

**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LOCAL
GOVERNMENT – AMENITY AND
INFRASTRUCTURE**

Disposal Authorisation DA2578

**Version 0.1
May 2026**

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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.

LOCAL AMENITY AND INFRASTRUCTURE

Tasmanian councils are pivotal to maintaining the amenity and infrastructure of local areas. This ensures these areas are safe, attractive and sustainable for residents, visitors, and the community.

The functions are governed by state laws, including the *Local Government Act 1993* (Tas), and other relevant legislation, policies, and guidelines.

Key local amenity and infrastructure functions are:

Drainage

- operating and maintaining stormwater systems, to:
 - manage runoff
 - mitigate flooding.
- regulating stormwater connections for developments.

Managing public buildings and facilities

- owning and maintaining community buildings such as halls, and recreation centres
- managing public hire and use of community buildings
- maintaining:
 - public toilets
 - drinking fountains
 - BBQ and picnic shelters
 - other infrastructure for community use.

Parks and recreation

- maintaining and developing public open spaces, such as:
 - playgrounds
 - parks
 - gardens
 - nature reserves.
- managing:
 - sports grounds
 - walking and cycling tracks
 - pools.
- beautifying the area by:
 - landscaping
 - planting trees
 - other streetscape enhancements.

Roads

- constructing, maintaining and renewing:
 - local roads
 - bridges
 - footpaths.
- managing:
 - kerbs
 - gutters
 - signage
 - street lighting
 - road-related infrastructure, such as speed-reducing humps or chicanes.

Traffic and transport

- providing and maintaining public car parks
- designing traffic-management infrastructure
- coordinating with state government to provide and maintain public transport infrastructure, such as bus shelters.

Waste management

- operating waste collection services, including:
 - kerbside garbage
 - recycling

- green waste collections.
- managing:
 - waste transfer stations
 - recycling facilities
 - public bins.

Cultural services

- supporting local arts through grants or funding,
- delivering or supporting:
 - festivals
 - concerts
 - cultural celebrations
 - markets
- curating and promoting local history collections
- fostering social inclusion and diversity
- operating regional arts centres, galleries, theatres, museums and performance spaces
- supporting the upkeep of memorials, monuments, and civic commemorative events.

Heritage

- Maintaining local heritage lists
- Identifying significant, local properties for protection
- Liaising with the Heritage Council and Heritage Tasmania on planning applications
- Acquiring local heritage properties
- Developing heritage trails and interpretive signage

