

**Office of the  
State Archivist**

# ON THE RECORD



**March 2025**

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## **Office of the State Archivist staff update**

We farewell Melissa (Mel) Hughes who joined us in late 2023 as a Support Officer, working on our new website. Mel then acted as Training Coordinator. She was responsible for coordinating our successful 2024 face-to-face training programme. Mel has moved to the Tasmanian Archives and Special Collections team.

Anna Gates joins us as our new Training Coordinator.

We thank Mel for her contribution to our team over the past 15 months and welcome Anna to the team.

## **New Disposal Schedules**

The [Disposal Schedule for the Functional Records of Tasmanian Irrigation Pty Ltd \(DA2498\)](#) is now available.

We've been working with Emma Savage Consulting on new local government disposal schedules. They will supplement the current *Disposal Schedule for Functional Records of Local Government* (DA2200). We had originally planned to publish one rolled-up schedule. Instead, we will publish five smaller schedules. This means we can publish each one as it is completed. It will also make updating them easier.

The schedules will provide:

- high-level coverage of local government records
- fewer classes than in DA2200
- coverage of gaps or known issues
- a choice to use either the new schedules or DA2200.

We expect councils will use the new schedules when they move to new systems or migrate from one system to another.

*Supplementary Local Government Disposal Schedule – Governance and Administration* (DA2576) will be ready first. It will provide coverage of:

- governance (equivalent to DA2200 / 13.00.00)
- government relations (equivalent to DA2200 / 14.00.00)
- legal services (equivalent to DA2200 / 20.00.00)

It will be available on our website shortly.

## Training

Are you interested in learning more about information management? We'll be running *Information Management Foundations* and *Demystifying Disposal* again this year. If you would like to attend, please [contact us](#) to register your interest.

Meanwhile, please look at our [Information Management Foundations eLearning video](#). This 5-minute video is customisable and ideal for induction or records management training. We've also included training plan ideas for five, ten and thirty minute sessions.

## In brief

### New M365 advice

Are you planning to introduce M365? The Public Records Office of Victoria has published [Managing Records in Microsoft 365: A guide for Victorian public offices](#). You may find it useful in understanding M365 recordkeeping capabilities and limitations.

### Coming up

17–25 March: 'AI and IM – Empowering intelligent futures across all domains' [Information Awareness Week](#).

9–13 June: 'Archives are Accessible – Archives for Everyone' [International Archives Week](#).

### 2025 conferences

28–30 October 2025: [RIMPA Live Convention](#), Melbourne.

10–12 November 2025: [Australian Society of Archivists Conference](#), Sydney.

## In the news

[Archaeologists complete largest mass exhumation in Australian history from old cemetery under The Hutchins School](#) *ABC News*, 15 December 2024. Questionable burial practices and poor recordkeeping have hampered work to identify the bodies.

[Beware: the digital doppelganger](#) *Office of the Australian Information Commissioner blog*, 3 February 2025. A man's Medicare records were repeatedly intertwined with a digital doppelganger who shared the same name and date of birth.

[List of 425,000 suspected Nazi collaborators published](#) *The World Today, ABC Listen*, 3 January 2025. Audio recording [4 mins 4sec]. The publication has started a debate about the role of archives, privacy and family legacies.

[NSW Herbarium goes global with state-of-the-art platform](#) *NSW Government media release*, 6 January 2025. The new digital archive includes over 1 million plant species.

## Contact Us

### Office of the State Archivist

[osa@libraries.tas.gov.au](mailto:osa@libraries.tas.gov.au) | 6165 5581 | <https://www.osa.tas.gov.au>

91 Murray St HOBART, TAS, 7000

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