

Office of the
State Archivist

ON THE RECORD



November 2025

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Upcoming training

The 2026 training calendar is now available on our website. Training will include both courses that ran in 2025:

- *Information Management Foundations*
- *Demystifying Disposal.*

The courses will run on the same day. You can attend one session for \$200 (half day), or both for \$300 (full day). This is a great opportunity to network with other records staff. We will provide morning tea and a catered lunch.

We are also running training on how to access government records for government clients. This will include:

- how to navigate the Libraries Tasmania website
- how to use the Tasmanian Archives search engine
- how to request access to their own government records
- an overview of the Government Archives transfer and access process.

We will be holding online webinars and face-to-face sessions for larger groups. To find out more, [email](#) our training coordinator Anna Gates.

Community of Practice meeting in Launceston

Join us for networking and morning tea at our face-to-face Community of Practice on Wednesday 3 December 10.30am – 11.30am at the Launceston Library.

If you would like to attend, please [email](#) us to register.

New and updated Disposal Schedules

The *Disposal Schedule for the Office of the Anti-Discrimination Commissioner (DA2468)* is now available.

We've also made minor and major amendments to the following Disposal Schedules:

- *Client Health Records (DA2426) – version 6.1*
- *Teachers Registration Board (DA2567) – version 1.1*
- *Vocational Education and Training Records of the Institute of TAFE Tasmania (TasTAFE) (DA2183) – version 3.0*

You can find them all on our [Retention and Disposal Schedule](#) webpage.

Join our reference group

We wrote about our project to update the *Disposal Schedule for Common Administrative Functions (DA2157)* in our [August newsletter](#). Thanks to everyone who volunteered to be part of our reference group and gave feedback on DA2157.

We still have a few places free on our reference group. You'll be helping us review the replacement schedules. We would like both new and experienced staff, and a range of organisations represented.

Please keep sending us your suggestions on how we can improve DA2157. We're interested in:

- records which are not covered
- missing functions or classes
- questionable retention periods
- errors.

To join the reference group or give feedback, please [email us](#).

New archives collections management system

Libraries Tasmania is implementing a new Archives Collections Management System (Qi) with London based vendor Keepthinking, and it is expected to go live mid- 2026.

The new system will include an online portal for government clients which will:

- improve internal and external workflows and functionality for the issue and return of records
- facilitate digital records transfer
- improve cybersecurity.

Access and guidance for using the online portal will be published on the OSA website.

Office of the State Archivist update

Welcome back to Leanne Franklin! Leanne is rejoining us to help us with our Disposal Schedules and training. Leanne will be with us part-time for six months.

In the news

ABC News: '[Tasmanian right to information review makes 43 recommendations, including release of cabinet information](#)', 23 September 2025. Recommendations include the public release of cabinet information after 10 years and creating an Information Commissioner.

SBS News: '[Woolworths and Coles failed record-keeping obligations on overtime, court finds](#)', 5 September 2025. The Federal Court found the supermarket chains did not keep accurate employment records.

The Guardian: '[Lawyer caught using AI-generated false citations in court case penalised in Australian first](#)', 3 September 2025. The lawyer was referred to the Victorian Legal Services Board for investigation. He has been stripped of his ability to practice as a principal lawyer.

Contact Us

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