

**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LOCAL
GOVERNMENT – CARE AND SAFETY**

Disposal Authorisation DA2579

**Version 0.1
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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.

CIVIC SAFETY AND ENGAGEMENT

Key aspects:

- crime prevention programs, such as:
 - improved street lighting
 - CCTV in public areas.
- establishing volunteer networks
- encouraging community participation
- providing workshops and training, for example:
 - community leadership
 - disaster preparedness and recovery.
- community consultation to involve residents in local decision-making.

Community services

Providing:

- programs to support vulnerable people within the community
- programs for youth and children.

Emergency management

- planning and delivering programs which assist in emergencies
- enforce local public health orders during crises.

Public health

Councils have responsibilities under the *Public Health Act 1997* (Tas), including:

- ensuring compliance with public health regulations
- investigating complaints, such as food safety and hygiene
- ensuring accommodation and lodging facilities are adequate (including sanitation)
- ensuring body piercing and tattoo studios meet hygiene and safety standards
- monitoring premises handling waste disposal
- monitoring:
 - public swimming pools
 - spas
 - other public bathing areas.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>CIVIC SAFETY AND ENGAGEMENT</p> <p>The function of providing programs and services which address or encourage civic safety and engagement. Includes programs and services for:</p> <ul style="list-style-type: none"> • local crime prevention, such as improved street lighting, and CCTV in public areas • community volunteering and participation (such as Bushcare, or Clean Up Day), including community leadership workshops and training, programs which support the establishment and administration of local volunteer groups/voluntary projects, etc. • community campaigns, education and awareness, such as helping residents prepare for local emergencies and disaster resilience, taking a stand against racism, violence and/or or discrimination in the community, safeguarding children and young people, social media/cyber safety education, etc. • community engagement and consultation, such as online platforms for residents to have their say in shaping council's future, hosting public meetings and forums, surveys and feedback mechanisms, etc. <p>See 03.00 Emergency management for Council's planning and preparation for pandemic and disaster responses, and community recovery etc.</p>	
01.01	<p>Permanent Records</p> <p>Permanent records documenting the civic safety and engagement function, including:</p> <ul style="list-style-type: none"> • establishment and review of programs and services, including determination of the best service delivery model (e.g. in-house, out-sourced, partnership and/or other collaborative models) • major negotiations and policy considerations with organisations which provide civic safety and engagement services in association with Council. Includes training organisations, volunteer groups, and charities • final reports on community consultation projects, including summaries of submissions received and overviews of discussions held at public meetings and forums, which record the input of residents and community members into council decisions, directions, and goals • final reports on safety infrastructure initiatives such as installing improved/increased street lighting, or the installation of CCTV cameras 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • final approved education and awareness campaign content and implementation plans. Includes the development of messaging content and the mode/s by which it will be delivered to the community. 	
<p>01.02</p>	<p>Medium-term Records of Programs for Children</p> <p>Records of medium-term value documenting the delivery of children's safety programs such as learn-to-swim and water safety lessons, dog safety or traffic safety sessions for primary-school aged children etc.</p> <p>Information may include:</p> <ul style="list-style-type: none"> • client enrolment, contact information and child information • consents e.g. for photographs or footage to be taken during the program • parental permissions for emergency medical, hospital and ambulance treatment • class attendance records and staff/instructor rosters/bookings. <p>See 02.03 Community services for records of children attending childcare services and youth programs.</p>	<p>TEMPORARY</p> <p>Destroy 25 years after action completed</p>
<p>01.03</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the civic safety and engagement function, including:</p> <ul style="list-style-type: none"> • advertisement and promotion of upcoming civic safety and engagement sessions and events • attendance records, bookings and reservations for workshops, training, and education and awareness sessions - excluding attendance records of children, (See 01.02 for attendance records of children) • participant surveys, feedback and suggestions • records of agreements with, and support provided to, community safety programs administered by external providers, including funding agreements, promotion arrangements, and hosting local engagement initiatives/events • researching and/or sourcing workshop and training session content, and preparing presentations, learning aids and/or resources to distribute to attendees. Includes agreements with workshop/session providers and instructors 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • the development and planning of education and awareness campaign/program content and methods of delivery • operational records for the delivery of education and awareness campaigns or programs, including arrangements to: publish messaging in print or digital media streams; promote the campaign through media interviews, public forums and other mechanisms; mail out or deliver information to residents, etc. 	
