### **Approval Process to Destroy Temporary Child-Related Source Records After Digitisation**

This approval process relates to the current [Disposal Freeze for Records Relating to Children](https://www.informationstrategy.tas.gov.au/Resources/Pages/Royal-Commission.aspx) issued by the Office of the State Archivist (OSA), which is in effect until 2029. OSA is allowing organisations to destroy temporary child-related source records if the process below is followed. This destruction is to help organisations manage their storage costs during the disposal freeze.

The approval only applies to the records specified on this form. You will need to complete a separate form for different record types, series or business units.

Definitions

*Temporary record:*a record that can be destroyed after a certain amount of time, as described in an approved [Retention and Disposal Schedule](https://www.informationstrategy.tas.gov.au/Publications/Pages/RDS-List.aspx).

*Source record:*a record that has been copied, converted or migrated from one format or system to another. The source records are those that remain following the successful conversion or migration.

*Child-related record:*any record that contains information about a child, an adult who interacts with a child, or an organisation that provides a service to a child.

Instructions

1. Complete the attached form.
* The text in italics is an example of what you might include so remove any text that you don’t write over
* Allow the table to expand if you need the space
* Our [Information Management Framework](https://www.informationstrategy.tas.gov.au/Government-Information-Strategy/Pages/default.aspx) and [Guidelines + Advices](https://www.informationstrategy.tas.gov.au/Records-Management-Principles/Pages/Numeric-List.aspx) can provide more information on how to develop the policies or processes asked for on the form
1. Have your organisation’s certifying officer approve the destruction and sign the form.
	* The certifying officer will normally be the Chief Information Officer or similar
2. Forward the completed form to osa@education.tas.gov.au **before** destroying any records.
	* Please don’t include your policies, processes etc with the form as we only need to see that you have had them approved by your certifying officer. However, we might ask if we want to see your documentation or need any more information.
3. We will review your application and respond to the contact officer.
4. You can destroy the records after you receive a response.
5. Keep the completed form and response from OSA as a record of your actions.

|  |  |
| --- | --- |
| Business unit |  |
| Organisation/agency & business unit |  |
| Contact officer |  |
| Position |  |
| Phone / email |  |

|  |  |
| --- | --- |
| Record details |  |
| Description | *Plain English description of the records eg timesheets of employees of Hobart Day Centre* |
| Responsible agent, owner or creator | *Leave blank if the same as the unit requesting approval* |
| Date range |  |
| Source records to be destroyed | *If using a Register of Records Destroyed or similar: EDRMS or other business system document registration number or link to document**If using other means: description of how the records are identified (eg by adding specific metadata to the record)* |
| Format | *Eg paper files, photographs, microfiche* |
| Quantity | *Eg 10 files, 2 boxes of loose sheets* |
| Any other relevant details |  |

|  |  |
| --- | --- |
| Digitisation details |  |
| Digitisation policy | *EDRMS, other business system document registration or policy number/s, or link to document/s* |
| Training process | *EDRMS or other business system document registration number/s, link to document/s or narrative of the process* |
| Quality assurance process | *EDRMS or other business system document registration number/s, link to document/s or narrative of the process* |
| Reason for digitisation | *Eg improved access, fragile condition of the source records* |
| Digitisation staff | *Include contact details of the company if digitisation was outsourced* |
| Any other relevant details |  |

|  |  |
| --- | --- |
| Risk analysis |  |
| Risk analysis process | *EDRMS or other business system document registration number/s, link to document/s or narrative of the process* |
| Evaluated risk of destroying the source records | *Eg Low/medium/high/extreme* |
| Any other relevant details |  |

|  |
| --- |
| Approval by the organisation’s certifying officer |
| Destruction of the temporary child-related source records is [ ]  approved [ ]  not approved  |
| Name |  |
| Position |  |
| Signature | *A scanned signature is acceptable* |

Send this completed form to osa@education.tas.gov.au **before** destroying any records. OSA will review the application and respond to the contact officer. Please email us or phone us on 03 6165 5581 if you have any questions.