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>DRAINAGE INFRASTRUCTURE MANAGEMENT</p> <p>The function of designing, constructing, maintaining and managing:</p> <ul style="list-style-type: none"> • the drainage, collection and treatment of stormwater • flood mitigation works • drainage infrastructure. <p>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577) 03.00 Environmental management, for the protection and conservation of natural waterways, rivers, coasts, and foreshores.</p>	
01.01	<p>Permanent Records</p> <p>Permanent records documenting the drainage infrastructure management function, including:</p> <ul style="list-style-type: none"> • the design and construction of drainage works that are considered to be of local, state or national significance, unique examples of design styles, or have won design awards • the development and implementation of flood mitigation plans • summary data for flood plain and stormwater management • registers and indices to drainage plans • final formal reports relating to major floods. 	<p>PERMANENT</p> <p>Retain as State archives</p>
01.02	<p>Medium-term Records</p> <p>Records of medium-term value documenting the drainage function, including:</p> <ul style="list-style-type: none"> • drainage infrastructure planning, including 'as built' plans and drawings, specifications and site photographs • stormwater harvesting, including strategic plans for capture and re-use, and monitoring records on stormwater flows, quantities harvested and re-used • drainage inspection registers • technical files on drainage including professional literature on product and equipment specifications • design and construction records of drainage works and structures which are not of local, state or national significance, unique examples of design styles, and/or did not win design awards (Note: the trigger is demolition or replacement) 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed or works are demolished or replaced</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • maintenance projects including structural repairs and renovations for drainage systems and flood mitigation works. Includes maintenance of landscaping components of drainage systems (Note: the trigger is demolition or replacement). 	
01.03	<p>Short-term Records</p> <p>Records of short-term value documenting the drainage function, including:</p> <ul style="list-style-type: none"> • private work applications and related records, including inspection registers • operational drainage work records including: engineers instructions for works to be undertaken; working drawings; minor works project management etc. • inspections of drainage infrastructure including stormwater filtering facilities such as settling ponds. Includes CCTV footage of pipeline inspections • negotiations with drainage service providers to ensure acceptable levels of service in the local area including drainage and effluent services • notices and plans of intended work received from supply authorities • reports and assessments of minor flood events. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
01.04	<p>Facilitative Records</p> <p>Records that facilitate drainage activities, including:</p> <ul style="list-style-type: none"> • inspections carried out to identify the location of stormwater drains on private land • collection and analysis of samples to monitor compliance with environmental standards • notice to enter private land to inspect seepage and soakage or undertake works • permits to access land to undertake council work including pipeline construction. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
02.00.00	<p>PROPERTY MANAGEMENT</p> <p>The function of managing property (facilities and premises) owned, leased, or otherwise occupied by Council. Includes:</p> <ul style="list-style-type: none"> • acquiring and disposing of property • managing property, including security, maintenance and access • constructing, developing, refitting and renovating property 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • hiring and managing the use of Council halls and centres for events, meetings, displays and performances etc. • designing, constructing and maintaining playgrounds, playground equipment and other recreational/activity equipment e.g. exercise benches, barbecues, tables and seating etc. in parks • managing kerbsides and access ways. <p>See Disposal Schedule for Local Government - Care and Safety (DA2579) 02.00 Community services, for records of the operation of Council community services, such as aged care and senior citizens' centres, childcare and youth services.</p> <p>See Disposal Schedule for Local Government - Growth and Recognition (DA2580) 02.00 Economic development, for records of the operation of services which are normally provided commercially, but may be provided by Councils for rural or remote communities - such as, airports, banking, communication, cyber cafes, abattoirs, saleyards, etc.</p> <p>See 03.00 Recreational and cultural services for records of the arrangement, promotion and encouragement of cultural and sporting events; and the access, use and bookings for the facilities for these events.</p> <p>See 04.00 Roads management for records of the construction and management of roads and roadsides.</p> <p>See Local Government - Council Care and Safety (DA2579) - 02.00 Community Services - for records of the operation of Council community services such as aged care and senior citizens centres, childcare, and youth services.</p> <p>See Local Government - Council Growth and Recognition (DA2580) - 02.00 Economic Development - for records of the operations of services that are normally provided commercially, but may be provided by council for rural and remote communities such as airports, banking, communication, cyber cafes, abattoirs and saleyards etc.</p> <p>See DA2580 for Council Growth and Recognition - Cultural Services - for records of the arrangement, promotion, or encouragement of cultural and sporting events, access, use and booking</p> <p>See 04.00 Roads Management for records of the construction and management of Council-managed roads and roadsides.</p>	
<p>02.01</p>	<p>Permanent Records</p> <p>Permanent records documenting the property management function, including:</p> <ul style="list-style-type: none"> • native title claims relating to council managed property • property and deed registers • compulsory acquisition of land register or other summary records of compulsory acquisition 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • register of leases for reserves • property asset register • lists and maps of public land within a Council area, and accompanying maps and plans made available for public reference. Includes GIS layers • heritage property acquisition or resumption, including property registered by the Tasmanian Heritage Council or the National Trust, or property otherwise identified as having local, state or national significance • agreements with local private landholders to maintain a section of their holding as conservation reserve • design and construction, conservation, alterations, and repairs of buildings and structures of local, state or national significance, including council chambers and civic centres. Includes council buildings which win architectural or design awards. Includes summary records of major maintenance and fit-outs, and consultants' reports • design, landscaping and construction of historical and significant parks and reserves, including those which receive state, national or international landscaping or design awards • summary records of the planting, maintenance and monitoring of heritage listed, protected or unique trees and plants in parks, reserves and gardens within the municipality • leasing or licensing public land and open spaces for significant and long-term uses such as perpetual or 99 year leases, including public land classified as community land • naming of parks and reserves, including renaming, and formal public notifications • planning for uses of Council accommodation to serve and support vulnerable members of the community, such as respite centres, youth and child centres, etc.; whether or not the application proceeds or there is significant public interest • planning the strategic management of parks and reserves to meet public needs and expectations • trusts for the management and maintenance of reserves, including community reserves • the development of precincts and public spaces to create aesthetically pleasing environments for community use. 	

