

**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR COMMON  
ADMINISTRATIVE FUNCTIONS –  
STRATEGY AND GOVERNANCE**

Disposal Authorisation DA2596

**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**

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<b>Version</b>	<b>Date</b>	<b>Comments</b>
0.1	21/05/2026	Consultation draft

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## Document Development History

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Version	Date	Comments
0.1	21/05/2026	Consultation draft

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## 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 for strategy and governance functions for all public offices.

Note: Councils should use:

- DA 2576 Local Government - Council Governance and Administration for records relating to the governance of Councils, local elections and the management of representatives; and Council legal services
- this disposal schedule for records relating to strategy, planning and reporting; and for risk, audit and compliance management.

### **Establishment, Governance and Machinery of Government (MoG) Changes (State Government only)**

Tasmanian Government agencies operate within a defined constitutional, legislative and administrative framework that ensures the lawful exercise of public power, stewardship of public resources, and accountability to Parliament and the community.

As at 2026, the establishment and governance of agencies are grounded in the *Constitution Act 1934 (Tas)*, the *Administrative Arrangements Act 1990 (Tas)*, and the *State Service Act 2000 (Tas)*. Agencies are formally created or restructures through Administrative Arrangements Orders (AAOs) issued by the Governor, which allocate Ministerial responsibilities, departmental functions, and relevant legislation. Machinery of Government (MoG) changes occur when government restructures departments, transfers functions, or establishes or abolishes entities.

### **Legal Services (State Government only)**

Legal services within Tasmanian Government agencies provide essential advice and support to ensure decisions and actions comply with law and policy. While the Crown Solicitor provides centralised legal advice, many agencies maintain internal legal branches to manage day-to-day transactional, regulatory, and litigation matters.

### **Strategy, Planning and Reporting (both State and Local Government)**

A core function providing direction, accountability, and alignment with legislative and policy objectives.

Strategic planning in State agencies translates government priorities and ministerial responsibilities into medium- to long-term objectives, supported by annual corporate and operational plans. As at 2026, reporting obligations under the *Financial Management and Audit Act 1990 (Tas)* include annual reports, audited financial statements, and performance disclosures, ensuring transparency, accountability, and evidence-based decision-making.

In contrast, local councils, established under the *Local Government Act 1993 (Tas)*, focus their strategic and operational planning on community priorities, service delivery, and asset management. Councils develop long-term strategic plans, supported by annual corporate plans and budget reporting, emphasising responsiveness to local needs. Annual reporting includes service delivery outcomes, financial statements, and compliance with legislative obligations.

While both sectors integrate financial, operational and performance planning, councils' processes are more community-centred and locally adaptive, whereas State agencies are oriented towards policy alignment, ministerial accountability, and whole-of-government coordination.

### **Risk, Audit, and Compliance Management (both State and Local Government)**

Central to governance across both Tasmanian Government agencies and local councils, this function provides assurance that operations are lawful, effective, and aligned to strategic objectives.

In State agencies, risk management is implemented through enterprise risk frameworks informed by whole-of-government guidance, identifying strategic, operational, financial, and integrity risks. Internal audit functions, overseen by Audit and Risk Committees, provide independent assurance, while the Auditor-General, under the *Audit Act 2008 (Tas)*, conducts external audits of financial and performance reporting. Compliance management ensures adherence to legislation, Treasurer's Instructions, ministerial directives, and policy frameworks, supporting accountability and continuous improvement.

In local councils, risk and audit functions are tailored to operational and community-focused priorities. Councils maintain risk registers and internal controls to manage financial, operational, environmental, and public safety risks. External audit is provided by the Tasmanian Audit Office, while locally established Audit Panels oversee internal audit programs. As at 2026, compliance focuses on adherence to the *Local Government Act 1993 (Tas)*, financial management requirements, and local policies.

