

What is a Disposal Schedule?

SUMMARY

What is a Disposal Schedule? is the second part of an FAQ series on disposal. It explains:

- what a Disposal Schedule is
- the differences between traditional and rolled up schedules
- types of schedules
- how to interpret a schedule
- how to find out if you have a schedule
- if you can still use old schedules
- if you can use existing schedules after government administrative change
- if you need to develop a Disposal Schedule when you don't have one.

WHAT IS A DISPOSAL SCHEDULE?

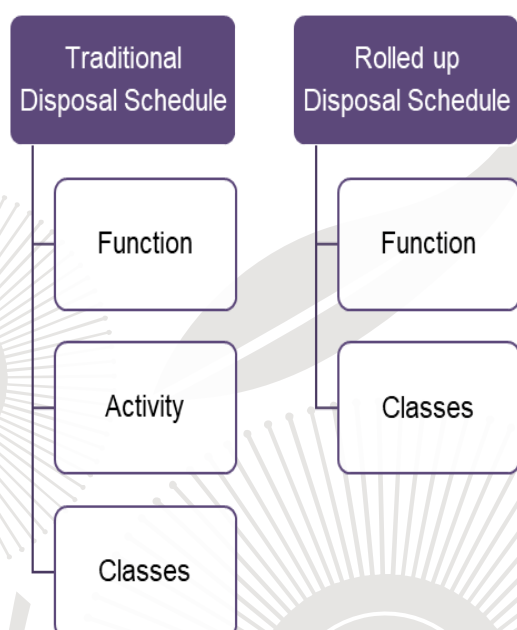
Disposal Schedules are the State Archivist's ongoing permission to dispose of records. Disposal Schedules are comprehensive inventories of records. They identify:

- the minimum time that temporary records need to be kept before you can destroy them
- permanent records which will be transferred to the Tasmanian Archives.

All current authorised Disposal Schedules are on our website.

WHAT IS THE DIFFERENCE BETWEEN A TRADITIONAL AND A ROLLED UP DISPOSAL SCHEDULE?

Disposal Schedules can look different, depending on whether they are traditional or rolled up.



Traditional schedules have three tiers and describe records in detail. They may have many classes under each activity.

Rolled up schedules have two tiers. They group records with similar retentions into 'big buckets' and describe them broadly as:

- records of continuing value
- long-term records
- medium-term records and
- short-term records.

Retention periods are also 'rolled' or 'rounded up'. For example, a traditional schedule may have many separate classes with retention periods of three, four and seven years. In a rolled up schedule, these would be grouped into one class and described as short-term records. The retention period of all records in this class is rolled or rounded up to the longest retention, seven years.

The tables below show how the same records look when described in a traditional and rolled up schedule.

Traditional schedule		Rolled-up schedule	
Master set of minutes, agendas, Terms of References and related papers of Council and its Committees.	PERMANENT Retain as State archives	Records of continuing value Records of continuing value that document the conduct and content of the administrative meetings of Council that may include: <ul style="list-style-type: none"> master set of minutes, agendas, Terms of References and related papers of Council and its Committees. 	PERMANENT Retain as State archives
Draft minutes of meetings.	TEMPORARY Destroy after minutes confirmed at next meeting	Short-term Records Records of short-term value that document the administration of the meetings of Council including: <ul style="list-style-type: none"> draft minutes of meetings audio recordings of meeting used for the preparation of minutes petitions, submissions, objections and results of elector polls considered by Council and summarised or incorporated in Council Minutes. 	TEMPORARY Destroy after minutes confirmed at next meeting
Audio recordings of meeting used for the preparation of minutes.	TEMPORARY Destroy after minutes confirmed at next meeting		
Petitions, submissions, objections and results of elector polls considered by Council and summarised or incorporated in Council Minutes	TEMPORARY Destroy after minutes confirmed at next meeting		

TYPES OF DISPOSAL SCHEDULES

Common or General

These Disposal Schedules describe records common to many organisations, like administrative records. All Tasmanian government organisations can use these schedules.

