

**Office of the
State Archivist**



DISPOSAL SCHEDULE FOR RECORDS OF PARLIAMENT

Disposal Authorisation DA2568

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Authorisation

I have reviewed this disposal schedule and as it is in line with authorised schedules issued under the *Archives Act 1983* (Tas), it can be used to guide best practice.

Ross Latham

State Archivist

Version	Date	Comments
1.0	24/09/2025	Initial release

Document Development History

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1.0	24/09/2025	Initial release

Introduction

Authority

This disposal schedule has been developed to guide best practice given the Parliament of Tasmania is not subject to the *Archives Act 1983* (Tas).

Permanent value records may be transferred to the Tasmanian Archives, if required.

“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 the House of Assembly.

The House of Assembly (established 1856), together with Legislative Council and the Governor, constitute the Parliament of Tasmania (as per Tasmania's *Constitution Act 1934*).

The responsibilities of Parliament are:

- to provide a Government
- to consider legislation and to authorise the raising of revenue and the expenditure of State monies
- to scrutinise the Government
- to represent the views of the citizens of Tasmania.

There are 35 elected Members of the House of Assembly, each elected for a term of up to four years.

As well as work in the Chamber, Members are appointed to various Committees. These may be specific to the House of Assembly, or joint committees with the Legislative Council. Committees may be established as standing, sessional, or select committees, depending on the period of time for which they are established.

The administration of the House of Assembly is conducted by an eponymous entity directed by the Clerk of the House. Its purpose is to:

- support the House in its constitutional role
- provide advisory, procedural, research and administrative support services
- assist Members to effectively undertake their constitutional and Parliamentary duties
- promote public awareness of the purpose, functions and work of the House
- encourage and facilitate visits by the widest possible range of citizens.

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 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)***.

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 to guide practice, 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	Chamber Proceedings The function of providing support for the sittings of the House of Assembly, including administration and/or processing of: <ul style="list-style-type: none"> • bills • procedural notes for the conduct of business • Votes and Proceedings • Questions on Notice and answers • Petitions and Responses to petitions • Procedural motions • Tabled Papers • Transcripts of proceedings (Hansard). 	
01.01	Records of Continuing Value Records of ongoing value documenting the proceedings of the House of Assembly, including: <ul style="list-style-type: none"> • Bills • Standing Orders • Notices of Motion and Orders of the Day • Notices of Motion • Notices of Questions • Tabled Papers • resolutions • Votes and Proceedings • condolences • Petitions and responses to petitions • Questions on Notice and answers • Constituency Questions and answers • final version of transcripts of proceedings (Hansard). 	PERMANENT Retain in Agency
01.02	Short-term Records Records of short-term value documenting the proceedings of the House of Assembly and associated administrative and support processes. Includes arrangements for: <ul style="list-style-type: none"> • the transcription of proceedings (Hansard) • circulation and distribution of papers etc. to Members • the production and/or circulation of official and/or public access copies i.e. liaising with service providers to bind 	TEMPORARY Destroy 10 years after action completed