## Disposal Schedule

Reference	Description	Status And Disposal Action
<p><b>01.00</b></p>	<p><b>Establishment, and Machinery of Government Changes</b></p> <p>The function of establishing, making changes to, and/or abolishing a state entity* or its functions, including when:</p> <ul style="list-style-type: none"> <li>• setting up a new entity</li> <li>• adding/removing functional responsibilities/statutory powers to an entity</li> <li>• ceasing operations, or abolishing, an entity.</li> </ul> <p>Includes changes to functional responsibilities brought about by:</p> <ul style="list-style-type: none"> <li>• machinery of government changes</li> <li>• the privatisation, or reversing the privatisation, of public services</li> <li>• outsourcing, or resumption, of public service provision</li> <li>• deregulation of an area of social/economic policy.</li> </ul> <p>*A State entity may be an agency, statutory authority, Government Business Enterprise, or a State-owned Company.</p> <p><b>See DA2508 Administration of Statutory Governance Bodies</b> - for records that document the establishment and administration of Statutory Governing Bodies including Boards, Tribunals, Commissions, Panels etc.</p> <p><b>See DA2576 Local Government - Council Governance and Administration - Governance</b> - for records of managing the election of Council representatives; the boundaries of the Council districts; and the terms and conditions for Councillors. Includes the election processes and results of Council elections.</p> <p><b>See DA2594 Human Resources - Employment Management</b> - for records of staffing (including redundancies and transfers between agencies as part of changes), position descriptions, and delegations of functional authority to staff</p> <p><b>See DA2596 Strategy and Governance - Risk, Audit and Compliance Management</b> - for records of the risk management framework, audits, and compliance obligations</p> <p><b>See DA2596 Strategy and Governance - Corporate Governance</b> - for records of steering committees, working groups and other bodies tasked with establishment or machinery of government change management tasks</p>	
<p><b>01.01</b></p>	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value that document the establishment and governance of the agency, including those that:</p> <ul style="list-style-type: none"> <li>• propose and define the need for the agency (e.g. options papers and other business case documentation prepared following the acceptance of review or commissions of inquiry recommendations, major reforms requiring statutory powers, etc.)</li> <li>• outline the objectives and functions the agency will have</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• determine which governance option the agency will operate under (e.g. statutory authority, executive agency, Board-governed entity, Office-holder model)</li> <li>• seek the approval and legal establishment of the agency e.g. enabling legislation, Royal assent, administrative orders; or which discontinue the agency e.g. process to request repeal of legislation, formal orders to abolish an entity/transfer its responsibilities etc.</li> <li>• formally announce the addition or removal of responsibility for functional duties/powers e.g. Government Gazette notices</li> <li>• establish, or update following a major review, the structure of the organisation and the spread of duties across that structure</li> <li>• final reports of external reviews of agency governance and reporting structures, including whole-of agency organisational structure.</li> </ul>	
01.02	<p><b>Medium-term Records</b></p> <p>Detailed records of the planning and implementation of changes to functional responsibilities, including the transfer of responsibilities in or out of the agency following machinery of government or other changes to the agency's remit. Includes:</p> <ul style="list-style-type: none"> <li>• administrative orders issued by the agency to enable aspects of the change to take place e.g. renaming of the agency or its units, re-assigning statutory powers internally, formalising the transfer of staff of assets etc.</li> <li>• high-level project plans, change and communication plans, risk and issues registers, and project schedules.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
01.03	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting:</p> <ul style="list-style-type: none"> <li>• correspondence with other agencies regarding the operational logistics of completing machinery of government changes e.g. transfer of personnel, information collections, budget/finances, property, assets and/or equipment</li> <li>• staff transfer manifest and associated data files documenting the details of each employee being transferred e.g. position details, pay/salary package details, leave balances, next of kin and other contact details etc.</li> <li>• details of staff IT accounts, emails, and other information system logons, including levels of access and permissions, that need to be established, transferred, and/or closed as part of machinery of government changes. Includes changes to associated software accounts or licensing.</li> <li>• the transfer/receipt of budget and other finances as part of a functional responsibility</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• checklists, handover inventories and/or consignment details of information, assets and equipment transferred to another agency as part of transferring a functional responsibility to that agency, or received from another agency as part of taking over a functional responsibility from that agency</li> <li>• confirmation or verification notices sent to/received from another agency following receipt of information, assets and equipment transferred</li> <li>• liaison and communications regarding machinery of government changes to internal personnel and external stakeholders.</li> <li>• internal communications to staff, including intranet updates, emails to all staff and 'frequently asked questions' information, circulated to keep staff up to date with planned changes and activities underway</li> <li>• correspondence with other parties affected by a transfer of responsibilities regarding any transfer of assets and/or services e.g. with service providers, suppliers, contract or agreement partners etc., to inform them of new or changing arrangements, next steps and any other information the party is required to know/would benefit from knowing as part of a machinery of government change. Includes processing any resulting updates, variations and/or other changes to contracts, agreements, leases and/or hire arrangements.</li> </ul>	
