

**Office of the
State Archivist**



**DISPOSAL SCHEDULE COMMON
ADMINISTRATIVE FUNCTIONS –
HUMAN RESOURCES**

Disposal Authorisation DA2594

**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	21/05/2026	Consultation draft

Document Development History

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0.1	21/05/2026	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

The scope of this Disposal Schedule is the human resources functions for all records according to the *Archives Act 1983 (Tas)* (the Act) that defines a 'State record' as being a record created by the **Crown, State authority** (which includes the University of Tasmania, an authority such as Government Business Enterprises (GBEs), a body such as State-owned companies (SOCs), a royal commission, a board of inquiry etc), **Local authority** (which includes councils and body corporates established under legislation or the Crown), and any other record that originated or was created from those entities. Government departments are established under the *State Service Act 2000* and must comply with the Act. The Act excludes records from the Parliament of Tasmania.

Note: This Retention and Disposal Schedule must not be used for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies. Instead, agencies must use *DA2520 Disposal Schedule for Records relating to Child Abuse*.

Glossary of key terms

Apprenticeship or traineeship means a person who is engaged in a formal training program that combines work with study, typically in a trade or occupation

Contractor means a person who has their own business and supplies services to another party under a commercial arrangement

Discipline/Disciplinary Action means action taken in response to an alleged breach of law or code of conduct (e.g., misconduct) that may result in a procedurally fair investigation

Employee, casual means a person engaged on an irregular basis and at short notice and where the offered engagement may be accepted or rejected on each and every occasion

Employee, fixed term means a person appointed for a specified term or for the duration of a specified task

Employee, permanent means a person appointed to an ongoing role, with no fixed end date or specified term

Employment history means a record of a person's individual past employment, including employers, positions held and dates of employment

Full-time means being appointed to work the full ordinary hours of work each week

Grievance means a complaint or concern raised by a person about their work, conditions or treatment in the workplace

Industrial Commission means a statutory tribunal responsible for resolving industrial matters, including disputes and employment (e.g., awards and conditions)

Misconduct: means -

a) Conduct, or an attempt to engage in conduct, of or by a person in connection with their work or duties that is or involves:

- a breach of a code of conduct or
- the performance of the person's functions or the exercise of the person's powers, in a way that is dishonest or improper, or
- the misuse of information or material acquired in or in connection with the performance of the person's functions or exercise of the person's powers, or

- a misuse of resources in connection with the performance of the person's functions or the exercise of the person's powers, or

b) conduct, or an attempt to engage in conduct, of or by any person that adversely affects, or could adversely affect, directly or indirectly, the honest and proper performance of functions or exercise of powers of another person's work or duties.

Part-time: means being appointed to work hours that are less in number than a full-time employee

Performance Management means a system:-

- for ensuring employees are accountable for the performance of their role and for demonstrating required work behaviours
- of planning, measuring and reporting on performance management criteria annually for each employee
- by which employees can continually improve their performance and capabilities by selecting and undertaking training or other opportunities to gain experience relevant to their role/required work behaviours
- under which a shortfall in performance or work behaviour by an employee can be identified and addressed

Protected industrial action means lawful industrial action in compliance with legislation with protections for participants during enterprise agreement bargaining

Volunteer means a person who provides free services without payment and without an employment arrangement

