

Office of the State Archivist

IMPLEMENTATION TOOL

Dealing with Legacy Records

INTRODUCTION

Legacy records are closed records, also referred to as non-current records, created:

1. Under a previous / defunct recordkeeping system
2. Under a defunct function or activity
3. By a predecessor agency.

In Tasmania, many legacy records are paper.

Disposing of legacy records means they are destroyed or transferred to the Tasmanian Archives. This fact sheet outlines the process.

1. CHECK IF THE RECORDS ARE PRE-1960

If your records are pre-1960, contact the Government Archives and Preservation team on 03 6165 5443 or berriedale.archives@education.tas.gov.au for advice.

2. CHECK OUR WEBSITE TO SEE IF YOUR RECORDS ARE COVERED BY AN AUTHORISED DISPOSAL SCHEDULES

Disposal Schedules are documents authorised by the State Archivist. They list the time that classes of records need to be kept. Common Disposal Schedules apply to more than one organisation. These include *Common Administrative Functions* (DA 2157), *Local Government* (DA 2200), *Short Term Value Records* (DA 2158) and *Source Records* (DA 2159). Functional Disposal Schedules are specific to the unique records of one organisation. You can view all authorised Disposal Schedules on our website.

You can destroy temporary records in accordance with authorised Disposal Schedules and our destruction requirements.

3. UNSCHEDULED RECORDS ARE THOSE CREATED POST-1960 AND NOT INCLUDED IN AUTHORISED DISPOSAL SCHEDULES

Unscheduled records need to be appraised to decide how long they should be kept to meet:

- business needs
- legal and regulatory requirements
- community and societal expectations.

The appraisal process will help you decide:

- if the records are temporary or permanent
- how long to keep the records in your organisation's care
- when to destroy temporary records
- when to transfer permanent records to Tasmanian Archives.

Contact the Office of the State Archivist. We may issue a Disposal Authority, a one-off authorisation from the State Archivist for the disposal of these records. This process authorises the destruction of these records, and perhaps the transfer of permanent records to the Tasmanian Archives.

CONTACT US

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Dealing with Legacy Records is part of the *Tasmanian Government Information Management Framework*. It supports the *Information and Records Management Standard*. This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.



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Document Development History

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1	28/09/2020	Initial release