<p><b>01.04</b></p>	<p><b>Facilitative Records</b></p> <p>Activities that facilitate the establishment and change of responsibilities functions, including:</p> <ul style="list-style-type: none"> <li>• meeting arrangements, bookings and catering</li> <li>• distribution of meeting papers and minutes</li> <li>• recordings of meetings made for the purposes of assisting with the transcription of meeting content, decisions and actions (i.e. for the purpose of compiling the meeting minutes)</li> <li>• responses to queries and routine advice (excluding legal advice) provided to internal staff on changes to functional responsibilities, reporting lines and requirements, policy and processes</li> <li>• feedback and suggestions received from staff in the course of changes to functional responsibilities.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
<p><b>02.00</b></p>	<p><b>Administration of Statutory Governing Bodies</b></p> <p>The function of establishing, managing and administering a Statutory Governing Body and its statutory committees to:</p> <ul style="list-style-type: none"> <li>• ensure compliance with relevant legislation</li> <li>• determine strategic direction for the function it is responsible for</li> </ul>	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• direct agency operations to ensure performance targets are achieved.</li> </ul> <p>May include:</p> <ul style="list-style-type: none"> <li>• managing the nomination, appointment and separation of members</li> <li>• managing delegations</li> <li>• establishing, managing and administering sub-committees which report to the Statutory Governing Body</li> <li>• conducting meetings or hearings, including facilitating meeting arrangements and collating and distributing meeting papers</li> <li>• creation, endorsement and maintenance of formal meeting records</li> <li>• recording declarations of conflicts of interest and managing the participation / non-participation of conflicted members in decision-making and management for nominated activities</li> <li>• complying with requirements for the Statutory Governing Body to provide external reports on its performance, achievements and / or current issues.</li> </ul>	
<p><b>02.01</b></p>	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value that document the administration of Statutory Governing Bodies, including those that:</p> <ul style="list-style-type: none"> <li>• relate to the establishment and ongoing membership of the body, including appointment and resignation records</li> <li>• set out the terms of reference of the body</li> <li>• document the conduct and content of the administrative meetings of the body.</li> </ul> <p>Records that document the conduct and content of the administrative meetings of the Statutory Governing Body may include:</p> <ul style="list-style-type: none"> <li>• meeting papers such as agenda, minutes, reports and documents tabled in a meeting for discussion or decision</li> <li>• submissions received in relation to an administrative matter before the body. For example, the governing body may be seeking submissions on changes to the way its legislation is administered, changes to what constitutes evidence e.g. changes to the format of the records from hard copy to electronic; changes to who can represent or accompany a party before the body, etc.</li> <li>• submissions and detailed responses made by the body to external parties in relation to issues in which it has an interest or responsibility, or has received a request for input</li> <li>• the formulation of strategic directions, including policies or procedures</li> <li>• conduct of meetings including agenda, minutes, reports and documents tabled in a meeting for discussion or decision</li> <li>• registers of decisions or summaries of outcomes</li> <li>• the resolution of administrative issues.</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
02.02	<p><b>Medium-term Records</b></p> <p>Records of medium-term value documenting the administration of Statutory Governing Bodies, including those that:</p> <ul style="list-style-type: none"> <li>• relate to the management of conflicts of interest, misconduct or ethical matters, including Declarations of Interest, Gifts and Benefits registers, Public Interest Disclosures etc.</li> <li>• document the remuneration of members, including allowances, benefits, entitlements etc. for work performed</li> <li>• document the administration of subcommittees established to manage specific functions</li> <li>• are made for the purpose of compiling formal minutes, such as audio recordings and other forms of content capture created during meetings</li> <li>• document the issuing of formal notices of a meeting and requirements for attendance for participants invited or required to attend the meeting</li> <li>• comprise the detailed records of formal investigations and actions taken following instances of misconduct or unethical behaviour by a member or direct report of the body.</li> </ul> <p><b>See</b> 02.01 for decisions and final outcomes of formal investigations that are summarised and reported to an administrative meeting of the Statutory Governing Body for ratification.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
