice 69 Register of Records Destroyed*.

#### **8. Samples and/or Examples of Records Destroyed**

Occasionally samples and/or examples of records being destroyed under the Schedule will be selected by the Archives Office for transfer. The State Archivist will initiate this procedure where appropriate.

#### **9. Review of the Schedule**

If the description in the Schedule no longer accurately reflects the nature and function of the records these procedures should not be used. The State Archivist should be informed of the need to revise the Schedule and, if necessary, the procedure for transferring unscheduled records can be used in the interim.

**1.0.0**

**Planning approval hearings**

Conducted by the Resource Planning and Development Commission to make determinations on resource planning and development submissions.

1.1.0

Records of planning approval hearings

1.1.1

Audio tape recordings of proceedings during the hearings of requests for planning approvals

TEMPORARY

Destroy one year after the Commission's decision unless required for an appeal to the Resource Management and Planning Appeal Tribunal or an appeal to the Supreme Court begun within this period.

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**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.