

**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR THE  
OFFICE OF THE SUPERANNUATION  
COMMISSION**

Disposal Authorisation DA2566

**Version 1.0  
August 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 in accordance with the procedures specified.

**Ross Latham**  
**State Archivist**

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<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	28/08/2024	Initial release

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## Document Development History

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Version	Date	Comments
1.0	28/08/2024	Initial release

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## Introduction

**Disposal Schedules are the State Archivist’s ongoing permission to dispose of records.**

They identify:

- which records have a permanent retention and will be transferred to the Tasmanian Archives
- the minimum time that temporary records need to 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.

### Records Covered

This schedule covers functional records of the Office of the Superannuation Commission and historically the Retirements Benefits Fund Board as trustee of the Retirement Benefits Fund (RBF).

This schedule supersedes *Functional Records of the Retirement Benefits Fund* (DA2416).

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)
- other disposal schedules relevant to your organisation.

### Responsibility for review

You are responsible for monitoring legislative or regulatory changes which may affect disposal of records covered by this schedule. If this happens, please tell the Office of the State Archivist because we may need to review the disposal schedule.

### Unscheduled Records

Unscheduled records are records not covered in this or any other disposal schedule and include all pre-1960 records.

Please contact us to discuss procedures to manage these records.

### You Cannot Destroy Records, Even if the Retention Period has Passed, if:

- they are the subject of a **records retention notice** (“disposal freeze”) issued by the State Archivist or your organisation; or
- they may be required for an **investigation, inquiry or Royal Commission** which is in **progress** or expected; or
- they may be needed as **evidence** in a current or expected legal matter; or
- they are needed for applications in progress under the ***Personal Information Protection Act 2004 (Tas)*** or ***Right to Information Act 2009 (Tas)***; or
- there is a **native title claim** in progress.

If any of these apply, identify all relevant records and keep them until the matter and any following reviews, appeals or actions are complete. This may be longer than retention periods in this schedule.

## Records Of First Nations People

Keep records of First Nations' people if they document cultural connection to place and/or the impact of government policies on individuals, families and communities.

## More Information

- **Outsourcing:**  
You are responsible for recordkeeping, even if your organisation outsources a function.
- **Retention periods are minimums:**  
The retention periods in this schedule are minimum periods.
  - You can keep records longer where there is a business need for them.
  - Take a risk-based approach when deciding how long to keep records.
- **Destruction of records:**  
Destroy temporary records securely and appropriately to the format or medium. Record their destruction in your *Register of Records Destroyed*.
- **Transfer of records:**  
Transfer permanent records to the Tasmanian Archives, in line with procedures.
- **Legal deposit:**  
Follow [National edeposit](#) (NED) guidelines for lodging print, digital and audio-visual publications, including government publications, under legal deposit legislation.
- **Legislation:**  
This disposal schedule is issued under the *Archives Act 1983* (Tas).

Also, consider the legislation relevant to your own organisation to make sure you've met all recordkeeping requirements.

## Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p><b>Fund Strategy &amp; Governance</b></p> <p>The function of guiding and governing the business of the Retirement Benefits Fund (the Tasmanian public sector superannuation fund), including:</p> <ul style="list-style-type: none"> <li>• setting strategies for fund management</li> <li>• approving and monitoring investment decisions</li> <li>• fund governance reporting eg Australian Taxation Office (ATO) reporting</li> <li>• authorisation and delegation of functions and powers</li> <li>• advice received from and sent to the Commission, Government, Minister, government agencies, scheme management and third party providers eg triennial actuarial report.</li> </ul> <p>The Retirement Benefits Fund is comprised of the following defined benefits schemes, all of which are closed to new members:</p> <ul style="list-style-type: none"> <li>• Contributory Scheme (closed 15 May 1999).</li> <li>• State Fire Commission Superannuation Scheme (closed 30 June 2005).</li> <li>• Tasmanian Ambulance Service Superannuation Scheme (closed 30 June 2006).</li> <li>• Parliamentary Superannuation Fund (closed 11 November 1985).</li> <li>• Parliamentary Retiring Benefits Fund (closed 1 July 1999).</li> </ul> <p><b>See Disposal Schedule for Common Administrative Functions (DA2157)</b> STRATEGIC MANAGEMENT for records of accounting, audits, and operational reporting.</p> <p><b>See Disposal Schedule for Statutory Governing Bodies (DA2508)</b> ADMINISTRATION OF STATUTORY GOVERNING BODIES for records of Commission membership and governance meetings.</p>	
01.01	<p><b>Records of Significant Value</b></p> <p>Records of ongoing value which document the fund strategic management and governance function, including:</p> <ul style="list-style-type: none"> <li>• approved fund management and investment strategies</li> <li>• approved fund strategy and governance reports requested by the Minister, prepared for submission or received from external organisations eg triennial actuarial reports</li> <li>• reviews, research, evaluations and suitability assessments of fund products and services</li> <li>• advice on significant fund governance issues that do not impact on legislation. Includes advice to the Minister, government agencies, legal advice, and product and scheme management advice.</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>



