

**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR  
FUNCTIONAL RECORDS OF  
TASMANIAN IRRIGATION**

Disposal Authorisation DA2498

**Version 1.0  
January 2025**

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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	6/01/2025	Initial release

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**Document Development History**

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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 disposal schedule refers to the records of Tasmanian Irrigation Pty Ltd (Tasmanian Irrigation).

Tasmanian Irrigation was established in 2008 with clear direction from the Tasmanian Government to drive the planning and construction of vitally important irrigation infrastructure as part of unique public/private partnerships.

On 1 July 2011, following the merger with the Rivers and Water Supply Commission and Tasmanian Irrigation Schemes Pty Ltd, Tasmanian Irrigation inherited the responsibility for three operating irrigation schemes and the ownership of infrastructure of two locally managed irrigation schemes.

Tasmanian Irrigation is a State-owned Company which owns, operates, designs and develops irrigation schemes to deliver high-surety irrigation water to Tasmanian landowners.

The principal objectives of Tasmanian Irrigation are:

- To develop, own and operate irrigation schemes in Tasmania, and
- To enhance productive capacity of Tasmania’s agricultural industries, and
- To ensure its businesses and activities are operated effectively and efficiently, and in accordance with sound commercial practice, and
- To perform functions and exercise powers under relevant legislation.

Tasmanian Irrigation has responsibility for overseeing the following structure and strategy in response to irrigation schemes and dam management:

- Water Delivery – responsible for the operation of irrigation schemes around Tasmania, and the delivery of irrigation water.
- Program Development and Delivery – delivering irrigation projects from concept to water delivery and ensuring schemes are designed to be in operation for the next generation of farmers and beyond.

- Technical Support Services – providing engineering and design support toward the creation of new irrigation schemes and asset management. This function also provides technical support to understand and improve existing scheme performance and ensures that services are provided to irrigators through the infrastructure.
- Corporate Services – provides transactional and compliance services across Tasmanian Irrigation.
- Environmental, Health and Safety – responsible for ensuring Tasmanian Irrigation develops and operates irrigation schemes that are environmentally sustainable in a safe and compliant manner.

The following functions are unique to Tasmanian Irrigation:

- Dam Management
- Environmental Management and Sustainability
- Infrastructure and Asset Management
- Irrigation Scheme Management

### **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.

## Other Disposal Schedules

You can use other disposal schedules with this schedule, including:

- *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.



## Disposal Schedule

Reference	Description	Status And Disposal Action
01.00.00	<p><b>DAM MANAGEMENT</b></p> <p>The function of managing dams in accordance with relevant legislation. Dam Management includes several activities including Dam Surveillance, development of Dam Safety Emergency Plans and investigation and reporting requirements of Dam Safety.</p> <p>Incidents which cause or have potential to cause the following:</p> <ul style="list-style-type: none"> <li>• Death or injury to a person</li> <li>• Damage to, or loss of, property or services</li> <li>• Material environmental harm or serious environmental harm</li> </ul> <p>This includes the management of risks to irrigation assets and services and the undertaking of periodic training and exercises to ensure Dam Safety Emergency Plans can be implemented effectively.</p> <p><b>See Disposal Schedule for Statutory Governing Bodies DA2508</b> for policy relating to Dam Management,</p>	
01.01.00	<p><b>Dam surveillance</b></p> <p>The activity associated with an ongoing requirement for field information to be collected on current conditions of a dam and documented in a surveillance report.</p> <p>Dam surveillance reports will include safety issues that need to be addressed or require further attention and will be guided by consequence categories outlined by the Australian National Committee on Large Dams (ANCOLD), or equivalent guidelines.</p>	
01.01.01	<p><b>Records of medium-term value</b></p> <p>Records associated with safety surveillance for existing dams, commencing after the dams first filling and then every five (5) years for the life of the dam.</p> <p>Includes finalised comprehensive surveillance reports for high-risk consequence categories.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after disposal of asset</p>