Workplace agreements means legally binding agreements between employers and employees that set out employment conditions for a workplace.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>Employment Management</p> <p>The function of managing the employment of all persons by the agency.</p> <p>The function includes activities to hire, train on the job, support employees and to manage their employment conditions.</p> <p>Includes recruitment, leave management, payroll, superannuation and working hours when related to people rather than to industrial relations issues.</p> <p>Includes:</p> <ul style="list-style-type: none"> • permanent/ongoing, temporary and casual employees, including those working full-time and part-time • people working under traineeships, apprenticeships and similar relationships where they are filling a paid position. <p>See DA2594 - 04.00 Industrial Relations - for records of industrial relations agreements, disputes, and reports.</p> <p>See DA2594 - 06.00 Volunteer Management - for records of volunteer and work experience programs</p>	
01.01	<p>Records of Continuing Value</p> <p>Records documenting the summary employment details of agency employees.</p> <p>Includes permanent, temporary, and casual* employees. (*refer to exclusions below)</p> <p>Summary information about each employee should include:</p> <ul style="list-style-type: none"> • name of employee • date of birth • date of appointment • date of separation • position titles and grades held • dates positions were held • rates of annual salary. <p>This summary record does not include:</p> <ul style="list-style-type: none"> • employees supplied by an on-hire agency • high volume short-term temporary and casual employees employed for one-off or intermittent events, e.g. festivals, temporary help lines or call centres for a specific short term purpose, temporary electoral officers. 	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<p>Note: Prior to the introduction of comprehensive human resources management systems, the employee summary record may be comprised of more than one database, and/or physical register/index in order to cover the full range of information required. Examples include position occupancy histories/indexes, registers of staff appointments and/or promotions, tables of position grade and associated salaries, etc.</p>	
<p>01.02</p>	<p>Long-term Records</p> <p>Records documenting the employment history of each employee kept in a consolidated format, e.g. 'personnel file'. This includes the following employee types:</p> <ul style="list-style-type: none"> • permanent • temporary • casual. <p>It excludes high volume short-term temporary and casual staff - see 01.03.</p> <p>The employment history may include, but is not limited to:</p> <ul style="list-style-type: none"> • records of initial appointment to subsequent promotions and/or details of any higher duties undertaken • education and professional qualifications • employment conditions • salary details. 	<p>TEMPORARY</p> <p>Destroy 100 years after date of birth</p>
<p>01.03</p>	<p>Short-term Records</p> <p>Records documenting the following:</p> <ul style="list-style-type: none"> • employees' salaries and weekly/fortnightly pay history. Includes taxation declaration records, income statements, payment summaries, payroll deduction authorities, and records relating to the recovery of overpayments • records of high volume short-term temporary and casual employees who are employed for a one-off or intermittent event. Includes names, dates of employment, role, applications, confirmation of employment, and rates of pay • induction of staff, including induction training undertaken, introduction activities and registration in employee management systems • attendance, hours worked, flexi time sheets, staff rosters, and the management of duty allocations 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • superannuation payments including the employees' superannuation fund, payment amounts, period covered • eligibility for allowances and other entitlements/reimbursements e.g. relocation, overtime, clothing, travel, further study and training fees, first aid officers etc. • leave history records including long service leave, parental leave, and all other categories of leave used to calculate employee entitlements for superannuation or long service leave • evidence supplied in support of leave applications e.g. medical certificates, statutory declarations • all checks and vetting carried out on an employee, including pre-employment checks, and periodic updates to checks to ensure the employee remains suitable for the role they hold (e.g. they have maintained required professional accreditations etc.). Also includes checks into workplace certification e.g. Registration to Work with Vulnerable People, FirstAid/CPR/Anaphylaxis qualification; employee's compliance status for employment conditions mandated by an employer or relevant legislation, such as public health orders; and drug and alcohol testing of agency employees (including records of consent by the employee to undertake the testing and results). Includes checks and vetting of short-term casual employees. • all checks carried out on a volunteer, including pre-employment checks and periodic updates, to ensure they are suitable for the role in which they are volunteering. May include Registration to Work with Vulnerable People checks, driver's licence checks, referee checks, identity checks, and any other check required to ensure suitability, safety and other compatibility with the role requirements • authorised work permits • employees' residential address, contact or next of kin details, and updates • employee's bank details, and updates • performance management of employees not meeting the expected standards or levels for the performance of their duties or responsibilities. Includes meetings to discuss the issues, agreement on approaches and timeframes to improve performance, monitoring of progress towards meeting target performance levels or standards, and recommendations for training or work experience to be 	