Reference	Description	Status And Disposal Action
	<p>This could include art initiatives, streetscapes, urban wetlands, heritage walks and tracks etc.</p> <ul style="list-style-type: none"> • reports on events which have a significant impact on Council properties • reports documenting major repairs and maintenance projects, including consultants' reports. <p>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2587) 02.00 Building Controls, for detailed records of successful building permit applications for significant buildings, including Council Buildings.</p> <p>See 07.01 Local heritage conservation and management for major maintenance and conservation work on heritage buildings.</p>	
02.02.00	<p>Records linked to disposal / demolition or replacement of property</p> <p>Property Management records which are linked to the disposal / demolition or replacement of the property.</p>	
02.02.01	<p>Records of:</p> <ul style="list-style-type: none"> • unregistered deeds relating to Council-owned land and buildings • design and construction of parks and reserves which are not identified as historic or of local, state or national significance • design, construction, maintenance and repair of playground equipment • the removal of hazardous materials, including asbestos, from buildings. <p>See Disposal Schedule for Common Administrative Functions - Strategy and Governance (DA2596) 06.00 Risk, audit and compliance management, for assessing and managing the risks around playground equipment.</p>	<p>TEMPORARY</p> <p>Destroy 25 years after property is sold, demolished or replaced</p>
02.02.02	<p>Records of:</p> <ul style="list-style-type: none"> • property acquisition or resumption, which is not identified as having heritage, local, state or national significance • sale or disposal or Council owned land or buildings • maintenance and fit-outs of building and structures which are not of heritage, local, state or national significance • the design and construction, alteration and repair of buildings and structures that are not of local, state or national significance. 	<p>TEMPORARY</p> <p>Destroy 7 years after property is sold, demolished or replaced</p>

Reference	Description	Status And Disposal Action
02.02.03	Registered deeds for Council-owned land and buildings (title deeds will be transferred to the new owner).	TEMPORARY Destroy 1 month after building is sold or demolished
02.03	<p>Medium-term Records</p> <p>Records of medium-term value documenting the property management function, including:</p> <ul style="list-style-type: none"> • pest and weed control programs which involve the use of chemicals (pesticides/herbicides) • fire protection testing of council owned or managed buildings • air quality monitoring in council owned or managed buildings <p><i>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577) 03.02 Environmental management, for records relating to the control, eradication and removal of pests and noxious weeds using chemicals and pesticides on Council properties.</i></p>	TEMPORARY Destroy 25 years after action completed
02.04	<p>Short-term Records</p> <p>Records of short-term value documenting the property management function, including:</p> <ul style="list-style-type: none"> • property acquisition or resumption, that is not identified as having heritage, local, state or national significance, or that does not proceed to completion • leasing of land and buildings • leasing out of council owned land and buildings for routine and/or short-term use, commercial enterprises or residences, such as houses, halls and meeting rooms, swimming pools, council facilities, sporting and cultural centres • permissive occupancy agreements • caravan and camping site occupancy • sale or disposal of Council owned land or buildings • inward or outward loans of artworks and heritage items • agreements and licences granting council staff access across private land 	TEMPORARY Destroy 7 years after action completed

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • Indigenous Land Use Agreements (ILUA) and relating records, including legal advice and minutes of meetings of body corporates created under an ILUA • maintenance and fit-outs of buildings and structures of that are not of heritage, local, state or national significance. • landscaping and planting of parks and reserves that are not identified as historic or of local, state or national significance • provision of horticultural services such as planting and maintaining street trees, programs to provide free trees to residents etc. • water quality testing of council owned or managed swimming pools or other bodies of water designated for recreational use • testing and monitoring of air conditioning systems • maintenance and repair works for parks, reserves, nature strips and other outdoor spaces owned or managed by Council. Includes caravan parks, golf courses, gardens, plant nurseries, playing fields, cemeteries, swimming pools etc. • permits to collect flora and fauna specimens on council parks and reserves (Note: action completed is when the permit expires) • confined space entry permits and risk assessments (Note: action completed is when the permit expires) • security incident register • reports on illegal entry, damage to premises and theft, including incident reports and copies of police reports • tenancy negotiations which do not result in agreement • planning for temporary and short-term use of council accommodation and the operational management of parks and reserves • records of minor initiatives to augment and update precincts and public spaces to create aesthetically pleasing environments • records around unauthorised use of Council reserves, e.g. camping, illegal dumping of rubbish, metal-detecting etc. 	