<p>02.00</p>	<p>COMMUNITY SERVICES</p> <p>The function of providing community programs and services which support residents and enhance well-being. Includes programs and services for:</p> <ul style="list-style-type: none"> • home and community care services, • social inclusion programs and centres for seniors' groups, young people, new parents, families, infants and children etc., • local public childcare centres, and aged care day activity centres, • health and well-being, such as mental health, physical activity, or healthy eating initiatives etc. <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) for clubs, and social, sporting and recreational activities, supported and provided by Council.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597). 01.00 Financial management, for records of funding received to operate services.</p> <p>See Disposal Schedule for Common Administrative Functions - External Relations (DA2595) for customer service, including records relating to managing reactions and feedback to Council services</p> <p>See DA2426 Client Health Records - Child Health and Parenting Services - for legacy client records from maternal and child health programs delivered by council</p>	
<p>02.01</p>	<p>Permanent Records</p> <p>Permanent records documenting the community services function, including:</p> <ul style="list-style-type: none"> • strategic assessment of best service delivery models for community services, including in-house, out-sourced, partnership and/or other collaborative models. Includes the assessment of any legislative or policy issues that may arise from the choice of a particular model or a particular organisation as a service delivery partner 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • establishment and review of significant services e.g. childcare, youth programs, alcohol and drug programs, aged care residential services etc. provided in collaboration with community groups, including those where Council provides financial or 'in-kind' assistance to a community group providing the service • major negotiations and policy considerations with organisations which provide local community services in association with Council. Includes charities, religious organisations and welfare agencies. 	
02.02	<p>Long-term Records of Childcare</p> <p>Records of childcare service delivery, including:</p> <ul style="list-style-type: none"> • register of enrolled children, including full name, parent/guardian names and dates of enrolment • attendance registers, absence notifications and authorisations for collection of children from care (where the person collecting is not recorded as a carer) • accident and injury register and detailed reports • staff screening, approvals and accreditations, including first aid and CPR certificates, childcare qualification status and driving licences • staff rosters • safety screening certificates for volunteers, students or regular visitors to childcare centres, including Council support staff (personnel, IT, repair and maintenance etc.) • complaints against persons working in childcare, investigations and outcomes. <p>See 01.02 Civic safety and engagement for records of attendance at children's programs</p>	<p>TEMPORARY</p> <p>Destroy 50 years after date of birth</p>
02.03	<p>Medium-term Records of Childcare and Youth Services</p> <ul style="list-style-type: none"> • Records of medium-term value documenting the delivery of childcare services, including: <ul style="list-style-type: none"> – client enrolment, contact information and child information – parental permissions for emergency medical, hospital and ambulance treatment – parental permissions for excursions – authorisations for the administration of medication to a child in care – documentation of notifiable diseases occurring amongst child clients or staff 	<p>TEMPORARY</p> <p>Destroy 25 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>Records documenting the delivery and operation of youth programs and activities. Includes requests for services and programs, liaison with other organisations regarding services and council activities to lobby for services. Also includes the management of youth councils.</p> <ul style="list-style-type: none"> • Records of youth services. May include: <ul style="list-style-type: none"> – consent forms – behavioural contract – attendance forms – misconduct/suspension forms – recognition of good works and achievements. <p>Note: 'action completed' for youth programs is when the program is completed.</p>	
02.04	<p>Short-term Records</p> <p>Records of short-term value documenting the community services function, including:</p> <ul style="list-style-type: none"> • registers for community services delivered to adult clients where a fee applies e.g. community garden membership • provision and hire of childcare toys and equipment e.g. toy library, baby/child car seat hire, child safety gate hire etc. • delivery and operation of aged care day programs and activities • health promotion programs aimed at the community or groups within it such as community safety, alcohol and drug awareness and gambling addiction • routine or minor services provided in collaboration with community groups such as befriending services or good neighbour services. Includes services for which Council provides financial or 'in kind' assistance 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
02.05	<p>Facilitative Records</p> <p>Records that facilitate activities supporting the community services function, including:</p> <ul style="list-style-type: none"> • registers for community services delivered to adult clients where no fee applies but clients must register to participate e.g. exercise and active health programs/classes, mental health awareness programs etc. • records of the licensing and accreditation of childcare and aged-care services operated by Council 	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