Reference	Description	Status And Disposal Action
	<p>copies or to load copies onto the website, formal deposit with libraries etc.</p> <ul style="list-style-type: none"> • preparation of documents for tabling e.g. preparation of petitions received for tabling 	
02.00	<p>Parliamentary Committees</p> <p>The function of establishing, conducting the business of, and dissolving Parliamentary Committees.</p> <p>Includes:</p> <ul style="list-style-type: none"> • setting the scope or terms of reference of the Committee • managing the membership • arranging and conducting the meetings of the Committee • planning the program of work to be undertaken • gathering evidence, including the receiving submissions • holding hearings and forums • conducting research and investigation activities • analysis and deliberations • formulating recommendations • reporting to Parliament on the activities and findings of the Committee <p>Also includes secretariat and support activities such as:</p> <ul style="list-style-type: none"> • facilitating meetings, hearings, site visits and forums • managing meeting papers, correspondence and minutes • circulating Committee documents • liaising with stakeholders, witnesses, experts/consultants and other key contacts • providing procedural advice and assistance to Members in relation to Committee activities • providing research and drafting assistance to the Committee Chair • managing travel arrangements, including cost and itinerary approvals • liaising with the media for the purposes of advertising/publicising Committee activities • superintending the public gallery during public meetings or forums held by the Committee. <p>Note: These classes may be applied to all Parliamentary Committees whether Standing, Select, Sessional, or Statutory in type; and irrespective of whether the Committee is comprised of Members of the House of Assembly, Legislative Council, or both.</p>	
02.01	<p>Records of Continuing Value</p> <p>Records of on-going value documenting the business and activities of Parliamentary Committees, including:</p>	<p>PERMANENT</p> <p>Retain in Agency</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • the establishment, terms of reference, and/or program of work of the Committee • the establishment and maintenance of the membership, including appointment and resignation or discharge letters, and the nomination/election of a Committee Chair • the conduct and content of meetings, hearings and forums, including agenda, minutes, meeting papers and/or transcripts of hearings or forums • media releases and other forms of communication publicising the work of the Committee and/or inviting public submissions • reports which present the results of formal consultation processes, including detailed submissions made by the public/relevant organisations that address the Committee's terms of reference, and the presentation of further information/responses to questions by witnesses during a hearing • reports which summarise the outcome of informal consultation with stakeholders, site visits, attendance at conferences/seminars, and other research conducted to inform the Committee's work. Includes final travel reports where a Member undertakes a formal research trip • reports prepared by the Committee for presentation to one or both of the Houses of Parliament 	
02.02	<p>Short-term Records</p> <p>Records of short-term value which document the administration and operational support of Parliamentary Committees, including:</p> <ul style="list-style-type: none"> • the management of conflicts of interest, and ethical matters, including maintaining Declarations of Interest; Gifts and Benefits registers; etc., • the payment of Members' allowance and reimbursements, associated with being on a Parliamentary Committee, • recordings made for the purpose of compiling formal minutes or transcripts of meetings, hearings and forums, such as audio recordings and other forms of content capture, • records of the circulation of meeting papers, or the issuing of formal notices of a meeting, hearing or forum, • issuing formal requests for the attendance of witnesses and other participants invited or required to attend a meeting, hearing or forum, • submissions made by the public/relevant organisations that do not address the Committee's terms of reference, • approvals for travel itineraries and costs, 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> liaison with the media organisations to make arrangements for the advertising or publicising of the Committee's work e.g. upcoming public consultation or forums, hearings etc. Includes drafting and issuing announcements made via social media channels, the website and other communication forums, circulation copies of reports distributed for Committee Member review, and the feedback comments and updates received, provision of research and drafting assistance to the Committee Chair. 	
02.03	<p>Facilitative Records</p> <p>Records which facilitate the activities of Parliamentary Committees, including:</p> <ul style="list-style-type: none"> meeting, hearing and forum arrangements; such as venue/room and equipment bookings, travel arrangements for Members, witnesses, or experts/consultants to attend, etc. procedural advice and assistance provided to Members travel and research bookings and transport arrangements superintending the public gallery during public meetings or forums held by the Committee other routine administrative activities which facilitate the work of the Committee. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
03.00	<p>Member Assistance Services</p> <p>The function of assisting Members of the House of Assembly to effectively undertake their constitutional and Parliamentary duties. Includes:</p> <ul style="list-style-type: none"> providing induction services to new and returning Members developing guidelines and procedural manuals for Members and their duties advising and assisting on matters of procedure, or on House administration, maintaining, and making available to the public, a Register of Interests of Members listing pecuniary and other interests of the Member, and the Member's spouse. Includes annual updates to the Register provided by each Member, paying salaries, fees, reimbursements, and other allowances to Members, managing technology and telecommunication services and equipment. 	
03.01	<p>Records of Continuing Value</p> <p>Records of ongoing value, including:</p> <ul style="list-style-type: none"> Master copies of guides and handbooks produced to assist Members approved schedules documenting remuneration decisions and other monetary entitlements such as electorate allowance 	<p>PERMANENT</p> <p>Retain in Agency</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • written advice on matters of procedure which clarify or set precedent regarding the interpretation of the procedure. <p>Examples of guides and handbooks include:</p> <ul style="list-style-type: none"> • Members handbook • Companion to the House of Assembly Standing Orders and Rules • Guide for Members of Committees. 	
03.02	<p>Short-term Records</p> <p>Short-term records documenting the assistance services provided to Members, including:</p> <ul style="list-style-type: none"> • the planning and delivery of induction sessions and tours • clarification and assistance with matters of House administration • routine advice on matters of procedure where there is no change to the interpretation of the procedure • Member submissions to the Register of Interests of Members, including annual updates provided by Members • the management of a consolidated mobile phone account, • the reimbursement of Members for costs incurred in the conduct of their duties e.g. personal mobile phone and other telecommunication service charges • the provision of computer system access and accounts. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
03.03	<p>Facilitative Records</p> <p>Records which facilitate the provision of Member assistance services, including:</p> <ul style="list-style-type: none"> • helpdesk call and case management • the allocation and supply of technology resources and devices • internal notices and newsletters which publicise or promote the types of assistance available to Members. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
04.00	<p>Public Engagement</p> <p>The function of making Parliament accessible to the public. Includes programs which:</p> <ul style="list-style-type: none"> • are educational e.g. school tours, Youth Parliament workshops, roadshows etc., • are informative e.g. public tours, information displays, history displays and publications, etc., • have a focus on transparency e.g. public gallery access, real time broadcasting, etc., • facilitate the use of Parliament gardens and grounds. 	