Reference	Description	Status And Disposal Action
	<p>included in future skill or experience development planning for the employee</p> <ul style="list-style-type: none"> • skill/experience development plans and agreements with employees. Includes notes from meetings with the employee, assessment and review reports etc. • development of skill/experience management programs • investigation and resolution of grievances or complaints • disciplinary action taken against employees who fail to meet expected standards for performing their duties or responsibilities, or who do not demonstrate the required workplace behaviours. Includes warnings, suspensions, demotions, transfers, reduction in salary, and terminations of employment • conflict of interest and private interest declarations - for declarations associated with recruitment see 01.04 • creation, variation, abolition, transfer or reclassification of positions and assigned duties. Includes work value reviews of roles and their resolution, and statement of duties descriptions • planning and implementing redundancy programs • the review of promotion decisions • changes to work location of an agency, a business unit or team, or an individual • work travel arrangements e.g. working across multiple sites, work related visits to other agencies/organisations etc. • flexible working programs (e.g. hybrid working/work from home plans) • reasonable adjustments to support particular needs of employees (e.g. changes to premises or equipment) • administration of apprenticeships and traineeships • internal business achievement or service recognition awards given to employees. Does not include external awards, medals and honours • development of induction training requirements, including core elements to be offered to all new staff when onboarding, specialist elements to be provided to particular cohorts within the organisation e.g. officers working with specialised equipment may need to attend training particular to the operation of that equipment, refresher 	