03.00	<p>EMERGENCY MANAGEMENT</p> <p>The management of emergency situations to ensure the safety of life and property.</p> <p>See Disposal Schedule for Common Administrative Functions - Human Resources (DA2594) for training volunteers and staff.</p> <p>See Disposal Schedule for Common Administrative Functions - Property and Fleet Management (DA2599) for acquisition, audit and maintenance of emergency equipment.</p> <p>See Disposal Schedule for Common Administrative Functions - Strategy and Governance (DA2596) for risk management, including development and implementation of emergency management plans.</p> <p>See Disposal Schedule for Local Government - Growth and Recognition (DA2580) for awards given to emergency volunteers.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 06.01 Grant management, for applications and use of Federal or State funding for relief programs.</p> <p>See Disposal Schedule for Common Administrative Functions - Finance and Procurement (DA2597) 03.00 Tendering, quotations and procurement, or 04.00 Contract under seal / deeds for partnerships or joint ventures with other organisations.</p>	
03.01	<p>Permanent Records</p> <p>Permanent records documenting the emergency management function, including:</p> <ul style="list-style-type: none"> • provision of high-level advice relating to substantive aspects of Council policies, procedures, functions, obligations and liabilities with regard to emergency management • internally produced resources, materials and aids for emergency management officers • formal approved emergency management plans • reports against the Emergency Management Plan and its implementation and/or use during emergencies, includes any major reviews • reports by council and delegated authorities of significant emergencies, bushfires and major incidents where the council applies to the State Government for special assistance 	<p>PERMANENT</p> <p>Retain as State archives</p>
03.02	<p>Medium-Term Records</p> <p>Records of medium-term value documenting the emergency management function, including:</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

	<ul style="list-style-type: none"> • records of the appointment of authorised persons or officers (Note: in this instance 'action completed' means after the officer has left the role); • operating procedures, schedules and routine operation of emergency communication equipment, including the establishment and operation of emergency control centres; • liaison with emergency services providers on coverage, planning and welfare relief. 	
03.03	<p>Short-term Records</p> <p>Records of short-term value documenting the emergency management function, including:</p> <ul style="list-style-type: none"> • advice and warnings issued to the public during an emergency situation • advice concerning routine operational matters • notifications issued to business or individuals to abate a hazard or comply with an emergency management regulation 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
03.04	<p>Facilitative Records</p> <p>Records which facilitate activities supporting the emergency management function, including:</p> <ul style="list-style-type: none"> • externally produced resources, materials and aids gathered for officer use • arrangements for education programs • register of equipment and stores held for the purpose of emergency responses • reports by council and delegated authorities of minor incidents • copies of external reports collected to use as reference or inputs to internal review processes. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
04.00	<p>PUBLIC HEALTH</p> <p>The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards, regulations and by-laws. Includes monitoring food, pests, infectious diseases, immunisation and safety provisions in public places.</p> <p>See Disposal schedule for Local Government - Governance and Administration (DA2576), 03.02 for public health prosecutions.</p> <p>Note: The Director of Public Health is responsible for managing serious public health issues.</p>	