Functional

Describe records of all or part of an organisation.

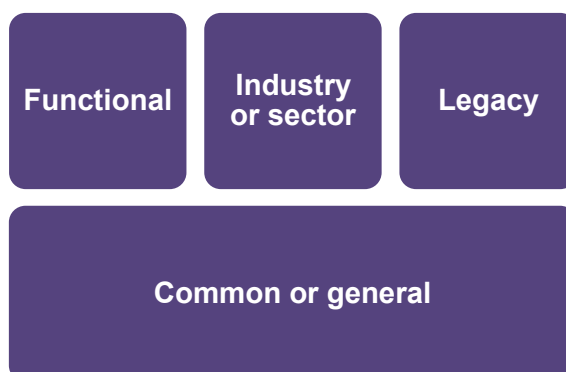
Industry or sector

For example, local government.

Legacy

Legacy records are closed or inactive records. They were created:

- under a previous or defunct recordkeeping system,
- under a defunct function or activity or
- by a predecessor organisation.



HOW DO I INTERPRET A DISPOSAL SCHEDULE?

In a Disposal Schedule you will see:

Functions. The major responsibilities the organisation performs to meet its goals.

Activities. The tasks the organisation does to carry out its business functions. (Activities do not appear in rolled-up schedules like this example.)

Disposal classes. Describe the actual records.

Notes and See references. These direct you to other relevant sections within the schedule, or to separate schedules.

Reference number. A unique number is used to cite the class:

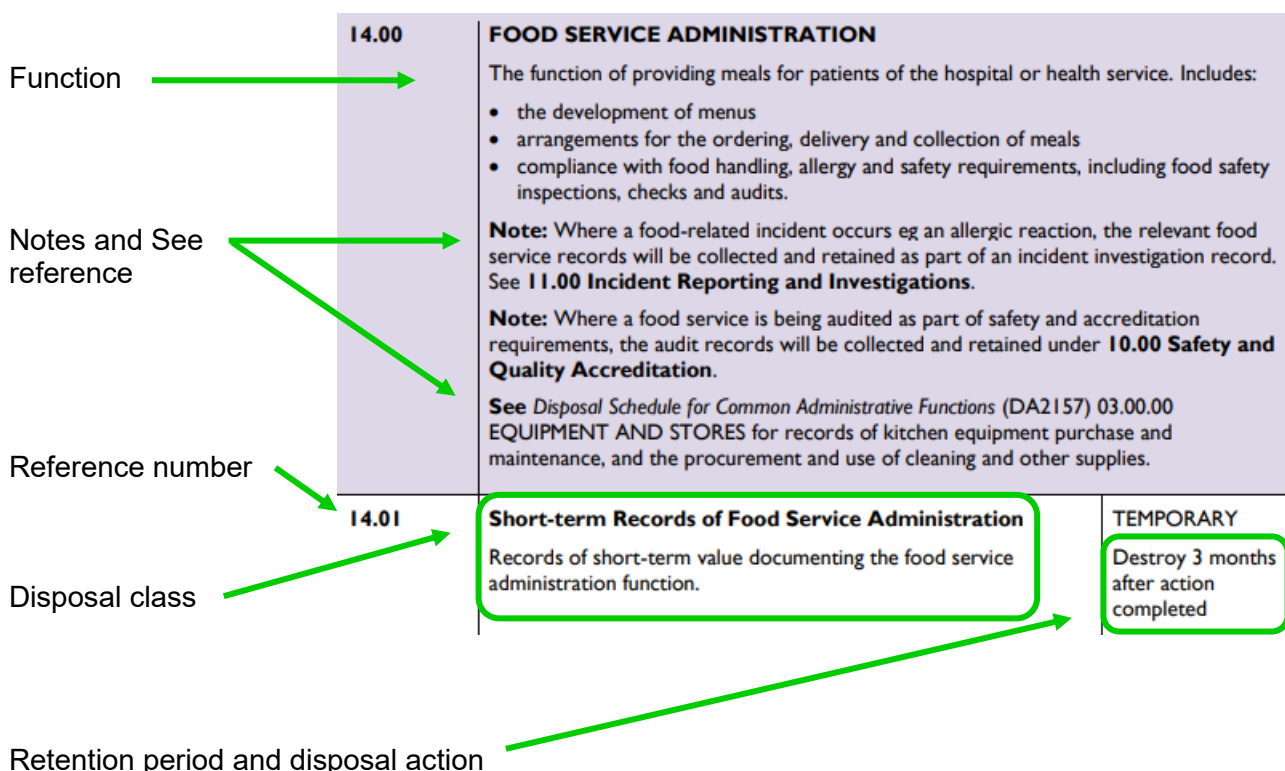
- in your Electronic Document and Records Management System (EDRMS)
- when you record the destruction of temporary records in your *Register of Records Destroyed*
- when you transfer permanent records to the Tasmanian Archives collection.