<p>02.05</p>	<p>Facilitative Records</p> <p>Records that facilitate activities of the property management function, including:</p> <ul style="list-style-type: none"> • requirements for provision of access and facilities for people living with a disability • agreements with services providers or community organisations for the maintenance of council buildings, sports facilities, parks and natural areas • tenancy agreements for caravan park residents, in particular long-term residents • minor works and landscaping of parks and reserves, including planting, maintenance and monitoring of trees and plants that are not heritage listed, protected or unique • manifests of trees or plants available for distribution or use in council programs • acquisition of plants, seeds and landscaping supplies for council nurseries. Includes planning/forecasting quantities and timing requirements. • unsuccessful applications for the lease of council land or buildings • pest and weed control programs that do not involve the use of chemicals (pesticides/herbicides) • minor repairs and routine maintenance • naming suggestions for parks, reserves, buildings and other council owned property that are not utilised • permits for the use of parks and recreation areas • energy efficiency and conservation program procedure implementation • security arrangements such as installation of security and surveillance systems and equipment, key tags and registers etc. • routine security operations such as issuing security passes, security keys, building admittance and maintaining visitors' logs. Includes security operations reporting • property management services associated with caravan parks, campgrounds, golf courses, and plant nurseries. • provision of temporary facilities for special outdoor events in parks and open spaces • short-term hire of council facilities and buildings for sporting or community purposes. Includes bookings, fees and hire conditions • property tenant listings or vacancy management 	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
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	<ul style="list-style-type: none"> • booking registers or diaries for parks and reserves, including related correspondence with customers 	
02.06	<p>Very Short-term Records</p> <p>Video surveillance records.</p>	<p>TEMPORARY</p> <p>Destroy 1 month after action completed</p>
03.00	<p>RECREATIONAL AND CULTURAL SERVICES</p> <p>The function of arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services. Includes galleries and museums operated by Councils.</p> <p>See 02.00 Property management for booking and use of council parks, reserves or council buildings for recreational and cultural events.</p> <p>See 02.00 Property management for security arrangements for museums or galleries.</p> <p>See Disposal Schedule for Local Government - Growth and Recognition (DA2580) 01.01 Commercial activities, for records of the commercial components of markets, festivals and community events.</p> <p>See Disposal Schedule for Local Government - Growth and Recognition (DA2580) 02.00 Economic development, for records of events organised by the Council for improving the economy.</p> <p>See Disposal Schedule for Common Administrative Functions - Strategy and Governance (DA2596) 06.00 Risk, audit and compliance management, for assessing and managing the risks to museum or gallery collections.</p>	
03.01	<p>Permanent Records</p> <p>Permanent records documenting the recreation and cultural services function, including:</p> <ul style="list-style-type: none"> • records documenting the contents of a local history, museum or gallery collection, including the collection register or catalogue, item acquisition (transfers, donations and purchases) and description documentation, valuations, condition and damage reports, conservation and restoration documentation, loan documentation (inwards and outwards), and disposal documentation • curation (e.g. collection policy and reviews), interpretation (explanation of work, artefacts, theories and movements), layout and installation of local history, museum and gallery permanent collections • significant scientific study and research reports on the local history, museum or gallery collection • final versions of strategic plans and collection management procedures, relating to the museum or gallery collection. 	<p>PERMANENT</p> <p>Retain in Agency</p>

