

**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LOCAL
GOVERNMENT – GROWTH AND
RECOGNITION**

Disposal Authorisation DA2580

**Version 0.1
May 2026**

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Table of Contents

Authorisation	3
Introduction	5
Context	7
Growth and recognition	7
Disposal Schedule	9
01.00 Commercial Activities	9
02.00 Economic Development	11
03.00 Local Recognition (Awards and Scholarship).....	12

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.

GROWTH AND RECOGNITION

This covers:

- Council's support of:
 - local economic growth
 - employment
 - tourism
 - sustainable development.
- awards and scholarships which recognise the achievements of local residents and businesses.

Key aspects are:

- commercial activities:
 - operation of Council-owned commercial enterprises
 - management of commercial leases on Council-owned land.

- economic development:
 - economic strategy
 - supporting local business
 - promoting local opportunities to businesses and investors.
- local recognition:
 - annual awards programs
 - scholarships, bursaries, grants, and sponsorship.

Disposal Schedule

Reference	Description	Status and Disposal Action
01.00	<p>COMMERCIAL ACTIVITIES</p> <p>The function of undertaking a range of commercial activities to:</p> <ul style="list-style-type: none"> • support and/or provide community services • provide local employment opportunities • generate revenue • and support local businesses. <p>Includes:</p> <ul style="list-style-type: none"> • contracting out management for council-owned assets such as caravan parks, cemeteries, waste management facilities, and event venues • leasing or licensing council land and buildings for commercial use, including retail or hospitality spaces • commercial tenancies (renting council-owned land or buildings to private businesses to operate commercially) • managing commercial components of markets, festivals, and community events e.g. stallholder fees, trestle/equipment hire, collection of entry fees etc. • implementing procurement programs which preference local businesses and suppliers • fee-for-service arrangements with local service providers e.g. contracts for waste collection services under which a sum is paid per unit of waste collected <p>See Disposal Schedule for Local Government - Governance and Administration, 01.00 Governance for records of:</p> <ul style="list-style-type: none"> • Council decisions to engage in/offer commercial activities, and/or the modes of delivery for commercial activities (e.g. contracting-out vs establishing a council-owned commercial enterprise etc.) • Council instructions regarding how/what commercial activities are managed, • evaluation reports on commercial activities 	
01.01	<p>Short-term Records</p> <p>Records of short-term value documenting the commercial activities function, including:</p> <ul style="list-style-type: none"> • design and implementation of commercial components of markets, festivals, and community events • records of day-to-day delivery of commercial operations e.g. rostering staff to collect stall holder fees or entry fees at markets etc., receiving and reconciling job sheets and invoices for fee-for-service operations, liaison and 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status and Disposal Action
	<p>correspondence with tenants and management contract operators, etc.</p> <ul style="list-style-type: none"> • development and approval of advertising, promotion and other marketing materials to support commercial activities e.g. advertising the availability of leases or licences for the commercial use of council-owned land or buildings • successful proposals and quotations for commercial activities, both developed internally or received from external parties • evaluation and review of commercial activities, including the design and use of surveys and questionnaires for participants and contributors • reporting on procurement programs that preference local businesses and suppliers, including performance against percentage targets for expenditure, exemptions and exceptions to the program requirements, etc. <p><i>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578), 02.04, Property management, for records of management contracts, leases and tenancies, and licences to use council-owned property.</i></p> <p><i>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578), 03.01 and 03.02, Recreational and cultural services, for the organisation and operational deliver of recreational and cultural events.</i></p> <p><i>See Disposal Schedule for Common Administrative Functions – Strategy and Governance (DA2596), Corporate management, for records of market research undertaken to support the design or evaluation of commercial activities.</i></p> <p><i>See Disposal Schedule for Common Administrative Functions – Finance and Procurement (DA2597), Contracts under seal / Deeds, for service agreements and fee-for-service arrangements.</i></p>	
01.02	<p>Facilitative Records</p> <p>Records that facilitate commercial activities, including:</p> <ul style="list-style-type: none"> • internal lists or registers of items that can be procured locally, who supplies them, and/or contact details/directories of local businesses and suppliers. Includes lists or registers of items for which there are exemptions or exceptions from the local procurement program • correspondence with local business and suppliers concerning local procurement programs 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