02.03	<p><b>Short-term Records</b></p> <p>Records of short-term value that document the administration of statutory governing bodies, including:</p> <ul style="list-style-type: none"> <li>• unsuccessful applications for membership of the Statutory Governing Body</li> <li>• meeting arrangements, such as room and equipment bookings, travel arrangements, etc.</li> <li>• enquiries and complaints received relating to the statutory business of the body, to which a standard or pro-forma response is made (equivalent to FAQ responses)</li> <li>• correspondence or public feedback received that does not relate to the statutory business of the body</li> <li>• other records that facilitate the administrative processes of the body.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
03.00	<p><b>Corporate Governance</b></p> <p>The governance of an entity includes its:</p> <ul style="list-style-type: none"> <li>• legislative framework (governing legislation and regulations)</li> <li>• Ministerial oversight arrangements</li> </ul>	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• external governing/oversight bodies or equivalent</li> <li>• internal governing committees or equivalent (associated agendas, minutes and action papers)</li> <li>• external controls such as government-wide policies, Commonwealth policies/requirements, and/or relevant standards</li> <li>• internal controls such as policies and procedures.</li> </ul> <p><b>See DA2576 Local Government - Council Governance and Administration - 01.00 Council Governance - for records of the governance of Council elections, local government district boundaries, and Council meetings</b></p>	
<p><b>03.01</b></p>	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value that:</p> <ul style="list-style-type: none"> <li>• document final approved organisational charts and governance structure diagrams</li> <li>• are approved agency policies, directions statements and practice notes</li> <li>• document the business and decision-making, of executive or governing committees (agreed terms of reference, agendas, minutes, action papers and other meeting papers), including those committees or bodies established to provide strategic governance in ad hoc/emergency circumstances.</li> <li>• are instruments of appointment of a person to a senior statutory role e.g. a Commissioner, or a statutory delegation, or otherwise confer statutory powers to that person</li> <li>• formally record the membership of executive or governing committees, including those providing strategic governance in ad hoc/emergency circumstances, the dates each member served, and any executive position held within the committee (e.g. chair, convenor, company secretary* etc.)</li> <li>• record declarations of interest/conflicts of interest made by members of the executive, governing committee members, and/or any other senior or key decision-making positions within the agency (e.g. those who hold a delegation of authority to use regulatory powers); and any conditions or restrictions placed upon the person as a result of making the declaration</li> <li>• document the business and decision-making of committees external to the agency that are high-level strategic advisory or decision-making bodies, for which the agency is the chair and/or undertakes secretariat duties (includes all meeting papers, membership and other information as described in the points above for internal executive or governing committees).</li> </ul> <p>*for government business enterprises or state-owned corporations</p>	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
03.02	<p><b>Medium-Term Records</b></p> <p>Records of medium-term value documenting:</p> <ul style="list-style-type: none"> <li>• meeting papers of operational corporate administration committees and working groups that support the work of, and report to, strategic or executive level committees</li> <li>• detailed records of public consultation or stakeholder engagement exercises that feed into the development of policy</li> <li>• implementation of changes to agency governance and reporting structures and/or the organisational structure</li> <li>• document the business of committees external to the agency that are operational or project-level bodies, for which the agency is the chair and/or undertakes secretariat duties (includes all meeting papers, membership and other information as described in the points above for internal executive or governing committees.</li> </ul> <p><b>Note:</b> the business of regulatory or statutory operations panels, committees or groups are not covered by this disposal authority - refer to the relevant disposal authority for the unique regulatory or statutory functions of the agency.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
03.03	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting the establishment and governance function, including:</p> <ul style="list-style-type: none"> <li>• the development of agency procedures and operating manuals</li> <li>• change management and implementation of new/updated policies, practices and procedures</li> <li>• staff or team meeting agendas, minutes and other papers</li> <li>• recordings of 'all-staff' meetings/presentations made for the purposes of making a recording available later to staff unable to attend at the time</li> <li>• gifts, benefits and hospitality declarations made by staff who have received something of value from a supplier, potential supplier, or other work/industry contact</li> <li>• document the business of high-level strategic advisory or decision-making committees external to the agency that are not chaired (or the secretariat duties provided by) the agency.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
03.04	<p><b>Facilitative Records</b></p> <p>Activities that facilitate the governance functions, including:</p> <ul style="list-style-type: none"> <li>• meeting arrangements, bookings and catering</li> <li>• distribution of meeting papers and minutes</li> <li>• recordings of meetings made for the purposes of assisting with the transcription of meeting content, decisions and</li> </ul>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