01.01.02	<p><b>Records of short-term value</b></p> <p>Records related to operational activities surrounding regular or routine visual inspections of dams or schemes.</p> <p>Includes safety checks, monitoring program records and draft surveillance reports. May also include final surveillance reports for low-risk consequence categories.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
01.02.00	<p><b>Dam safety and emergencies</b></p> <p>The activities associated with understanding that dams may pose risk to immediate population or there is potential for significant economic or environmental damage. Dam safety emergencies relate to dams that hold, permanently or temporarily, liquid, waste, or other material.</p> <p>Note: Dam safety emergencies excludes the engagement of flood protection structures like levees during a flood, as the State Special Emergency Management Plan for flows will take primacy, and the management of the levee is focussed on flood protection.</p>	
01.02.01	<p><b>Records of continuing value</b></p> <p>Master Dam Safety Emergency Plans which are required for all dams where potential loss of life in the event of a dam failure has been identified.</p> <p>Includes records relevant to the engagement of relevant authorities during high-risk dam failure events.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
01.02.02	<p><b>Records of medium-term value</b></p> <p>Records related to the planning and development of Dam Safety Emergency Plans.</p> <p>Records include draft plans, review programs, dam location information, flood inundation maps and/or records associated with communications, responses, processes or procedures for dam safety management.</p>	<p>TEMPORARY</p> <p>Destroy after superseded</p>
01.03.00	<p><b>Dam incidents</b></p> <p>The activity of investigating and reporting on dam incidents and the required activities in accordance with relevant legislation.</p> <p>Dam incidents are assessed by consequence category (in conjunction with potential loss of life) which will determine the required level of competency for investigation and reporting.</p>	

<b>01.03.01</b>	<b>Records of continuing value</b> Summary records of dam incidents.	PERMANENT Retain as State archives
<b>01.03.02</b>	<b>Records of short-term value</b> Dam incident investigations and reports, including risk assessments, action or recovery plans or treatment schedules.  Records include hydrological studies or geotechnical investigations (including logs and test certificates), ANCOLD consequence category records (including flood impacted areas), spillway calculations, photographs, or copies of asset repair records (post recording in Asset Register).	TEMPORARY Destroy 15 years after action completed
<b>02.00.00</b>	<b>ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY</b> The function of monitoring, reporting, and managing environmental requirements in relation to the operation of irrigation schemes in accordance with relevant legislation.	
<b>02.01.00</b>	<b>Audit and compliance</b> The activity of managing compliance with licences and permits that apply to irrigation schemes and drainage systems, including self-managed schemes.  This activity includes auditing and environmental management compliance activities to ensure it meets legislated requirements and standards.	
<b>02.01.01</b>	<b>Records of continuing value</b> Records associated with compulsory applications and compliance reporting which may include audit reports and registers, State Government mandatory compliance reporting, environmental hazards and incident reporting, licence and permit applications, enforcement of by-laws, environmental management and Farm Water Access Plans (Farm WAPs).	PERMANENT Retain as State archives
<b>02.01.02</b>	<b>Records of short-term value</b> Records associated with review and monitoring of processes that enable environmental management in order to meet reporting and compliance requirements. Includes non-compulsory compliance reporting and may	TEMPORARY Destroy 7 years after action completed

	include draft reports, copies of raw data or supporting documentation.	
<b>02.02.00</b>	<b>Quality monitoring and analysis</b> The activity of monitoring systems, processes, and operations to manage the impact of activities on the environment and in charting potential environmental damage over time.	
<b>02.02.01</b>	<b>Records of continuing value</b> Summary records of environmental activities undertaken to meet compliance requirements for legislative, operational, research and development purposes which may be measured.  Records include summary records, flood management plans, flood warning systems, quantity and quality flow, drought management plans, water savings or conservation plans.	PERMANENT Retain as State archives
<b>03.00.00</b>	<b>INFRASTRUCTURE AND ASSET MANAGEMENT</b> The function of managing and maintaining infrastructure and assets associated with irrigation schemes.	
<b>03.01.00</b>	<b>Agreements and contracts</b> The activities associated with the sourcing and implementation of assets for the design, construction, and maintenance of irrigation schemes.	
<b>03.01.01</b>	<b>Records of continuing value</b> Records associated with the procurement of dam or irrigation scheme infrastructure.	PERMANENT Retain as State archives
<b>03.01.02</b>	<b>Records of medium-term value</b>  Includes engagement with third-parties for development, operations, maintenance (upgrades or repairs) and ongoing management of infrastructure and assets.	TEMPORARY Destroy 15 years after expiry or termination of agreement
<b>03.01.03</b>	<b>Records of short-term value</b> Records related to agreements or contracts to accommodate or operate minor infrastructure or assets, e.g. manhole covers, meters, small pipes or equipment.	TEMPORARY Destroy 7 years after disposal of asset