04.01	<p>Permanent Records</p> <p>Permanent records documenting the public health function, including:</p> <ul style="list-style-type: none"> • registers of burials and cremations • registers of grants of an exclusive right to a specified plot or portion of a cemetery, including renewals, cancellations and/or transfers • summary records of exhumations • applications for exhumation, including supporting documentation, correspondence, and records of decision. Includes exhumations required by court order and those requested by kin/representatives for the purposes of the permanent relocation of the remains • the closure of cemeteries, including planning and communication with the public, the demolition or removal of graves, remains and/or memorials, correspondence with affected parties, and the conversion of the property to another use/s • summary records of permission to inter human remains on land other than a cemetery • applications for permission to inter human remains on land other than a cemetery, including supporting documentation, permissions from other parties (including Director of Public Health, Council General Manager, landowner, relevant members of kin etc.), correspondence, and records of decision. • registers of public health orders issued • reports of significant public health and environmental health issues. <p>Note: the Department of Premier and Cabinet maintain registers of cemeteries, crematoria and businesses which handle human remains, such as funeral directors.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
04.02	<p>Medium term records of immunisation</p> <p>Immunisation records, general or single treatment, including consent forms.</p> <p>Note: the Department of Health develops immunisation programs and is responsible for regulating the administration of vaccinations. These are covered in <i>Disposal Schedule for Public Health Services Records (DA2523 v1.2)</i></p>	<p>TEMPORARY</p> <p>Destroy 12 years after action completed, provided the person being immunised has reached the age of 50 years</p>

04.03	<p>Medium-term Records</p> <p>Records of medium-term value which document the public health function, including:</p> <ul style="list-style-type: none"> • audits and inspections which identify or result from major health issues such as outbreaks of disease or illness, epidemics or pandemics, matters involving controversy, and/or serious infringements • operation of public health programs administered or delivered by council, including immunisation, needle and syringe exchange, drug and alcohol services and/or food handling • registers of public health permits issued by Council • registers of regulated systems (air and water) - such as, cooling towers and monitoring for legionella, • registers of premises used for public health risk activities, for example, premises for tattoos and piercings, • registers of infectious disease cases notified to Council, • reports statistics and summaries of samples where the information has not been included in the Council minutes. 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
04.04	<p>Short-term Records</p> <p>Records of short-term value documenting the public health function, including:</p> <ul style="list-style-type: none"> • the appointment of authorised persons or officers such as food inspectors or health surveyors (Note: 'action completed' is when the authorised person ceases in the role.) • burial records, including orders for burial, applications for cremation, applications for plaques and headstones, and permission to scatter ashes on public land • public health permit applications and supporting documentation, correspondence, decisions, and renewals. For example, applications for portable toilets at events (Note: 'action completed' is the expiry of the permit) • final approved council public health plans (Note: 'action completed' is when the plans are superseded) • registers of samples analysed, including food, potable water, recycled water, wastewater, swimming pools, beaches, etc. • maintenance certificates for onsite wastewater treatment systems • logistical arrangements, including for immunisation clinics and food-handling training courses 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<ul style="list-style-type: none"> • food recall notices, either issued by Councils or received and investigated by Council. Includes records of investigation. <p>See Disposal Schedule for Short Term Value Records (DA2158) for notifications of recalls of products received from Federal and State governments.</p>	
<p>04.05</p>	<p>Facilitative Records</p> <p>Records which facilitate activities under the public health function, including:</p> <ul style="list-style-type: none"> • formal identification or warrants issued to authorised persons or officers to enable them to carry out their function • records of daily public health audits and inspections that do not identify compliance issues • Government analysts' certificates, reports and associated correspondence • abatement notices relating to failure to comply with health regulations and by-laws, including instructions for rectification and remediation • notifications of infectious diseases and associated correspondence • development of public health plans, including reports analysing issues, and comments received from other councils • copies of reports, statistics and summaries of samples analysed (including food) where the information has been included in Council minutes. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>