Reference	Description	Status and Disposal Action
	<ul style="list-style-type: none"> • bookings, and ticket sales for Council run or supported commercial activities • the display of advertising for markets, festivals and community events, including content displayed in tourist information centres/kiosks and on Council hosted websites, social media and/or other communication streams • completed surveys and evaluation questionnaires that have been summarised/substantively captured in evaluation/review reports • unsuccessful proposals or quotations for Council to undertake a commercial activity 	
02.00	<p>ECONOMIC DEVELOPMENT</p> <p>The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade. Includes:</p> <ul style="list-style-type: none"> • implementing policies and strategies for local economic development • providing local training and employment pathways to boost local skill levels and help local businesses find experienced staff • promoting local opportunities to businesses and investors, e.g. projects for major development • establishing and maintaining agreements with other countries e.g. arrangements with Sister Cities for the purpose of cultural, work or economic exchange; and/or monitoring changes in international trade or markets that may impact local economic development • encouraging green initiatives and sustainable business practices • offering economic incentives or grants. <p>See Disposal Schedule for Local Government - Amenity and Infrastructure (DA2578) 03.00, Recreational and cultural services, for events organised by the Council.</p>	
02.01	<p>Permanent Records</p> <p>Permanent records documenting the economic development function, including:</p> <ul style="list-style-type: none"> • implementation of industry policies and strategies relating to industries that have a significant impact on the local area, including those for green initiatives and sustainable business practices • the establishment and maintenance of agreements with other countries. Records may include meeting papers, negotiations, contracts and agreements, the receipt or 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status and Disposal Action
	<p>bestowal of major gifts. This could include Sister City agreements</p> <ul style="list-style-type: none"> • records of local demographic trends, planning studies and employment studies • projects to attract major developments in the area including planning, negotiations, reporting and reviews. The projects may or may not result in development applications • the establishment of grant programs to support local economic development projects and initiatives. 	
02.02	<p>Short-term Records</p> <p>Records of short-term value documenting the economic development function, including:</p> <ul style="list-style-type: none"> • implementation of industry policies and strategies relating to industries that have a minor impact on the local area. • council input into plans and strategic development for economic development of the region • summaries and reports on Council activities to promote the local economy, including evaluations of the rate of success. • assistance incentives to support economic development and activities in the area; for example, services provided by the Council or by agencies contracted by the Council. • arrangements, bookings and support for local suppliers to undertake activities to promote trade and economic development, including trade displays and events • arrangements for promotional materials • market research on local industries • information collected on trade and trade conditions, including the impact of trade negotiations and amendments on local trade 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
03.00	<p>LOCAL RECOGNITION (AWARDS and SCHOLARSHIPS)</p> <p>The function of offering awards, scholarships and other forms of recognition, including those that:</p> <ul style="list-style-type: none"> • recognise and celebrate contributions to community life e.g. length of service • support the education and personal development of local students or residents • value and reward community involvement, e.g. volunteering • strengthen local identity and pride e.g. outstanding service or achievement • promote council values and strategic goals e.g. youth engagement, cultural diversity and/or environmental stewardship 	

Reference	Description	Status and Disposal Action
	<ul style="list-style-type: none"> • build trust and engagement within the local community. 	
03.01	<p>Permanent Records</p> <p>Permanent records documenting local recognition programs, including:</p> <ul style="list-style-type: none"> • the establishment or discontinuance of a local recognition program • approved proposals for local recognition programs, including goals, target audience, and criteria for nomination. Includes proposals which aim to overhaul, merge, or otherwise significantly alter, a local recognition program • summary records of the winners/recipients of awards, scholarships, and other forms of recognition offered by the Council, e.g. honour rolls or registers 	<p>PERMANENT</p> <p>Retain as State archives</p>
03.02	<p>Short-term Records</p> <p>Records of short-term value documenting the local recognition function, including:</p> <ul style="list-style-type: none"> • arrangements and message content for advertising and promotion of local recognition programs in order to attract nominations • records of the receipt of nominations, including correspondence to acknowledge receipt and provide an overview of the process from hereon • detailed records of the assessment/consideration of nominations by panel members/judges or equivalent, assessors, including evaluation notes, scoring against criteria, calculations and/or analysis to determine the winner/successful nominee etc. • shortlists of finalists for a local recognition program, • records of the payment of any financial element of an award or scholarship to a recipient e.g. prize money, bursary payments etc. • arrangements for award nights or prize presentations. Includes mailing lists, correspondence with finalists, invitations to guest speakers or presenters, bookings/responses, etc. • unsuccessful nominations for a local recognition program, including correspondence with unsuccessful nominees • nominations of local residents or businesses by council for state or national awards. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>