Reference	Description	Status And Disposal Action
	<p>actions (i.e. for the purpose of compiling the meeting minutes)</p> <ul style="list-style-type: none"> <li>• document the business of operational or project-level committees external to the agency that are not chaired (or the secretariat duties provided by) the agency</li> <li>• advice (excluding legal advice) provided to internal staff on all matters of corporate administration, including the application of agency policies and procedures, operational expectations for service delivery, appropriate decision-makers to take an issue to etc.</li> <li>• reissuing organisational structures, policies, standards, guidelines etc. where updates are minor e.g. changes to incumbents in positions, updates to responsible officer contact details, template alterations, minor wording corrections or adjustments etc.</li> </ul>	
<b>04.00</b>	<p><b>Legal Services</b></p> <p>The provision of legal services, including:</p> <ul style="list-style-type: none"> <li>• legal advice</li> <li>• litigation and dispute management</li> <li>• commercial and contract law services</li> <li>• compliance and regulatory support</li> <li>• integrity, misconduct and investigations support</li> <li>• Machinery of Government (MoG) and reform support</li> <li>• legal risk management and assurance.</li> </ul> <p>Legal advice may be provided on a range of topics and issues, including:</p> <ul style="list-style-type: none"> <li>• statutory functions and powers</li> <li>• governance and administrative law</li> <li>• legislative and policy obligations</li> <li>• information law (right to information, privacy, sharing and disclosure, etc.)</li> <li>• employment and industrial relations</li> <li>• referral of matters to external bodies e.g. misconduct matters to the Integrity Commission</li> <li>• contract matters</li> <li>• prosecutions, penalties, and other regulatory actions the agency may be considering.</li> </ul> <p><b>See DA2600 Crown Law</b> - (yet to be drafted) - for records of the Crown Solicitor</p> <p><b>See Records relating to Child Abuse - 02.</b> Allegations and incidents of child abuse - for records relating to matters concerning allegations or incidents of child abuse</p>	
<b>04.01</b>	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value that document:</p>	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• significant legal advice underpinning major government decisions such as major policy reform, constitutional or statutory validity, new interpretation of legislation</li> <li>• development of legislation for passage through Parliament</li> <li>• landmark or precedent-setting litigation e.g. establishes new law, materially affects agency powers, has broad public interest, involves High Court or appellate authority, concerns constitutional or human rights questions</li> <li>• significant land/resource legal matters e.g. Crown land status clarification, major land tenure disputes, significant environmental or heritage determinations</li> <li>• the establishment, amalgamation or abolition of bodies e.g. machinery-of-government transitions, asset and liability transfer legal arrangements</li> <li>• major deeds, agreement or instruments creating ongoing rights such as intergovernmental agreements with statutory effect, high-value long-term concession deeds, settlements creating ongoing statutory obligations</li> <li>• significant enforcement or regulatory legal determinations e.g. decision establishes precedent for all following similar decisions, interpretation materially changes regulatory approach, matter has broad industry impact, matter results in a new or materially changed criteria to appeal regulatory decisions</li> <li>• advice related to Royal Commissions, Boards of Inquiry, or major inquiries (e.g. systemic investigations, major coronial inquests, etc.).</li> </ul>	
04.02	<p><b>Long-term Records</b></p> <p>Records of long-term value documenting legal matters involving:</p> <ul style="list-style-type: none"> <li>• serious personal injury, or life-changing injury, to a staff member, client, or member of the public</li> <li>• incidents or injuries where there is a likelihood of a latent injury manifesting later e.g. exposure to a harmful chemical or to radiation</li> <li>• environmental contamination liability</li> <li>• any other form of long tail* liability risk.</li> </ul> <p>*long tail is a term which refers to a matter that may have a further development/recurrence or subsequent claim made some time after the initial event/claim is resolved (such as in the case of latent injuries).</p>	<p>TEMPORARY</p> <p>Destroy 30 years after action completed</p>
04.03	<p><b>Medium-term Records</b></p> <p>Records of disputes, enforcements and/or settlements relating to contracts under seal or deeds.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