<b>03.02.00</b>	<p><b>Design and construction of infrastructure and assets</b></p> <p>The activities associated with design and construction of infrastructure and assets associated with irrigation schemes.</p> <p>Includes acquisition and disposal of property, compulsory acquisition of land (under relevant legislation), purchase of water, powers to break up highways, open drains and lay pipes, use of natural watercourses and works on private land.</p>	
<b>03.02.01</b>	<p><b>Records of continuing value</b></p> <p>Records associated with the development of Water Management Plans as requested for preparation by The Minister.</p> <p>Records associated with the development and design of irrigation schemes which are constructed and may include pre-construction designs, surveys, business case and approvals, electronic modelling, environmental considerations, feasibility, construction designs and post commissioning records.</p> <p>Includes records associated with the design and construction of major infrastructure and assets May include engineering records, construction records, as-built records, final maps and plans, and eventual disposal of critical infrastructure.</p> <p>Note: The definition of major infrastructure and/or assets includes those greater or equal in value to AUD\$250,000 based on financial year 2024 and inflated by the Hobart Consumer Price Index (CPI) annually.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
<b>03.02.02</b>	<p><b>Records of short-term value</b></p> <p>Records associated with design and construction of minor infrastructure and assets. May include engineering records, construction records, as-built records, final maps and plans, and eventual disposal of minor assets.</p> <p>Includes records associated with the development and design of irrigation schemes which are NOT constructed, including engineering and pre-construction surveys and approvals and environmental considerations.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

<b>03.03.00</b>	<b>Maintenance and operation of infrastructure and assets</b> The activities associated with the maintenance and operation of infrastructure and assets associated with irrigation schemes and maintaining the ongoing commercial viability and governance of irrigation schemes. Activities that check, observe, and record the operation of services and systems associated with the irrigation scheme water supply.	
<b>03.03.01</b>	<b>Records of medium-term value</b> Records associated with maintenance of infrastructure and assets which may include operation manuals, maintenance reports, Maintenance Register, Asset Register, Dams Register and actionable checklists. Includes records relating to asset renewal and future management of irrigation schemes. May include approved operational management plan, asset renewal plans, compliance reports or proof of compliance and checklists. <b>Note:</b> for water quality monitoring records, see 02.02.00 ENVIRONMENTAL MANAGEMENT & SUSTAINABILITY - Quality monitoring and analysis	<b>TEMPORARY</b> Destroy 15 years after disposal of asset
<b>03.03.02</b>	<b>Records of short-term value</b> Records associated with general maintenance of infrastructure and assets which may include checklists, inspections reports, maintenance logbooks, inspection certificates, work orders (once recorded in Asset register). Includes maintenance correspondence, budgets, procedures, and development of operational plans as well as records relating to monitoring of performance of irrigation supply and infrastructure including flow reports, equipment calibration, pipeline inspection results, CCTV or drone footage and reports or storage levels.	<b>TEMPORARY</b> Destroy 7 years after disposal of asset
<b>04.00.00</b>	<b>IRRIGATION SCHEME MANAGEMENT</b> The function of developing, owning and operating irrigation schemes in Tasmania for the purpose of facilitating the expansion of agricultural production in the State in accordance with relevant legislation. Also includes management and provision of a Water Entitlements Register.	

<b>04.01.00</b>	<p><b>Water supply</b></p> <p>The activity of supplying irrigated water via an irrigation scheme or managed by local communities to grant occupiers of land a right to be supplied a certain quantity of water for irrigation of the land or for distribution to land.</p>	
<b>04.01.01</b>	<p><b>Records of continuing value</b></p> <p>Irrigation rights register which includes serial number, customer name, district, type of allocation, entitlement, and allocation volumes (mega litres) and security interest.</p> <p>[Also known as Water Entitlements Register].</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
<b>04.01.02</b>	<p><b>Records of medium-term value</b></p> <p>Records relating to irrigation agreements to supply and deliver water. Includes bulk supply agreements.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after expiry or termination of agreement</p>
<b>04.01.03</b>	<p><b>Records of short-term value</b></p> <p>Records associated with the operational management of schemes which may include by-laws, operational management plans, scheme budgets or funding considerations, scheme reports, meter reads, customer communications, pricing, and other commercial records such as revocation of irrigation rights due to land division or sale of water between other water entities.</p> <p>Records relating to permits and licences associated with water supply as well as any restrictions which may be issued on water supply including restriction notices, public communications, or notifications of poor water quality.</p> <p>Includes scheme administration records which may include reports, working documents or scheme overviews.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>