Reference	Description	Status And Disposal Action
	<p>sessions and their timing, and updates to any or all of these requirements over time.</p> <p>See class 01.05 for authorisations and delegations.</p> <p>See class 01.07 for police or criminal history checks.</p> <p>See class 01.09 for security clearance vetting (pre-employment and periodic updates while employed).</p> <p>See 02.00 for misconduct investigations, outcomes and actions taken (including disciplinary action).</p>	
<p>01.04</p>	<p>Facilitative Records</p> <p>Records documenting routine operational matters:</p> <ul style="list-style-type: none"> • applications to vary or establish positions and assigned duties which do not proceed • recruitment process including recruitment campaigns, establishment of panels, interview questions and assessment of applicants, conflict of interest declarations • exit interviews • arrangements for performance management meetings/interviews e.g. room bookings, calendar appointments etc. • allocation of security passes and/or keys to employees, including registers • arrangements for work related travel, including trip reports and other visit verification documentation submitted upon return • establishment and promotion of employee support services e.g. parent rooms, prayer rooms, quiet rooms, as well as links to external services providers such as counsellors etc. • arrangements to support employees (newly appointed and existing) moving from interstate • staff suggestion scheme, including suggestions received. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>01.05</p>	<p>Authorisations and Delegations</p> <p>Records of:</p> <ul style="list-style-type: none"> • approving functional* authorisations required within an agency to perform its functional responsibilities, e.g. authorisations for nominated officers to undertake regulatory activities such as to approve and issue licences, permits or permissions; assess or investigate the activity of 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>another organisation or person; issue compliance notices, penalties and/or fines etc.</p> <ul style="list-style-type: none"> • approving administrative authorisations and delegations required to perform roles held by staff e.g. authority to sign a contract or agreement on behalf of the agency, financial delegation to approve a purchase of a particular value, powers to appoint or dismiss employees, etc. <p>*Functional authorisations are those that arise from the unique regulatory duties that an agency holds e.g. to regulate building and planning, monitor public health, licence motorists and vehicles, etc. Although the function under which the delegation or authorisation is made may be unique to the agency, the process of delegating or authorising is generally a consistent common administration process</p>	
<p>01.06</p>	<p>Unsuccessful Applications for Employment</p> <p>Records of unsuccessful employment applications.</p> <p>See DA2158 Short-term Value Records that may be used to destroy unsolicited applications for employment.</p>	<p>TEMPORARY</p> <p>Destroy 6 months after action completed</p>
<p>01.07</p>	<p>Police or Criminal History Checks</p> <p>Records of security checks (vetting) carried out on existing or prospective staff that are subject to separate specific retention instruction under a check service provider agreement.</p> <p>See 01.04 for records of checks where there is not a service provider agreement in place.</p>	<p>TEMPORARY</p> <p>Destroy after in accordance with service provider agreement</p>
<p>01.08</p>	<p>Employment Conditions Verification</p> <p>Records collected relating to conditions of employment that are mandated by an employer or mandated by relevant legislation (excluding security vetting or police checks), for example, public health orders.</p> <p>This class includes documentary evidence of, for example, staff vaccine certifications, medical exemptions, and any other records which are provided by an employee to an employer to demonstrate compliance with public health orders.</p>	<p>TEMPORARY</p> <p>Destroy after compliance with employment condition has been verified.</p>
<p>01.09</p>	<p>Protective Security Clearances</p> <p>Records of protective security vetting in order to set/confirm the appropriate level of state security clearance for a state</p>	<p>TEMPORARY</p> <p>Destroy 16 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>service employee working with the state service information that their particular role has access to/creates.</p> <p>Includes protective security vetting carried out prior to employment and routine periodic updates to ensure the employee is still 'fit and proper' to hold the level of state security clearance they have been assigned/require to perform their role.</p> <p>Note: The Australian Government Security Vetting Agency provides protective security vetting services for Tasmanian Government employees.</p>	
02.00	<p>Misconduct</p> <p>The management of complaints, allegations, suspicions, disclosures, or notifications of misconduct by a person. Misconduct includes conduct, or an attempt to engage in conduct, that is or involves:</p> <ul style="list-style-type: none"> • fraudulent, dishonest, improper, or corrupt behaviour or actions by the person, up to and including criminal conduct • a breach or breaches of a code of conduct applicable to the person • misuse of information or material acquired in (or in connection with) the performance of the person's functions, or the exercise of their powers • misuse of resources • conduct that adversely affects, or could adversely affect, directly or indirectly, the honest and proper performance of functions or exercise of powers by another person. <p>This function includes:</p> <ul style="list-style-type: none"> • investigations, including those undertaken against a person who has left the employment of the agency • decisions • outcomes • disciplinary actions • appeals. <p>See DA2594 Human Resources - Employment Management - for information relating to grievances, their investigation and outcomes.</p>	
02.01	<p>Misconduct register</p> <p>A summary record, detailed index, or register of all alleged and suspected misconduct committed by people employed by</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>the agency. Includes all matters, including those that do not proceed to investigation or that are not substantiated.</p> <p>The summary record, index, or register is to be comprised of:</p> <ul style="list-style-type: none"> • name and position or role of the person (respondent) • date the matter received/raised • a brief description of the alleged misconduct • how the matter was dealt with (e.g. investigation, mediation, performance management) • outcomes and actions, including referrals to other agencies e.g. Tasmania Police for criminal activity that may be associated with misconduct, such as theft or bribery • date the matter was finalised • references or links to detailed files relating to the matter • any other metadata or descriptive element recommended in relevant guidelines or standards. 	
<p>02.02</p>	<p>Serious Misconduct Investigations</p> <p>The investigation of allegations or suspicions of serious misconduct, including those that:</p> <ul style="list-style-type: none"> • occur after an employee has left a particular agency or the State Service • do not proceed to investigation • are not substantiated • are considered frivolous or vexatious <p>Information includes:</p> <ul style="list-style-type: none"> • detailed records of the internal investigation of misconduct, the outcomes, and internal actions taken • notifications to, and correspondence with, the respondent (person accused of misconduct) or their representative • the agency's management of, and response to, appeals or requests for review and their outcome • referrals of criminal conduct on to appropriate authorities for further investigation • notifications to the State Service Management Office central register of employees who have had a severe sanction imposed, such as termination of their employment, as the result of substantiated serious misconduct 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>Serious misconduct is defined under legislation as misconduct that could, if proved, be:</p> <ul style="list-style-type: none"> • a crime or offence of a serious nature, or • misconduct providing reasonable grounds for terminating the person's appointment. 	
<p>02.03</p>	<p>Minor Misconduct Investigations</p> <p>Investigations of allegations or suspicions of misconduct which does not meet the definition of 'serious misconduct'. Includes:</p> <ul style="list-style-type: none"> • detailed records of the internal investigation of misconduct, the outcomes, and internal actions taken • notifications to, and correspondence with, the respondent (person accused of misconduct) or their representative • the agency's management of, and response to, appeals or requests for review and their outcome. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>03.00</p>	<p>Work Health and Safety (WHS)</p> <p>The function of supporting and maintaining the health and wellbeing of employees at work. Includes all approved workplaces and while travelling on duty/official business for the agency.</p> <p>Includes programs, services, and activities which:</p> <ul style="list-style-type: none"> • establish and monitor safe working practices, procedures and preventative measures e.g. WHS programs, ergonomic design of work spaces etc. • encourage staff to adopt work habits that support their overall health e.g. work life balance programs • promote healthy lifestyles and increase awareness of the warning signs and symptoms of chronic disease, especially those associated with sedentary work patterns • proactively manage the psychosocial hazards that arise from, or in relation to, the design or management of work, the working environment, workplace interactions or behaviours • educate and increase awareness of the range and variety of support measures in place for employees experiencing difficulties at work or home • provide counselling and other support for employees who have been physically or psychologically injured by an event or incident, have experienced sudden or accumulated trauma, or who are regularly exposed to difficult circumstances/conflict/suffering as a component of their job leading to chronic emotional and/or physical fatigue. For example: front line responders, provision of services to clients experiencing hardship, family violence, grief and bereavement, etc. 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • encourage mental health and wellbeing • train employees who volunteer to undertake and deliver first aid, CPR, psychological first aid etc. in the workplace • train front line staff in personal safety and conflict management • create a welcoming and safe workplace for all staff irrespective of cultural background, religious beliefs, economic status, gender identity, etc. • encourage and facilitate workplace connections and peer support <p>This function does not include the patient/case management records held by an external provider where staff access external health, wellbeing and/or counselling services.</p>	
<p>03.01</p>	<p>Medium-term Records</p> <p>Records of medium-term value documenting:</p> <ul style="list-style-type: none"> • establishment, evaluation, and review of health, wellbeing and safety programs implemented to comply with legislative and regulatory requirements. Programs may deliver support services to employees, volunteers and/or contractors. Includes the purpose and scope of the program, legislative requirements, intended audience, and eligibility • summary records, including registers, of accidents and incidents • investigation of accidents or incidents resulting in serious injury or fatality. Includes records of investigations carried out by the agency, and copies of records received from external regulators and from the Coroner • successful claims for compensation submitted when an employee, visitor, contractor, or member of public dies or is seriously injured, and the liability is with the agency • individual worker rehabilitation case records where liability rests with the agency, including return to work plans, reports from treating health practitioners, advice and correspondence for suitable work duties • final reports of all workplace inspections by external regulators. Includes those following an accident or incident, routine regulatory audit programs, and those focused on management of hazardous substances, high risk elements of workplace safety, and/or which arise in connection with a safety dispute. • material safety data sheets or equivalent prepared by the manufacturers of hazardous substances, e.g. 	<p>TEMPORARY</p> <p>Destroy 40 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>carcinogens, radioactive materials, chemicals, air-borne particulates etc.</p> <ul style="list-style-type: none"> • monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. 	
<p>03.02</p>	<p>Short-term Records</p> <p>Records of short-term value documenting:</p> <ul style="list-style-type: none"> • detailed accident or incident reports where a fatality or serious injury did not occur • individual worker rehabilitation case records where liability does not rest with the agency, including return to work plans, reports from treating health practitioners, advice and correspondence on suitable work duties • records of trauma counselling organised by the agency for general access by employees i.e. for any employee who was not directly involved in an incident or event but feels affected by it. This includes counselling organised for events which occur outside the workplace, but which still impact employees, such as the sudden death of a colleague at home or on holiday; bushfires, flooding or another natural disaster affecting the employee's community etc. • general referral information made available to staff about external wellbeing and/or counselling services subsidised by the agency • summary records of first-aid treatment in the workplace of minor injuries etc. • unsuccessful claims for compensation • advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace • appointment of all health and safety representatives, first aid officers including those for mental health, emergency wardens, peer support officers etc. • routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing • health and safety licence and permit applications and renewals • environmental monitoring of hazardous substances stored or present in the workplace 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • promotion of safe work practices • implementation of measures to address recommendations made by regulators • non-compliance notices received • appeals against decisions by a regulator (e.g. WorkSafe Tasmania) and their resolution • change management activities to support staff wellbeing and satisfaction • employee support programs and services which aim to promote the health and wellbeing of staff e.g. massage programs, fitness memberships, vouchers or reimbursement for staff attending programs external to the agency. Includes social clubs, events and other activities to foster a sense of belonging in the organisation. • employee satisfaction surveys (e.g. Tasmanian State Service Employee Survey) including consolidated findings and reports. 	
<p>03.03</p>	<p>Public Health Compliance</p> <p>Records documenting attendees at a premises to enable contact tracing if required for public health reasons. Includes a register or record of the names of all persons (including staff) attending the premises, their contact information, and the date and time they visited.</p> <p>Records of staff attestations, which attest staff are fit and healthy to work prior to commencing a shift or day's work, such as indications they are free from symptoms. Attestations may be presented in verbal or written form and can include results from testing.</p> <p>Notifications that staff are temporarily unable to attend the workplace due to infectious disease.</p> <p>See DA2599 Property and Fleet Management for records of routine security and/or visitor logs or registers.</p> <p>See DA2594 Human Resources - Employment Management 01.00 for records of leave taken by employees due to illness and supporting documentation (e.g. medical certificates or correspondence from treating health professionals).</p>	<p>TEMPORARY</p> <p>Destroy 1 month after action completed, or in accordance with the Directions issued by the public health authority, whichever is longer</p>
<p>04.00</p>	<p>Industrial Relations</p> <p>The function of managing an agency's workforce and implementing industrial relations agreements. Includes:</p>	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • application of the conditions set out in relevant State Service awards and industrial agreements registered with the Tasmanian Industrial Commission • engaging with employees and their unions at the workplace level, consulting on operational changes, and addressing issues that may give rise to disputes • ensuring the terms of new/updated agreements are properly communicated, administered and embedded in day-to-day HR and payroll activities • handling workplace change processes associated with the implementation of new/updated agreements • local dispute resolution, and the escalation of disputes unable to be resolved within the agency to the Tasmanian Industrial Commission for conciliation or arbitration • providing inputs to bargaining, such as workforce and/or operational insights, to help shape the Government's bargaining strategy • ensuring sector-wide agreements reflect the needs of specific services, such as health, education, corrections etc. • managing local operational impacts of industrial action, including plans and arrangements to prepare for reduced services, communication with clients/customers/the public regarding alterations to service levels, invoking continuity of service plans for essential services/core business activities that, if not continued at a serviceable level, may result in serious injury, widespread harm or system failure, and/or a fatality/fatalities e.g. maintaining minimum emergency call centre services, designating essential staff roles, temporary outsourcing or contracting to mitigate risks etc. • recording of partial work bans, informing staff of the implications of taking industrial action (e.g. pay deductions for unworked hours), and recording who participates in action so that payroll adjustments can be made • reporting on the state of industrial relations within the agency. 	
<p>04.01</p>	<p>Records of Continuing Value</p> <p>Records of:</p> <ul style="list-style-type: none"> • final approved plans and/or risk mitigation strategies for continuity of service during industrial action, • reporting on the implementation of continuity of service plans/risk mitigation during industrial action, and • final assessment or review reports on the efficacy of continuity of service plans/risk mitigation strategies following the conclusion of industrial action, including recommendations for change/s. 	<p>PERMANENT</p> <p>Retain as State archives</p>