Reference	Description	Status And Disposal Action
	<p><b>See Disposal Schedule for Statutory Governing Bodies (DA2508)</b> for advice relating to legislation that goes to the Commission.</p>	
01.02	<p><b>Medium-term Records</b></p> <p>Records of medium-term value documenting the fund strategic management and governance function, including:</p> <ul style="list-style-type: none"> <li>• the development of strategies for fund and investment management, including consultation with subject matter experts and the receipt of advice, modelling results, research and working papers</li> <li>• procedures, manuals and instructions relating to fund strategy and governance</li> <li>• processes to review and develop strategy performance reports for submission to the Commission</li> <li>• research and development of recommendations for investment decisions for submission to the Commission</li> <li>• internal and external reports that do not contain significant information or findings eg quarterly Australian Prudential Regulation Authority (APRA) reports, third party provider reports such as Link and member centric reports</li> <li>• authorisation and delegation of functions and powers to agents or employees of the Commission.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
02.00	<p><b>Investment Management</b></p> <p>The function of overseeing investment management services and operations undertaken by third-party investment managers on behalf of the Superannuation Commission.</p> <p><b>Note:</b> Use 01.01 for final monitoring investment decisions, delegations, divestment and reporting.</p>	
02.01	<p><b>Medium-term Records</b></p> <p>Records of investment management operations, including:</p> <ul style="list-style-type: none"> <li>• compliance assessments and reports</li> <li>• relationship management with investment managers</li> <li>• service arrangements with investment managers</li> <li>• instructions from the Commission (or its predecessors) to investment manager(s), and return responses/confirmation records</li> <li>• regular performance reporting on assets under management</li> <li>• infrastructure investment projects, including agreements with business partners, research and investigation.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
<b>03.00</b>	<p><b>Member Administration and Services</b></p> <p>The function of providing access to superannuation benefits and information through developing members' understanding of the scheme, processing contributions, paying benefits and managing member details of the Retirement Benefits Fund Defined Benefit Schemes, including Pensions. Also includes records to and from a third party provider contracted to undertake the processing of member transactions such as benefit payments and changes in contributions.</p> <p><i>See Disposal Schedule for Common Administrative Functions (DA2157) FINANCIAL MANAGEMENT for records of contracts with service providers and their management</i></p>	
<b>03.01</b>	<p><b>Medium-term Records</b></p> <p>Records of member accounts, including:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• personal member details</li> <li>• contribution and payment calculations</li> <li>• payments</li> <li>• debt recovery correspondence and reports</li> <li>• correspondence with the member concerning their account and related services</li> <li>• medical examinations, assessments and/or declarations,</li> <li>• member statements, pensions</li> <li>• details of family law orders</li> <li>• complaints, reviews, appeals and disputes in relation to decisions concerning individual members, and associated legal advice</li> <li>• contribution and benefit advice and counselling provided to an individual member.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 10 years after membership and associated accounts cease (i.e. no further transactions are to occur)</p>
<b>03.02</b>	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting the member administration and services function, including:</p> <ul style="list-style-type: none"> <li>• recording and maintaining up to date details of employers of scheme members</li> <li>• correspondence with employers of scheme members regarding employee salary rates, periods of unpaid leave and other matters affecting the rates of contribution by members</li> <li>• internal and external reports prepared by or for the agency relating to member administration and services.</li> </ul> <p>Reports may include:</p> <ul style="list-style-type: none"> <li>• member contributions statements</li> </ul>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• lost member reporting</li> <li>• taxation of pensions</li> <li>• taxation of lump sums</li> <li>• transfer of pension information to other agencies such as Centrelink or Veteran's Affairs.</li> </ul>	
<b>04.00</b>	<b>Defined Benefit Scheme Management</b> The function of managing the operations of Defined Benefit Schemes, researching and evaluating scheme policy and practices, and providing strategic options on its continued efficiency.	
<b>04.01</b>	<b>Records of Significant Value</b> Records of ongoing value documenting the management of defined benefit schemes, including: <ul style="list-style-type: none"> <li>• final approved scheme business rules and policy, including approved updates and changes over time to rules and policy</li> <li>• approved and issued guidelines covering the application/interpretation of scheme business rules and policy.</li> </ul>	PERMANENT Retain as State archives
<b>04.02</b>	<b>Short-term Records</b> Records of short-term value documenting the defined benefit scheme management function, including: <ul style="list-style-type: none"> <li>• the development and review of scheme business rules and policy, including the receipt of advice</li> <li>• routine research such as product analysis, economic trends, market growth areas etc.</li> <li>• routine review of scheme products and services, including recommendations for operational/administrative changes.</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>05.00</b>	<b>Legacy Records: Mortgage Management</b> Records of commercial loan mortgages managed and maintained by RBF, which was a legacy component of RBF's investment management function. Includes discontinued mortgage management services provided direct to members by RBF.	
<b>05.01</b>	<b>Medium-term Records</b> Records of commercial loan mortgages managed and maintained by RBF. Includes: <ul style="list-style-type: none"> <li>• sourcing opportunities and liaison with mortgage brokers for commercial loans</li> <li>• loan negotiations, applications and their assessment/investigation</li> </ul>	TEMPORARY Destroy 10 years after action completed

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• preparation of mortgage and other documents necessary as security for the commercial loan including agreements, valuations, legal advice and due diligence actions</li> <li>• consent of RBF Board to make a commercial loan.</li> </ul>	