

Application to Dispose of Permanent Paper Source Records

IMPLEMENTATION TOOL

INTRODUCTION

The *Disposal Schedule for Source Records* (DA2159) requires approval from the State Archivist before you dispose of Permanent paper source records. Use this checklist to prepare your application.

Use this Checklist when:

- You are disposing of Permanent paper source records
- The source records are covered by a current authorised Disposal Schedule.

Do not use this Checklist when:

- You are disposing of Temporary source records (refer to *Disposal Schedule for Source Records* (DA2159))
- The source records were created before 1960 (please contact us)
- They are audio and/or video records (please contact us)
- You are retaining the source records in your organisation.

Information we need:

Evidence you need to provide:

- Digitisation plan or scanning procedure. This should meet the requirements in the *Digitisation Standard: Technical Standard for Permanent Paper Records*.
- Samples of scans.

Send an email with attached evidence to:

The Office of the State Archivist: osa@libraries.tas.gov.au

The email should include:

- Name and position of the authorising officer
- Name of organisation and business unit
- Name of creator (if different to current custodian)
- Description including dates and quantity of the source records
- Disposal Schedule class references

Attachments:

- Digitisation plan or scanning procedures showing technical specifications
- Samples

CONTACT US

Office of the State Archivist | www.osa.tas.gov.au | osa@tas.gov.au | 03 6165 5581

This Checklist is part of the *Tasmanian Government Information Management Framework*. It supports the *Information and Records Management Standard* and the *Digitisation 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

Version	Date	Comments
1.0	30/05/2024	Initial release