<p>04.02</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the industrial relations function within agencies, including:</p> <ul style="list-style-type: none"> • inputs to negotiations and bargaining • disputes, whether resolved internally, or escalated to the Industrial Commission for resolution • determinations and decisions issued by the Industrial Commission • inputs to appeals where the agency has an interest in a determination or decision by the Industrial Commission • communication and implementation plans for rolling out the terms and conditions of new approved awards and agreements covering the agency's workforce • change management for the implementation of new/updated agreements • drafting and development of continuity of service plans and/or risk mitigation strategies for use during periods of industrial action • operational management of services impacted by industrial action, including the implementation of continuity of service activities, communications with staff/clients/the public etc. • drafting and development of reports on the efficacy of continuity of service plans and/or risk mitigation strategies following the conclusion of industrial action • preparation and submission of reports on the state of industrial relations within the agency. 	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
<p>05.00</p>	<p>Staff Development</p> <p>The function of providing staff with opportunities to develop their professional skills, abilities, and networks through activities, programs and events. Includes attendance at conferences, seminars, industry events, and/or professional association activities.</p> <p>See DA2135 Functional Records of Government Registered Training Organisations - for records of training delivery by government RTOs</p>	
<p>05.01</p>	<p>Short-term Records</p> <p>Records of short-term value documenting staff development activities, including:</p> <ul style="list-style-type: none"> • determining the range of training courses on offer to staff to develop skills and abilities relevant to the administrative and functional responsibilities of the agency e.g. for inclusion in annual individual skill development plans. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