Reference	Description	Status And Disposal Action
04.04	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting:</p> <ul style="list-style-type: none"> <li>• routine litigation: minor civil claims, property damage matters, routine personal injury claims, debt recovery, minor judicial review matters</li> <li>• routine legal advice: day-to-day statutory interpretation, procurement advice, contract review advice, routine operational decision-making advice</li> <li>• contract disputes and settlements arising from simple or standard contracts</li> <li>• minor insurance and indemnity matters: agency copies of Tasmanian Risk Management Fund claims</li> <li>• administrative review matters where no precedent is set or systemic issue discovered</li> <li>• routine advice provided to the public in response to enquiries regarding agency functional responsibilities</li> <li>• development of legislation, including circulation drafts for comment.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
05.00	<p><b>Strategy, Planning and Reporting</b></p> <p>Setting the long-term direction and strategic objectives for the agency, translating these into operational plans, and documenting the outcomes/results. Includes:</p> <ul style="list-style-type: none"> <li>• strategic planning to link agency outcomes to government priorities and objectives, and to deliver public value</li> <li>• setting the agency vision and mission</li> <li>• analysing the current environment or context to take into account relevant trends, gaps or needs, and risks</li> <li>• aligning budget, staffing and infrastructure to strategic objectives, and formally allocating resources</li> <li>• preparing annual corporate plans to set out programs, initiatives, and key deliverables and their links to strategic objectives</li> <li>• setting key performance measures</li> <li>• preparing business plans for teams or units to support the annual corporate plan and broader strategic plan</li> <li>• mandatory annual reporting: strategic and operational performance against key performance measures, financial statements, risk and governance disclosures, and compliance and internal audit outcomes.</li> <li>• internal business performance reporting</li> <li>• Ministerial reporting</li> <li>• ad hoc reporting in response to urgent issues, government priorities, or inquiries.</li> </ul> <p><b>See DA2596 Strategy and Governance - Risk, Audit and Compliance Management - for risk review, audit and compliance reporting</b></p>	

