

Office of the
State Archivist

ON THE RECORD



August 2025

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Upcoming Training

In September we will run *Information Management Foundations* and *Demystifying Disposal* training. Both courses have been recently updated and will run on the same day. You can attend one session for \$200 (half day), or both courses for the reduced cost of \$300 (full day). This is a great opportunity to network with other records staff. We will provide morning tea and a catered lunch.

Course dates:

- Monday 8 September 10 am to 4:30 pm (Hobart Library)
- Tuesday 23 September 10 am to 4:30 pm (Launceston Library)
- Tuesday 14 October 10 am to 4:30 pm (Devonport Library)

To find out more about each course, please visit our [Events & Training Calendar](#) webpage. Email enquiries@osa.tas.gov.au to contact our training coordinator, Anna Gates.

New disposal FAQs

Our new five-part series on disposal includes:

- *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.*

The first four FAQs are for records staff, especially new staff. The last one is for consultants writing Disposal Schedules. You can find them on the [Information Management Framework](#) webpage under the *Information and records management standard*.

Have your say: Review of DA2157 and DA2158

We have started our review of *Disposal Schedule for Common Administrative Functions* (DA2157). DA2157 is our largest schedule. The review and update is a major multi-year project. We will:

- split DA2157 into six smaller schedules to make it easier to update in the future
- roll up retentions in the new schedules
- set up a reference group to help review the schedules.

We want your feedback on DA2157. Tell us about anything big or small where we can improve DA2157! Please tell us if you have found:

- missing functions or classes
- content that conflicts with other schedules
- unworkable disposal triggers
- questionable retention periods
- errors or omissions.

If you have feedback or want to join the reference group, please email us on enquiries@osa.tas.gov.au. We would like new and experienced staff, from a range of organisations represented on the reference group.

We are also reviewing the *Disposal Schedule for Short Term Value Records* (DA2158). We are looking to update existing examples of records and add new ones. Please email your suggestions to enquiries@osa.tas.gov.au.

In brief

Ombudsman and Health Complaints Commission schedule

The [Disposal Schedule for the Ombudsman and Health Complaints Commissioner](#) (DA2486) was published in July 2025.

Australian Standard AS5393:2025

Records and information management – migration of authoritative data, information and records between systems is now available. AS5393:2025 provides requirements, specifications and guidance. It describes drivers for records migration, migration types, benefits and risk management. You can [buy AS5393:2025 from Standards Australia](#).

Office of the State Archivist staff update

Welcome to Eloise Armstrong and welcome back to Melissa Hughes! Eloise joined us in June as Senior Policy and Project Consultant. Mel rejoins our team as our Project and Administrative Support Officer.

Conferences

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

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

Upcoming events

28 September: [International Access to Information Day](#). The 2025 theme is 'Ensuring access to environmental information in the digital age'. Check the [Office of the Australian Information Commissioner](#) (OAIC) website for events.

13 October: [International Day for Disaster Risk Reduction](#). Archives, galleries, libraries and museums work with [Blue Shield Australia](#) to raise awareness of the threats facing the world's cultural heritage.

In the news

Australian National Audit Office (ANAO) (2025): [Insights: Audit lessons: records management](#). The ANAO reviewed past performance audit reports and found that in the past five years, the majority included findings on records management deficiencies. All 45 reports in 2023-34 had findings related to records management. The report also highlights eight lessons on improving records management practices.

The Guardian: [‘The killing code - strange symbols in a WA settler’s diaries lay bare frontier atrocities’](#), 4 August 2025. A cipher in the journals of Major Logue confirms stories of murders passed down by Yamatji elders.

Yoorrook Justice Commission (2025): [Yoorrook: truth be told](#). The Commission was tasked with creating an official public record based on First Peoples' experiences of systemic injustice since the start of colonisation. This has never been done before. *Yoorrook: truth be told* is the final report of the Commission.

Contact Us

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