	<p>Includes annual review of training courses on offer to determine continuing suitability</p> <ul style="list-style-type: none"> • arrangements with external training providers e.g. enquiries regarding the suite of training courses on offer, confirming which sessions are to be offered to agency staff, correspondence regarding course content and/or tailoring content to match agency needs and areas of focus, training calendars, staff enrolments and payments etc. • arrangements for internal training sessions and/or seminars/briefings offered by the agency, including those offered as part of change management processes e.g. training in new/updated software, processes and/or equipment, lunchtime seminars in topics of interest, etc. • maintaining staff skill registers, including managing routine notifications of training refresher requirements and monitoring any mandatory training requirements associated with accreditation status, permits and/or licences held by the agency or agency staff to ensure these are kept up to date. • evaluation and feedback received from training participants and/or provided to external training providers • applications from staff to attend conferences, seminars, and/or events offered by industry groups or professional societies, and outcomes including decisions to reimburse or share costs, time allocation as working hours or leave, and any other conditions of attendance e.g. reports/overviews to be submitted upon return • applications from staff intending to undertake further study who are seeking approval to attend course lectures/sessions during work hours as part of their working day, and/or reimbursement of, or a co-contribution to, course fees, and/or recognition of their increased knowledge in the workplace (e.g. with a pay increase/position reclassification) • the availability of scholarships for staff intending to undertake further study, including correspondence with educational institutions and other organisations that have scholarships available • allowances paid to staff to attend training. 	
<p>05.02</p>	<p>Facilitative Records</p> <p>Records supporting the delivery of staff development activities, including:</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

