

**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LOCAL
GOVERNMENT – GOVERNANCE AND
ADMINISTRATION**

Disposal Authorisation DA2576

**Version 0.1
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CONTACT US

Office of the State Archivist

<https://osa.tas.gov.au/>

enquiries@osa.tas.gov.au

03 6165 5581



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Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), I authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified.

Ross Latham

State Archivist

Version	Date	Comments
0.1	27/05/2026	Consultation draft

Document Development History

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0.1	27/05/2026	Consultation draft

Introduction

Disposal Schedules are the State Archivist’s ongoing permission to dispose of records.

They identify:

- which records have a permanent retention and will be transferred to the Tasmanian Archives
- the minimum time that temporary records need to be kept before they can be destroyed.

Authority

Tasmanian government organisations covered by the *Archives Act 1983* (Tas) can only dispose of records with the written permission of the State Archivist.

“Disposal of records” means destroying them, removing them from the creating organisation, or transferring them to the Tasmanian Archives.

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 are the subject of a **records retention notice** (“disposal freeze”) issued by the State Archivist or your organisation; or
- 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)** or ***Right to Information Act 2009* (Tas)**; or
- there is a **native title claim** in progress.

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, including:
- *Disposal Schedule for Common Administrative Functions – Human Resources* (DA2594)
- *Disposal Schedule for Common Administrative Functions – External Relations* (DA2595)
- *Disposal Schedule for Common Administrative Functions – Strategy and Governance* (DA2596)
- *Disposal Schedule for Common Administrative Functions – Finance and Procurement* (DA2597)
- *Disposal Schedule for Common Administrative Functions – Information Management and Systems* (DA2598)
- *Disposal Schedule for Common Administrative Functions – Property and Fleet Management* (DA2599)
- *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.

Context

Tasmania is divided into Council areas, established under the *Local Government Act 1993* (Tas).

Councils have the following broad functions:

- essential services, such as:
 - managing waste
 - maintaining roads
 - providing public parks and community facilities.
- planning and development:
 - planning the use of land
 - enforcing building regulations.
- community participation in local decision-making
- enforcing by-laws, such as:
 - animal control
 - noise complaints
- budgeting and managing revenue from property rates and State Government grants
- environmental management of local area
- economic development to support:
 - local businesses
 - economic growth
 - tourism initiatives
 - community events.
- community welfare, such as providing:
 - support services
 - cultural, social and recreational activities.

COUNCIL GOVERNANCE AND ADMINISTRATION

This disposal schedule covers the functional areas of Council governance and administration.

This refers to the framework, structures, and processes through which the Council operates and makes decisions to manage its area and community.

The governance of local councils is guided by the *Local Government Act 1993* (Tas), and other relevant legislation, policies, and guidelines.

Key aspects of Council governance and administration are:

Council structure

Each council has a mayor, a deputy mayor, and a designated number of councillors. The number depends on the population of the Council area.

Regulatory framework

This is the legal framework for Council functions and operations. It includes:

- the powers, responsibilities and governance structures

- the Code of Conduct, which establishes the ethical principles and standards of behaviour expected of councillors
- election of Councillors
- management of Council boundaries.

Decision-making

- regular, public council meetings are held to discuss and make decisions
- Councils may set up committees to focus on specific areas and advise the Council. These could be for:
 - finance
 - planning
 - community services.

Accountability and transparency

- Council meetings, minutes and meeting papers are public
- there is community consultation for policies, plans, and proposals.

Financial management

- budgeting and reporting to ensure financial sustainability and responsible management of public funds
- audits on spending public money, for accountability and transparency.

Strategic planning

- setting goals and priorities for the community
- guiding development and service delivery over time
- getting community input, to understand the needs and aspirations of residents.

Statutory obligations

- compliance with laws and regulations, such as:
 - public health
 - safety
 - environmental protection.
- risk management associated with council operations, to ensure the safety and wellbeing of the community.

Government relations

Maintaining relationships with other Councils, and State and Federal governments.