<p>03.02</p>	<p>Medium-term Records</p> <p>Records of medium-term value documenting recreational and cultural services, including:</p> <ul style="list-style-type: none"> • the operational delivery of major events organised by the council e.g. promotion, displays, community liaison, schedules and bookings etc. • local history, museum and gallery stocktake records • display room, vault or storage area environmental monitoring records • operational records of recreational and cultural programs, including those programs provided by organisations under contract to council. <p><i>See Disposal Schedule for Local Government - Care and Safety (DA2579) 01.02 for attendance lists and staff rosters for 'learn-to-swim' programs.</i></p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
<p>03.03</p>	<p>Short-term Records</p> <p>Records of short-term value which document recreation and cultural services, including:</p> <ul style="list-style-type: none"> • arrangements and bookings for events organised in conjunction with the council • operational management and delivery of regular or routine events organised by council • notification of recreation and cultural activities to service partners, stakeholder, and other relevant parties with an interest in the activity • operational and administrative records of a council run museum, gallery or other cultural space e.g. theatre or arts centre etc. • permissions to use council premises, parks, reserves and roads for community and entertainment purposes e.g. agricultural shows, circuses, festivals and ceremonies, fireworks, filming and commercials, etc. • operational records of art, culture and local history programs, school holiday programs and playgroups, and events such as lectures or seminars etc. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<p>03.04</p>	<p>Facilitative Records</p> <p>Records of activities which facilitate the delivery of recreation and cultural services, including:</p> <ul style="list-style-type: none"> • indemnity agreements for events organised in conjunction with council 	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

	<ul style="list-style-type: none"> • bookings, confirmations, mailing lists and other arrangements to deliver events organised by council • offers of items (donations etc.) to be included in a museum, gallery or other cultural collection which are not accepted • layout and installation of the items comprising a temporary or touring exhibition in a council-owned or managed display area, including foyers of council buildings, or in the local museum or gallery • unsuccessful loans requests for local history, museum, gallery or other cultural exhibition items • research inputs to interpret works/items held in a local history, museum, gallery or other cultural collection • permits for performing in public spaces, including for the collection of money (e.g. busking) • records of 'learn to swim' programs, except attendance lists and staff rosters • the provision of temporary sanitary services for outdoor entertainment areas e.g. for a festival, agricultural show or other community event. <p>See Disposal Schedule for Local Government - Care and Safety (DA2579) 01.02 for records of 'learn-to-swim' programs.</p>	
<p>04.00</p>	<p>ROADS MANAGEMENT</p> <p>The function of managing local roads, bridges and footpaths. Includes:</p> <ul style="list-style-type: none"> • design, construction and maintenance • associated infrastructure, such as kerbs, guttering and footpaths, under Council jurisdiction • design and construction of traffic control / calming infrastructure, such as speed humps or chicanes • acquisition and installation of street furniture, decorative features, such as decorative banners, structural features, such as colonnades or gateways, and / or street lighting • signage • street services to property owners • coordination with State government on the provision and maintenance of public transport infrastructure, such as bus shelters. <p>See 02.00 Property management for design, construction, maintenance and management of car parks, including multi-storey car parks.</p> <p>See 05.00 Traffic and transport for the management of traffic and transport infrastructure.</p>	

	See 05.00 Traffic and transport for records around State delegation of control of public roads, to Council	
04.01	<p>Permanent Records</p> <p>Permanent records documenting the roads function, including:</p> <ul style="list-style-type: none"> • successful applications for new roads and/or street realignments • declarations of main roads • the transfer of ownership or responsibility for a road to Council. For example, contracts with the State for ongoing maintenance; Certificates of Title for roads (when relevant); Certificates of Road Completion (from road construction contractors to Council) • the design and construction of major infrastructure such as roads, footpaths, bridges, culverts, drains, traffic control devices etc. • establishment, review and evaluation of council road and traffic safety programs e.g. those which address 'black spot' or high frequency accident points etc. Includes final approved reports summarising program progress and achievements for submission to external organisations which fund or oversee road and traffic safety programs e.g. state transport agency • maps and plans made as part of the roads functions and their registers or indices • successful applications for permanent road closure. 	<p>PERMANENT</p> <p>Retain as State archives</p>
04.02	<p>Records with long term triggers</p> <ul style="list-style-type: none"> • Records of structural integrity tests on bridges (Note: 'after action completed' means after repair or replacement) • Records of operational research and on-ground assessment, as input for long-term plans for developing and constructing roads, including: <ul style="list-style-type: none"> ○ identification of easements, ○ recommended land acquisitions etc. <p>(Note: 'after action completed' means after the plans are revoked or superseded)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
04.03	<p>Short- term Records</p> <p>Records of short-term value documenting the roads management function, including:</p> <ul style="list-style-type: none"> • the acquisition of property by resumption or purchase 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> • leasing of land for the purpose of maintaining or constructing roads • unsuccessful applications for new roads or street realignments • audit reports, including road use audits • records relating to the design of minor infrastructure such as paving, bollards, bins, seats, planter boxes etc. • maintenance records and registers, including maintenance following an emergency, routine inspections and ongoing, scheduled maintenance • records of structural integrity tests on bridges • notices of alteration of road levels by State roads authority • timber and gravel toll records, including returns, permits and payment advices • permits to close a road (or part of a road) for building works • permits issued to third parties to open a road for the installation or repair of infrastructure • records of road management operations, including correspondence with/notices issued to property owners • records of log truck routes within council districts • records of the administration and implementation of road safety programs • unsuccessful applications for permanent road closure • records of temporary road closure permits for public activities, such as events and festivals. Includes unsuccessful requests • management of roadside spaces and facilities such as advertising displays, kiosks, street furniture, stalls, driveways, footpaths, right of ways etc. Includes leasing out or 'licensed to use' • sourcing and allocating materials for road building, including the management of service arrangements with organisations providing the materials 	
<p>04.04</p>	<p>Facilitative Records</p> <p>Records which facilitate roads management activities, including:</p> <ul style="list-style-type: none"> • testing, including results from testing sealing and re-sealing • naming roads, streets and bridges • notices of entry e.g. onto private land to conduct a roads survey, entering enclosed land to source and collect road materials 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