	<ul style="list-style-type: none"> • newsletter articles, memoranda, or other forms of communication to inform staff of upcoming training sessions, update staff on processes to access training, etc. • room and equipment bookings • catering arrangements, including information on staff dietary requirements etc. • travel and accommodation arrangements, either for staff where training is to be conducted offsite, or for trainers coming onsite to deliver training sessions, attendance at conferences, industry events, etc. • reminders and confirmations to staff of their training bookings, upcoming sessions etc. 	
<p>06.00</p>	<p>Volunteer Management</p> <p>The function of managing programs to support volunteers and work experience students to undertake unpaid work or educational placements in an agency. This function includes developing and administering volunteer and work experience programs, and managing volunteers and work experience students, engaged by an agency.</p> <p>Note: The classes in this section are intended to include types of volunteer work commonly performed within Tasmanian government entities. Examples include: volunteer clerical work, information centre or tour guide work, project work in historical or cultural collections, key keeper or caretaker work for public buildings/sites in areas where the agency does not maintain a staffed office.</p> <p>Agencies that use volunteers for dangerous, complex, or highly specialised work that requires training, qualifications, and/or experience to perform (such as volunteer fire fighters, emergency responders, volunteer first aid/paramedic response officers etc.) should include specific coverage for their volunteer programs in the relevant unique functional disposal authority to ensure appropriate retention periods are assigned.</p> <p>See DA2594 Common Administrative Functions - Human Resources 01.01 if long-term, high-risk volunteers are not covered in agency unique functional disposal authority.</p>	
<p>06.01</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the volunteer management function, including:</p> <ul style="list-style-type: none"> • individual records of volunteers performing administrative or clerical duties, or light low-risk duties e.g. grounds work/maintenance (gardening or tidying) at tourist or heritage sites. Records may include engagement of volunteers, personal details and agreed undertakings relating to conditions of engagement and details of work performed 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

	<ul style="list-style-type: none">• individual records of work experience student placements, including personal details and agreed undertakings relating to conditions of engagement, and details of work performed• development of volunteer and work experience placement programs that do not involve very specialised, high-risk and/or hazardous duties.	
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