Disposal Schedule

Reference	Description	Status and Disposal Action
01.00	<p>Governance</p> <p>The function of managing the election of Council representatives; the boundaries of the Council districts; and the terms and conditions for Councillors. Includes the election processes and results of Council elections.</p> <p><i>See Disposal Schedule for Tasmanian Electoral Commission (DS2101) for records of managing local government elections.</i></p> <p>See 02.00 Government relations for records of partnership agreements with the State government.</p> <p><i>See Disposal Schedule for Common Administrative Functions - Strategy and Governance (DA2596) 05.00 Strategy, planning and reporting, for strategic directions</i></p> <p><i>See Disposal Schedule for Common Administrative Functions - External Relations (DA2595) for community relations - public appearances of officials.</i></p>	
01.01	<p>Permanent Records</p> <p>Permanent records that document the governance function, including:</p> <ul style="list-style-type: none"> • records of alterations to municipal boundaries, council amalgamations, and the abolition of towns or alterations to town boundaries. Includes policies formally adopted and precedents established that govern the process, reports and studies completed to assist the process. • authorisations for the use of the Council Seal • records of ministerial delegation • Terms of Reference for Council and its Committees • master sets of Council meeting papers (minutes, agendas etc.), and those of its Committees • reports to Council which are not included in the minutes • register and index of papers and other items (presentation etc.) submitted to the Council and Council Meetings • signed Declarations of Office by Councillors • policies relating to the rights, entitlements and responsibilities of Councillors • register of councillors' declarations and disclosures of pecuniary interest and benefits 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status and Disposal Action
	<ul style="list-style-type: none"> • records of the dismissal of the Council, or an individual councillor, for any reason such as poor attendance, poor performance, corruption or mismanagement • career summary records of Mayors, Presidents, or councillors. Includes biographical information pertaining to their role on Council • records of the resignation of a councillor or councillors • election results and casual vacancies, including the register of results, summary of polling place statistics, certification of results. 	
01.02	<p>Short-term Records</p> <p>Records of short-term value documenting the governance function, including:</p> <ul style="list-style-type: none"> • petitions, submissions, objections, and results of elector polls considered by Council, but not summarised or incorporated into Council minutes • detailed records of councillors' declarations of interest and notification of a councillor's interest by a member of the public and associated records • records of councillors' appointment conditions: entitlements, including allowances and leave; code of conduct; fees and facilities provided. Includes professional development records • records of representations made by councillors on behalf of ratepayers • the administration of elections (where Council appoints its own Returning Officer) including venues, lists of supervising officers, payments to supervising officers and declarations of expenditure by nominees • determining fees and charges for services provided by Councils, including terms and conditions, and any exemptions • the adoption and implementation of government and Council standards for Council services and processes • detailed records of complaints made to council regarding a councillor/s misconduct and/or failure to abide by a relevant code of conduct, irrespective of outcome. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
01.03	<p>Facilitative Records</p> <p>Records which facilitate activities that support the governance function, including:</p>	<p>TEMPORARY</p>

Reference	Description	Status and Disposal Action
	<ul style="list-style-type: none"> • representation made to the council amalgamation process which does not influence decision-making or the outcome • draft minutes of meetings • recordings of meetings used for the preparation of minutes • meeting arrangements such as notices of upcoming meetings, bookings and catering etc. • petitions, submissions, objections, and results of elector polls considered by Council and summarised or incorporated in Council Minutes • list of councillors and senior staff representing Council on outside bodies • Electoral Roll and enrolment forms kept by the General Manager • certified list of electors • notice of nomination of a person to vote on behalf of a corporate body • returns of candidate's electoral advertising (General Manager's Copy) • copies of certificate of election <p>Note: Original Certificates of Election, Ballot papers and records around supplementary ballot material are held by the Electoral Commissioner and should not enter council possession following an election.</p>	Destroy 2 years after action completed
02.00	<p>Government Relations</p> <p>The function of managing the relationship between Council and other governments, particularly on issues related to normal Council business.</p> <p>Includes:</p> <ul style="list-style-type: none"> • The relationship with the Minister, Members of Parliament and Government departments • political processes, such as elections • formal Inquiries and investigations, such as Royal Commissions • Inquiries by Parliamentary Committees and the Ombudsman. <p><i>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 06.00 Partnerships, for partnership agreements with State Government.</i></p> <p><i>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 06.00 Partnerships, 03.00 Tendering, quotations and</i></p>	