Reference	Description	Status And Disposal Action
05.01	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value documenting the strategy, planning and reporting function, including:</p> <ul style="list-style-type: none"> <li>• final approved strategic plans</li> <li>• final approved corporate plans</li> <li>• Ministerially approved statements of intent for statutory authorities</li> <li>• Treasurer approved Strategic Asset Management Plans (SAMPs) for state agencies</li> <li>• whole-of-government strategic frameworks e.g. long-term infrastructure or investment strategies</li> <li>• major whole-of-agency restructuring strategies</li> <li>• long-term infrastructure and capital investment plans</li> <li>• records establishing major cross-agency initiatives</li> <li>• final published Annual Reports and audited annual financial statements</li> <li>• reports submitted to Parliament or Ministers on significant matters (including legislative initiatives) and/or executive performance</li> <li>• major program evaluation reports</li> <li>• machinery of government transition governance reports.</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>
05.02	<p><b>Short-term Records</b></p> <p>Records of short-term duration documenting the strategy, planning and reporting function, including:</p> <ul style="list-style-type: none"> <li>• internal consultation versions of strategic plans and corporate plans</li> <li>• annual business plans at a branch/unit level</li> <li>• work plans and project schedules</li> <li>• local team operational plans</li> <li>• monthly and quarterly key performance indicator reports</li> <li>• datasets and analysis supporting reports, including Annual Reports</li> <li>• internal status reports and progress updates to senior management</li> <li>• strategy/plan implementation activities and communications</li> <li>• development and submission of draft strategic asset management plans for Ministerial endorsement and approval by the Treasurer</li> <li>• routine program evaluation reports.</li> </ul> <p><b>Note:</b> this class does not cover the collection or collation of data, and/or the performance of analysis that occurs in relation to a unique responsibility of the agency - appropriate</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	coverage should instead be included in the functional disposal authority for the agency.	
<b>06.00</b>	<p><b>Risk, Audit and Compliance Management</b></p> <p>The function of managing an agency or council:</p> <ul style="list-style-type: none"> <li>• risk exposure - identification and analysis of risks, development of responses to remove or reduce, monitoring and measuring to track any change in risks being faced, and investigation and review of circumstances/effects if a risk is realised</li> <li>• audit program - developing plans/a calendar of audits to be conducted, overseeing the conduct of internal audits, liaison with external auditors, reporting on audit outcomes, and developing recommendations to improve audit results</li> <li>• compliance requirements - identification of requirements, liaison with/reporting to external accreditation bodies or compliance regulators, monitoring performance against requirements, reporting on accreditation/compliance assessment outcomes, and developing recommendations to improve compliance results.</li> </ul> <p>May also include:</p> <ul style="list-style-type: none"> <li>• fraud, corruption and integrity controls</li> <li>• quality or other continuous improvement programs that identify, measure and report on incremental advances or refines</li> <li>• benchmarking exercises or maturity assessments to check standing in an industry or field</li> <li>• preparation of attestations or assurances for submission to external monitors.</li> </ul> <p><b>See DA2594 Human Resources - Employment Management</b> - for detailed records of investigation into individual cases of misconduct, fraud or corruption</p> <p><b>See DA2597 Finance and Procurement - Insurance and Claim Management</b> - for records of insurance assessments, policies, renewals and claims</p> <p><b>See DA2563 Department of Treasury and Finance - Government Insurance and Risk Management</b> - for records of the Tasmanian Risk Management Fund</p>	
<b>06.01</b>	<p><b>Records of Continuing Value</b></p> <p>Records of ongoing value documenting the risk, audit and compliance management function, including:</p> <ul style="list-style-type: none"> <li>• corporate/enterprise risk registers endorsed by the executive/audit and risk committee</li> <li>• final whole-of-agency risk review reports</li> <li>• the formal acceptance of high or extreme risks</li> <li>• formal internal audit charter documenting the purpose, authority, responsibility and independence of the internal audit function</li> <li>• detailed records of significant or high-risk audit findings</li> <li>• reports by external auditors reviewing the agency's governance/management, performance against its functional duties, and/or conducting a special review or</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<p>inquiry in response to a high-risk incident e.g. Auditor-General/Tasmanian Audit Office reports</p> <ul style="list-style-type: none"> <li>• compliance reports submitted to the Minister or central agency (excluding those covered in the agency Annual Report)</li> <li>• fraud and corruption control plans</li> <li>• final investigation reports where serious misconduct/corruption is alleged</li> <li>• investigations, and findings made, by external integrity regulators (e.g. Ombudsman, Integrity Commission) concerning the agency and its conduct</li> <li>• final reports into the investigation of systemic integrity, misconduct or corruption matters, where the findings are referred to the Integrity Commission or to the Tasmania Police for further action.</li> </ul>	
06.02	<p><b>Medium-term Records</b></p> <p>Records of medium-term value documenting the risk, audit and compliance management function, including those documenting:</p> <ul style="list-style-type: none"> <li>• detailed overviews of high or extreme risks faced by the organisation</li> <li>• assistance provided to external auditors conducting a special review or inquiry in response to a high-risk incident</li> <li>• compliance attestations submitted to an external monitor e.g. Treasurer's instruction attestations</li> <li>• the conduct of investigations into alleged serious misconduct/corruption</li> <li>• assistance provided to external integrity regulators investigating the agency and its conduct</li> <li>• conducting internal reviews of systemic misconduct.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
06.03	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting the risk, audit and compliance management function, including those documenting:</p> <ul style="list-style-type: none"> <li>• the identification and analysis of 'medium to low' risks to include in the corporate or enterprise risk register. Includes the routine review and update of risk descriptions and ratings</li> <li>• the conduct of whole-of-agency risk reviews</li> <li>• scenario planning and other exercises to test agency risk exposure, preparation, compliance levels etc.</li> <li>• the development and maintenance of the internal audit charter</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• assistance provided to external auditors reviewing the agency's governance/management, and/or its performance against its functional duties</li> <li>• the conduct of routine audits on business activities, including the development of recommendations to address gaps and shortfalls</li> <li>• the preparation of compliance reports for submission to the Minister or control agency</li> <li>• the implementation/improvement of business practices in order to reach relevant compliance, best practice, and/or accreditation requirements</li> <li>• the preparation of compliance attestations for submission to an external monitor</li> <li>• compliance reviews and maturity self-assessments, monitoring logs, and other checklists used to establish/prove compliance levels/capabilities</li> <li>• quality and continuous improvement assessments, reviews and recommendations, including annual audit program evaluations</li> <li>• benchmarking exercises to assess and compare processes for which there is no specific standard or framework for compliance, but for which there is accepted 'best practice'</li> <li>• the development and review of fraud and corruption control plans.</li> </ul>	