

**Office of the
State Archivist**



DISPOSAL SCHEDULE FOR COMMISSIONS OF INQUIRY

Disposal Authorisation DA2540

Version 1.0

December 2022

CONTACT US

Office of the State Archivist

www.informationstrategy.tas.gov.au

osa@libraries.tas.gov.au

03 6165 5581



License URL: www.creativecommons.org/licenses/by/4.0/legalcode
Please give attribution to: © State of Tasmania, 2021

Table Of Contents

Auhorisation	4
Overview.....	5
Disposal Schedule.....	9
01.01 Records of Continuing Value	9
01.02 Records of Medium Term Value	10
01.03 Records of Short Term Value	10

Authorisation

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

Ross Latham

State Archivist

Version	Date	Comments
1.0	14/12/2022	Authorised release

Overview

ARCHIVES LEGISLATION

The *Archives Act 1983* (Tas) stipulates that Tasmanian government organisations need the written approval of the State Archivist before they dispose of records of any type or format.

Disposal of records means their destruction, their removal from the custody of their creating agency, or their transfer to the Tasmanian Archives.

Disposal schedules are the written approval of the State Archivist to dispose of records.

Section 10 (1) (a) of the *Archives Act 1983* (Tas) requires organisations to preserve records until they are dealt with under the Act. This means you need to ensure all records remain accessible while they are in your custody.

DEFINITIONS

Disposal references: All disposal classes have a reference number. Use this with the schedule number to identify records in disposal documentation. You can also use these numbers to show disposal authorisation in records control systems.

Permanent records will be transferred to the Tasmanian Archives to be retained as State Archives.

Follow the transfer procedures issued by the Office of the State Archivist. Please refer to www.informationstrategy.tas.edu.au

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

You can keep temporary records for as long as there is a business need for them, but you still need to meet the requirements of the *Archives Act 1983* (Tas).

Destroy temporary records securely and use a method appropriate for the record format or medium.

Record the destruction of records in a **Register of Records Destroyed**.

COVERAGE

This schedule covers functional records of Commissions of Inquiry established under the *Commissions of Inquiry Act 1995* (Tas).

Most documents received by a Commission of Inquiry will be digital. Occasionally, members of the public may submit original hard copy records to an Inquiry and request their return. This schedule gives permission for the return of the originals of items that are required as State archives, provided copies are made for eventual transfer as State archives. This schedule also gives permission for the return of original documents that are not required as State archives.

The following disposal schedules may be used in conjunction with this schedule:

- *Disposal Schedule for Common Administrative Functions (DA2157)*
- *Disposal Schedule for Short Term Value Records (DA2158)*
- *Disposal Schedule for Source Records (DA2159)*
- *Disposal Schedule for Statutory Governing Bodies (DA2508)*

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the Office of the State Archivist procedures for unscheduled records.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>Formal Commissions of Inquiry</p> <p>The business of setting up an independent Inquiry and delivering a final report on matters within the scope of the Inquiry. Includes planning for and administering the Inquiry.</p>	
01.01	<p>Records of continuing value</p> <p>Key records of the Commission of Inquiry. Includes:</p> <ul style="list-style-type: none"> • order establishing the Commission, Terms of Reference, appointment of Commissioners and Officers, delegations, Agreements and Memoranda of Understanding • master set of documents gathered as part of the Commission, including formal submissions, statements and exhibits • practice notes and directions • issuing summons or orders to attend and give evidence or produce documents • transcripts of proceedings, or audio-visual recordings where no transcript exists • records of interviews and meetings conducted as part of the Commission, including transcripts • official diaries and notebooks of Commissioners • records of liaison with key stakeholders, and advice from experts, consultants and other parties • media releases, speeches and presentations by the Commissioners or Officers • research and briefing papers • discussion and issue papers • register of submissions and exhibits • witness statements • correspondence sent by the Commission to external parties • notifications of potential breaches of legislation sent to relevant agencies, or other jurisdictions 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • interim, final and substantive drafts of reports produced by the Commission • notifications relating to child safety received by the Commission • warrants issued to search and seize material. <p>SEE <i>Disposal Schedule for Common Administrative Functions (DA2157)</i> Customer Relations, for management of records such as speeches or presentations made by the Commissioners and media releases about the Inquiry.</p>	
01.02	<p>Records of medium-term value</p> <p>Includes:</p> <ul style="list-style-type: none"> • submissions and exhibits which are outside the scope of the Inquiry, but which may be relevant in the future. <p>Note: submissions and material not relevant to the scope of the Inquiry can be disposed of under 01.03 - Records of short term value.</p> <ul style="list-style-type: none"> • records documenting the return, or attempted return, of evidence or exhibits to their owners. 	<p>TEMPORARY</p> <p>Destroy 10 years after the Final Report is tabled or submitted</p>
01.03	<p>Records of short-term value</p> <p>Operational and administrative records of the Commission of Inquiry. Includes:</p> <ul style="list-style-type: none"> • hearing schedules, notices, media advertisements and related publicity • drafting and distribution of practice notes and directions • correspondence relating to general enquiries from the public • submissions and other material not considered relevant to the scope of the Commission. <p>Note: on review, some submissions and exhibits may be retained in case they become relevant in the future. These records are managed under 01.02 - Records of medium term value.</p> <p>SEE <i>Disposal Schedule for Common Administrative Functions (DA2157)</i> for records such as financial management, outsourcing, meeting and travel arrangements, expense claims etc.</p>	<p>TEMPORARY</p> <p>Destroy after the Final Report is tabled or submitted</p>