Reference	Description	Status And Disposal Action
	<p>Also includes:</p> <ul style="list-style-type: none"> • publishing guides, activity booklets, and brochures for the general public and to support educational programs offered to students, • travel rebate programs to assist schools in meeting the cost of an excursion to Parliament, • developing and installing informative displays, • curating and exhibiting memorabilia and archival resources, • any Parliament House program that subsidises or otherwise promotes the engagement of students in civics and citizenship education. 	
04.01	<p>Records of Continuing Value</p> <p>Records of ongoing value which document:</p> <ul style="list-style-type: none"> • final approved publications of the Parliament of Tasmania, including those in digital formats • final approved information and history display content, and layouts • final reports (or equivalent documents) produced and presented by an educational program run at Parliament House e.g. bills drafted by Youth Parliament program participants • final approved curriculum for educational programs. 	<p>PERMANENT</p> <p>Retain in Agency</p>
04.02	<p>Short-Term Records</p> <p>Records of short-term value documenting the public engagement function, including:</p> <ul style="list-style-type: none"> • liaison with community groups wishing to run educational programs at Parliament House e.g. Youth Parliament program • delivery of services and support to educational programs such as Youth Parliament • operational management of the public gallery, such as rostering staff to assist members of the public entering and leaving, ejecting those who seek to disrupt proceedings, etc. • administration and delivery of the live broadcast service, including guidelines for broadcasting • correspondence associated with any of the above activities. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
04.03	<p>Facilitative Records</p> <p>Records which facilitate public engagement activities, including:</p> <ul style="list-style-type: none"> • managing bookings for school and student groups, 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • delivering educational tours, activities, roadshows and online content. Includes travel arrangements and logistics for touring educational roadshows, • managing bookings for public tours, and delivering tour services, • handling enquiries and offering front of house services to the public, • receiving applications to use the grounds and gardens, including decisions made, • receiving applications for travel rebates, or other public engagement subsidies, including decisions made. 	
05.00	<p>Interparliamentary Relations</p> <p>The function of participating in national and international associations and committees concerned with interparliamentary relations, such as:</p> <ul style="list-style-type: none"> • Commonwealth Parliamentary Association • Australasian Study of Parliament Group • Australian and New Zealand Association of Clerks at the Table <p>Includes 'twin' relationships with the Parliaments of other nations, such as the program by which the Tasmanian Parliament is twinned with the Samoan Parliament to share processes, grants and scholarships.</p>	
05.01	<p>Records of Continuing Value</p> <p>Records of ongoing value documenting interparliamentary relations, including:</p> <ul style="list-style-type: none"> • the establishment of the organisation • appointment of members • terms of reference • proceedings, minutes of meetings, reports, agendas etc. • relationship agreements with international Parliaments, e.g. twin Parliament relationships • formal correspondence with twin Parliaments and/or other interparliamentary committee members. 	<p>PERMANENT</p> <p>Retain in Agency</p>
05.02	<p>Short-term Records</p> <p>Records of short-term value documenting the interparliamentary relations function, including:</p> <ul style="list-style-type: none"> • arrangements for travel and attending meetings, • administrative correspondence with other member jurisdictions, • subscriptions, • distributing copies of proceedings to Members, for information. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
06.00	Events, Ceremonies and Special Occasions Organising and staging events and ceremonies within the House to mark special occasions, including: <ul style="list-style-type: none"> • formal apologies and/or acknowledgements of impact, hurt or harm to members of the community caused by past public policy • public release of significant reports • addresses to the Parliament by the Monarch • addresses to the House by members of the public • centenaries and other anniversaries of note. 	
06.01	Records of Continuing Value The formal records of special occasions marked in the House by ceremonies and/or events, such as: <ul style="list-style-type: none"> • programmes • recordings, photographs and press releases • correspondence to and from guests of honour and VIPs, including invitations to speak/present, confirmation of the order of events, 'thank-you's etc. • protocol arrangements. 	PERMANENT Retain in Agency
06.02	Short-term Records Records of arrangements for events. celebrations and ceremonies. These may include: <ul style="list-style-type: none"> • notices and other publicity • RSVPs and attendance administration • travel and parking arrangements for guests of note • production and printing of participant information packs and/or booklets • seating plans, assignment of waiting and rest areas, planning pedestrian flows through the venue etc. • design and mounting of signage; floral and other decorations; flags, standards and other heraldic displays etc. • running sheets and operational itineraries • security arrangements made in addition to standard operations • catering and refreshments. 	TEMPORARY Destroy 10 years after action completed