

**Office of the  
State Archivist**

# **DISPOSAL SCHEDULE FOR SOURCE RECORDS**

Disposal Authorisation DA2159

**Version 5.0 May 2024**

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## 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**

**Document Development History**

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<b>Version</b>	<b>Date</b>	<b>Comments</b>
5	27/05/2024	<p>Office of the State Archivist: <i>Disposal Schedule for Source Records</i> (DA2159). (Author and template change, major rewrite) Sections edited:</p> <ul style="list-style-type: none"><li>• All (plain English)</li><li>• Archives Legislation (<i>Information and Records Management Standard</i> added)</li><li>• Coverage and Implementation (quality checks added; requirement to document destruction of permanent source records added)</li><li>• Exclusions (First Nations families and communities added)</li><li>• Disposal Class 01.00 (<i>Guideline 8</i> removed)</li><li>• Disposal Class 01.01 (Exclusions removed, Disposal Action changed to require quality checks)</li><li>• Disposal Class 01.02 (Exclusions, formal authorisation and <i>Guideline 8</i> removed, requirement to meet <i>Digitisation Standard: Technical standard for permanent paper records</i> added, Disposal Action changed to require approval from our Office).</li></ul>
4	01/07/2015	<p>Tasmanian Archive and Heritage Office: <i>Disposal Schedule for Source Records</i> (DA2159). (Template change) Sections edited:</p> <ul style="list-style-type: none"><li>• All (text)</li><li>• Coverage and Permanent records (requirement to meet <i>Guideline 8</i>, and seek permission to dispose of permanent source records added)</li><li>• Destruction of records (Register of Records Destroyed removed)</li><li>• Disposal Class 01.00.00 (<i>Guideline 8</i> added)</li><li>• Disposal Class 01.01.02 (requirement of formal authorisation from TAHO in line with digitisation requirements of <i>Guideline 8</i> added).</li></ul>
3	10/08/2012	<p>Tasmanian Archive and Heritage Office: <i>Disposal Schedule for Source Records</i> (DA2159). (Author, title and template change) Sections edited:</p> <ul style="list-style-type: none"><li>• All (text simplified)</li><li>• Coverage and exclusions (temporary records changed to post-1960, historical artefacts added)</li><li>• Preservation of records (cloud computing added)</li><li>• Destruction of records (Register of Records Destroyed clarified)</li><li>• Disposal Classes 01.01.01 and 01.01.02 (exclusions added)</li><li>• Disposal Class 01.01.02 (1 January 2000 requirement removed).</li></ul>
2	08/10/2007	<p>Archives Office of Tasmania: <i>Records Retention and Disposal Schedule for Source Records</i> (DA2159). (Title change) Sections edited:</p> <ul style="list-style-type: none"><li>• Introduction (Status)</li><li>• Definitions (Permanent records added)</li><li>• Coverage (Permanent records created after 1 January 2000 added)</li><li>• Destruction of records (Register of Records Destroyed)</li><li>• Disposal Class 01.01.02 (1 January 2000 requirement added).</li></ul>

DISPOSAL SCHEDULE FOR SOURCE RECORDS (DA2159)

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<b>Version</b>	<b>Date</b>	<b>Comments</b>
1	29/08/2003	Initial release as Archives Office of Tasmania: <i>Disposal Schedule for Temporary Value Source Records</i> (DA2159).

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## INTRODUCTION

**Disposal Schedules are the State Archivist's ongoing permission to dispose of State records. Their purpose is to ensure the disposal of state records is open, transparent, and accountable.**

They identify:

- the records that are to be permanently retained as State archives.
- the minimum time that all other records must be kept before they can be destroyed.

## AUTHORITY

Tasmanian government organisations covered by the *Archives Act 1983* (Tas) can only dispose of records with the written permission of the State Archivist.

“Disposal of records” means destroying them, removing them from the creating organisation, or transferring them to the Tasmanian Archives.

The *Information and Records Management Standard* describes the minimum requirements for managing information and records throughout their lifecycle.

## COVERAGE AND IMPLEMENTATION

This schedule is for original records that have been copied or digitised (source records).

Keep digital copies of temporary records for the same period as the original records would be kept. Store them in an approved recordkeeping system until they can be destroyed.

Keep digital copies of permanent records until they are transferred to the Tasmanian Archives.

Source records should never be destroyed until quality checks have been done.

Document destruction of permanent source records after you have gained approval from the State Archivist. You could record this on your *Register of Records Destroyed*, ensuring that it is clearly identified as a source record. Alternatively, you could record it elsewhere.

This Disposal Schedule is part of the Digitisation Toolkit. Before applying to destroy source records you need to meet the requirements of the *Digitisation Standard: Technical Standard for Permanent Paper Records*.

## DIGITISATION TOOLKIT

The [Digitisation Toolkit](#) helps you digitise and preserve your high-value, high-risk information. Using this toolkit will help you meet reproduction standards so you can destroy original or source records. The Toolkit includes:

- *Application to Dispose of Permanent Paper Source Records* – a checklist to help you prepare your application to our Office.
- *Digitisation Projects: Plan Before you Scan* – will help you manage large volume digitisation or back-scanning projects.
- *Digitisation Standard: Technical Standard for Permanent Paper Records* – describes minimum requirements for preservation quality digital copies. Use this Standard for permanent records and to meet the conditions in our *Disposal Schedule for Source Records* (DA2159).
- *Digitisation Toolkit FAQs* – your guide to the Toolkit.
- *Disposal Schedule for Source Records* (DA2159) – the legal instrument you use to dispose of the source records.
- *Sustainable Digital File Formats for Creating and Using Records* – this CAARA publication recommends and lists digital formats.
- *Three Steps for Better Scans* – a staff educational poster.

## EXCLUSIONS

Don't use this disposal schedule if the source records are unscheduled.

You cannot destroy source records, even if the minimum retention period has passed, when:

- they are the subject of a records retention notice ("disposal freeze") issued by the State Archivist or your organisation, or
- a Royal Commission or Commission of Inquiry is in progress or expected and the records may be relevant.

You should consider the risk of destroying the original or source records when:

- they may be needed as evidence in a current or expected legal matter, investigation or inquiry
- they are needed for applications in progress under the *Personal Information Protection Act 2004* (Tas) or *Right to Information Act 2009* (Tas)
- a native title claim is in progress
- the records relate to Aboriginal and Torres Strait Islander people if they document cultural connection to place and/or the impact of government policies on individuals, families, and communities.

## Disposal Schedule

Reference	Description	Status and Disposal Action
01.00	<p><b>Source Records</b></p> <p>Records described in a current, approved disposal schedule that have been:</p> <ul style="list-style-type: none"> <li>• copied or digitised</li> <li>• converted into another medium or format, or</li> <li>• migrated from one system to another.</li> </ul>	
01.01	Source records described as temporary in an authorised disposal schedule.	<p>TEMPORARY</p> <p>Destroy after quality checks are done.</p>
01.02	<p>Source records described as permanent in an authorised disposal schedule.</p> <p>NOTE: You must the requirements set out in the <i>Digitisation Standard: Technical Standard for Permanent Paper Records</i>.</p>	<p>TEMPORARY</p> <p>Destroy after you have been given approval by the State Archivist.</p>