In traditional schedules with three tiers, the number would be 14.00.00. In the example below, a rolled up schedule, it is 14.00.

Status. Records described will be either Permanent or Temporary.

Retention period. This tells you the minimum period you need to keep the record. It reflects business needs, legal and regulatory requirements and community and societal expectations.

Disposal action or Trigger. The event from which you calculate the disposal date. For example, 'destroy after last action' or 'destroy after contract expiry'.



Disposal Schedule for functional records of health administration (DA2525), Version 2.0.

HOW DO I FIND OUT IF I HAVE A DISPOSAL SCHEDULE?

All current authorised Disposal Schedules are on our website as PDF documents. Check our website for:

- the current name of your organisation
- former names of your organisation
- your functions.

Remember, you may have more than one schedule. For example, the Department of Health has nine schedules for their unique functions. They can also use many common disposal schedules.

If you can't find anything, please contact us.

We can also supply schedules in CSV, PDF, Word and XML format. To import a schedule into your EDRMS, you'll want CSV.

CAN I STILL USE OUR EXISTING DISPOSAL SCHEDULES AFTER GOVERNMENT ADMINISTRATIVE CHANGE?

Yes. Government administrative change is common. Examples include:

- creation or abolition of functions
- transferring functions, resources and people between Tasmanian government organisations
- transferring functions to another government (for example, from Commonwealth to State)
- changes to organisational structure (for example, from department to state owned company)
- creation, merger or closure of organisations
- privatisation.

Disposal schedules may continue to be used by organisations performing the functions in the schedule. For example, a department has one schedule covering all their functions. Government administrative change results a transfer of functions from one to three departments. All three departments can continue to use the schedule.

MY DISPOSAL SCHEDULE IS OLD. DO I NEED A NEW ONE?

If your functions haven't changed, keep using it.

You may need to review and update your schedule because of changed:

- functions or activities
- legislation or regulatory requirements
- business needs
- community expectations
- perceptions of risk.

IF I DON'T HAVE A DISPOSAL SCHEDULE, DO I NEED ONE?

No. If your functions carried out by more than one organisation? In this case, you are probably covered by a common disposal schedule, and you don't need to develop your own.

If your functions aren't completely covered by common schedules, then you can't dispose of these records. You may need to develop a Disposal Schedule to cover these functions. See *How do I get a Disposal Schedule?* and *Developing a Disposal Schedule*.

ACKNOWLEDGEMENTS

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MORE INFORMATION

Documents in this series are:

- *What is disposal?*
- *What is a Disposal Schedule?*
- *How do I use a Disposal Schedule?*
- *How do I get a Disposal Schedule?*
- *Disposal Schedule conventions.*

CONTACT US

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What is a Disposal Schedule? is part of the *Tasmanian Government Information Management Framework*. It supports the *Information and records management 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	12/08/2025	Initial release