	<ul style="list-style-type: none"> • notices to residents regarding road closures, road re-openings / reinstatements, alteration of private roads, clearance of private laneways, removal of fences or awnings near roads, erection of fences near roads, removal of road encroachments etc. • notices received from utilities regarding activity on or near roads • superseded street index/list of streets. 	
<p>05.00</p>	<p>TRAFFIC AND TRANSPORT</p> <p>The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface, and includes all forms of public transport.</p> <p>See 4.0 Roads management for the design, construction and maintenance of Council roads</p> <p>See 02.00 Property management for the design, construction and maintenance of multi-storey car parks.</p> <p>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577) 06.00 Parking and road use regulation, for parking infringements, and permits relating to parking and to oversize vehicles.</p> <p>See Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577) 02.00 / 02.02 Building regulation, for building applications for private signs.</p> <p>See Disposal Schedule for Local Government - Council Statutory and Regulatory Services (DA2577) - 6.0 Parking - for parking infringements</p>	
<p>05.01</p>	<p>Permanent Records</p> <p>Permanent records documenting the delegation of control of public roads to Council, by the State.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
<p>05.02</p>	<p>Medium-term Records</p> <p>Records of medium-term value documenting the traffic and transport function, including:</p> <ul style="list-style-type: none"> • final approved traffic management plans • studies, surveys, traffic maps, reports and other records providing key data for analysis and to develop traffic management plans. These records may relate to traffic volumes, traffic speeds, road safety, school needs, pedestrian and cyclist flows and routes, safety zones and buffers, recreation and tourist routes or stops etc. • strategic management records of council managed car parks and parking stations e.g. oversight of contracted services, planning, review and evaluation of locations and services, pricing etc. 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