Reference	Description	Status and Disposal Action
	procurement, or 04.00 Contract under seal / deeds for partnerships or joint ventures with other organisations.	
02.01	<p>Permanent records</p> <p>Permanent records documenting the government relations function, including:</p> <ul style="list-style-type: none"> • the provision of advice, or submissions regarding Council's position, to the Minister or the Local Government Board on significant public issues. Includes supporting evidence used to substantiate the advice or submission such as minutes, reports, correspondence and/or source data • records documenting the implementation of the recommendations of an Inquiry • records of Council representation on statutory authorities and regional bodies, including notifications of appointment • reports documenting the conduct of, final arrangements made for, and outcomes of, visits to the council by Royalty and Heads of State. 	<p>PERMANENT</p> <p>Retain as State archives</p>
02.02	<p>Short-term Records</p> <p>Records of short-term value documenting the government relations function, including:</p> <ul style="list-style-type: none"> • the provision of advice, or submissions regarding Council's position, to the Minister or the Local Government Board on public issues that are not significant or controversial. Includes supporting evidence used to substantiate the advice or submission such as minutes, reports, correspondence and/or source data • correspondence with government agencies and other local authorities • records documenting interstate or overseas visits made by Councillors and council personnel • information relating to liaison, and consultation with Federal and State Governments on issues not directly affecting local government functions and services (such as government budgets and elections) • records of liaison with other Councils and regional bodies. <p>See Disposal Schedule for Common Administrative Functions - Human Resources (DA2594) for staff travel.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

02.03	<p>Facilitative Records</p> <p>Records that facilitate activities supporting the government relations function, including:</p> <ul style="list-style-type: none"> • source data and other inputs use to produce advice or submission but is not required to be retained in order to substantiate the advice or submission • records relating to the sale or lease of Crown Land in the council area, including correspondence with Government agencies and ratepayers relating to council requirements and services for new owners/lessees of said land. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
03.00	<p>Legal Services</p> <p>The function of providing legal services to Council. Includes:</p> <ul style="list-style-type: none"> • interpreting legal matters and providing relevant advice to council • drawing up legal agreements • handling legal action and disputes. <p><i>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577), 05.00 Laws and Enforcement, for the development of by-laws, enforcement of regulations, and prosecutions.</i></p> <p>See 02.01 Government relations for Council's participation in Inquiries by providing records, submissions etc as evidence.</p>	
03.01	<p>Permanent Records</p> <p>Permanent records documenting the legal services function, including:</p> <ul style="list-style-type: none"> • legal opinion, advice and interpretations of legislation • Council response to or appeals against decisions of courts or tribunals where the outcome arouses public controversy or affects a significant local amenity • litigation matters that result in legal precedent. 	<p>PERMANENT</p> <p>Retain as State archives</p>
03.02	<p>Short-term Records</p> <p>Records of short-term value documenting the legal services function, including:</p> <ul style="list-style-type: none"> • prosecutions arising from Council's regulatory powers • responses to or appeals against the decisions of courts and tribunals that are not controversial or do not affect a significant local amenity • litigation matters which do not result in legal precedent • reviews of legal services programs and operations, including final reports. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

<p>03.03</p>	<p>Facilitative Records</p> <p>Records which facilitate activities under the legal services function, including:</p> <ul style="list-style-type: none"> • general advice to the public on legislation administered by the council • the preparation and drafts of council submissions in response to a request for comment from an external organisation/party. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
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