	<ul style="list-style-type: none"> • strategic management records of council managed air transport facilities such as airports and helipads e.g. oversight of contracted services, review and evaluation of services and schedules, leases etc. <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 3.1 Tendering, quotations and agreements, or 4.1 Contracts under seal / deeds, for records of tendering, contracting, and joint operations.</p>	
<p>05.03</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the traffic and transport function, including:</p> <ul style="list-style-type: none"> • records of the design, construction, installation and removal of traffic and transport infrastructure e.g. bus stops, shelters, seats and benches, traffic lights/signals, road and traffic signage, parking meters and ticket machines etc. • records of the design and construction of facilities to assist the efficient movement of traffic and parking of vehicles such as transport interchanges, public transport corridors etc. (Note: 'action completed' means the transfer, disposal or demolition of the facility) • records of maintenance and repairs to traffic and transport infrastructure and facilities, (Note: 'action completed' means the transfer, disposal or demolition of the facility) • development of strategies, signage and concepts for the control of traffic and pedestrian flows on-street, kerbside, and in shopping centres • community traffic safety awareness campaigns, including those aimed at improving safety for pedestrians, or in and around schools • council liaison with providers of passenger transportation (e.g. air services, buses, ferries, heavy and light rail services, taxis, trams etc.) regarding scheduling, routes, facilities, fares and timetabling etc. • notices and plans of intended work received from supply authorities (those responsible for the provision of essential public utilities and services e.g. electricity, water and gas) • records of landing fees, pavement concessions, allowances and entitlements to use facilities • temporary signs used in road maintenance work, including specifications, purchasing, allocation etc. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> location and maintenance of warning signs (permanent and temporary) such as speed signage, town boundary signage, wildlife signage, hazard or emergency warning signage etc. 	
05.04	<p>Facilitative Records</p> <p>Records of monitoring the operational safety of airfields, including equipment and signage</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
06.00	<p>WASTE MANAGEMENT</p> <p>The function of providing services by Councils, or contractors, to ratepayers for the collection, disposal and/or recycling of solid waste. Includes:</p> <ul style="list-style-type: none"> kerbside waste collection services operation, or oversight of waste facilities, including landfill sites, waste transfer stations, chemical collection facilities, composting sites, and recycling depots recycling and resource recovery sourcing specialist services for the disposal of hazardous waste waste education and community engagement environmental compliance for waste handling and disposal. <p>See 01.00 Drainage infrastructure management for records relating to the treatment of waste water and the disposal of industrial or trade waste via Council drains.</p> <p>See <i>Disposal Schedule for Local Government - Statutory and Regulatory Services</i> (DA2577) 03.01, Environmental management, for the environmental monitoring of a Council tip or waste transfer station.</p> <p>See <i>Disposal Schedule for Local Government - Statutory and Regulatory Services</i> (DA2577) 05.00, Laws and enforcement, for orders or declarations for compliance with regulations or by-laws; and for legal action.</p>	
06.01	<p>Permanent Records</p> <p>Permanent records documenting the waste management function, including:</p> <ul style="list-style-type: none"> the design, construction, development, and location of waste disposal sites (including toxic waste disposal). Includes maps and plans of sites and copies of any approvals needed from external regulators (such as health and environment agencies) the removal, treatment and disposal of hazardous waste. 	<p>PERMANENT</p> <p>Retain as State archives</p>
06.02	<p>Short-term Records</p> <p>Records of short-term value documenting the waste management function, including:</p> <ul style="list-style-type: none"> campaigns to discourage littering and promote clean-up 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> • major maintenance works or fit-outs within a waste disposal facility of site • monitoring the available space and rate of use of waste disposal sites • abatement notices relating to waste management offences under local and other laws, and instructions for rectification or remediation • waste management plans, including demand management planning and management of large events • record of routine operations and daily volumes • the removal, treatment and disposal of commercial and trade waste. 	
<p>06.03</p>	<p>Facilitative Records</p> <p>Records which facilitate waste management activities, including:</p> <ul style="list-style-type: none"> • design and construction of waste collection systems, litter bins etc. (Note: action completed is when the equipment is removed or replaced) • waste collection schedules • requests and arrangements for routine maintenance and cleaning work on all facilities • the replacement, cleaning and repair of public litter and recycling bins • operational reports on use of street cleaning water, collection and transport of trade waste, hazardous waste, refuse disposal etc. • requests for garbage, cleansing and sanitary services • complaints regarding waste management services • operational reports on the collection of recycling, garden waste, special collections, landfill etc. • the provision of waste and recycling containers • services descriptions and other documentation about recycling programs (what can be included, what can't, alternative disposal options etc.) • arrangements for periodic, scheduled street cleaning. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>07.00</p>	<p>LOCAL HERITAGE CONSERVATION AND MANAGEMENT</p> <p>The function of conserving, maintaining and promoting local heritage places, landscapes, and history. Includes:</p> <ul style="list-style-type: none"> • identifying heritage places and landscapes that contribute to the cultural and historical identity of the local community 	

	<ul style="list-style-type: none"> • engaging with local traditional owners to ensure local history and heritage programs and projects include appropriate representation of, and references to, pre-colonisation heritage and cultural history • capturing and recording local history, including projects to capture the recollections/knowledge of locals about past events, places and landscapes • providing heritage advice to assist property owners with conservation, maintenance or protection of heritage places and landscapes • providing heritage grants or incentive programs • developing and installing interpretive signage, or publishing guides and brochures, for visitors to local heritage sites • developing and maintaining heritage trails, including boardwalks and walkways in areas of heritage landscapes that are sensitive to foot traffic/otherwise difficult to access • holding/supporting public events that showcase the history and heritage of a local area, or commemorate local historical events • operational activities to conserve, maintain, and make available for public use/access, heritage places and landscapes that are owned and/or managed by the council. <p>See 03.00 Recreational and cultural services for records of maintaining a local history collection (records, articles and publications about the history of the local area).</p> <p>See <i>Disposal Schedule for Local Government - Statutory and Regulatory Services (DA2577)</i> 04.00 Land Use and Planning, for records of maintaining and managing a heritage register or equivalent, and/or the use of planning controls to protect heritage registered places.</p>	
<p>07.01</p>	<p>Permanent Records</p> <p>Permanent records documenting the conservation and management of local heritage and history, including:</p> <ul style="list-style-type: none"> • records of acquisition and/or control of heritage places and/or landscapes e.g. donation records, bequest records etc. • records of any conditions or terms which are imposed on Council's ownership or control of the heritage place or landscape. For example: the grounds/location be made available, free-of-charge, for public recreation; the building to have a nominated purpose, such as, house a museum or local history centre; traditional owners to retain the right to conduct traditional/cultural business, customs and practices on the land; etc. • internal registers of heritage places and landscapes owned or controlled by the Council 	<p>PERMANENT</p> <p>Retain as State archives</p>

	<ul style="list-style-type: none"> • final heritage condition reports and/or management strategies for heritage places and landscapes owned or controlled by Council • maps and plans of heritage trails or areas of historical significance. Includes original/historic maps and plans of the heritage places and landscapes owned or controlled by Council • approved proposals for, and final reports of, projects to restore, conserve or renovate/renew heritage places or landscapes. For example: revegetation of local landscape using local and/or endemic flora; installation of walkways and marked trails to protect sensitive heritage areas and/or assist visitors to access and interpret heritage locales/sites; work to return an element of a heritage place or landscape to its original condition (such as, heritage painting and decorating of the rooms in a historic property); etc. • approved proposals for, and final reports of, projects to capture local history, such as, recollections of long-term, local residents • records relating to major maintenance, conservation work, and fit-outs within buildings and structures of local, State or national significance. This includes properties which are registered by the Tasmanian Heritage Council or by the National Trust; or which have received architectural or design awards. Records may include conservation management plans; specifications, plans and drawings. <p><i>See Disposal Schedule for Local Government - Governance and Administration (DA2576) for the records of meetings and decisions made by management groups or committees established by Council to oversee the management of a heritage place or landscape (or multiple heritage places and/or landscapes).</i></p>	
<p>07.02</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the conservation, management and use of council owned or controlled local heritage places and landscapes, including:</p> <ul style="list-style-type: none"> • operational management and delivery of visitor services at heritage places. Includes service agreements and routine arrangements with service partners, such as: a local catering firm that runs an onsite cafe; cleaners; and/or security service providers • routine maintenance; environmental monitoring and checks; stocktakes and/or audits of the contents of/assets held at a heritage place; etc. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> • the delivery or support of local heritage and history events, displays or re-enactments. Includes promotion, community liaison, schedules and bookings etc. • permissions for the public to use a nominated part of the heritage place or landscape for a specified purpose. For example: weddings; photography; seminars or lectures; events or gatherings; memorial services; etc. Records include: schedules, bookings, fee payments, conditions/undertakings agreed to by the hirer, and associated correspondence • detailed/operational records of projects to restore, conserve or renovate/renew heritage places or landscapes; or to capture local history (recollections of long-term residents etc.) • proposals to restore, conserve or renovate/renew heritage places or landscapes that were not approved. 	
<p>07.03</p>	<p>Facilitative Records</p> <p>Records of minimal value that arise from local heritage conservation and management activities, including:</p> <ul style="list-style-type: none"> • requests to book a heritage place for a private event, function or use that is not approved, or does not go ahead • offers of items (donations etc.) to be included/displayed at a heritage place, which are not accepted, or do not go ahead • mailing lists, event RSVPs, booking confirmations, catering arrangements, etc. for local heritage events managed by Council • setup and removal of temporary signage directing visitors to an event held at a heritage place or location. 	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>