

**Office of the
State Archivist**



**DISPOSAL SCHEDULE - COMMON
ADMINISTRATIVE FUNCTIONS -
FINANCE AND PROCUREMENT**

Disposal Authorisation DA2597

**Version 0.1
May 2026**

CONTACT US

Office of the State Archivist

<https://osa.tas.gov.au/>

enquiries@osa.tas.gov.au

03 6165 5581



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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

Glossary of key terms

Asset: any resource owned or controlled by an agency that has monetary value and can provide future economic benefits

- **Financial Assets:** assets whose value is derived from ownership of, or entitlement to, financial instruments or cash flows, rather than physical use. Examples include cash and cash equivalents; receivables, investments, advances and loans, and derivative financial instruments such as forward exchange contracts or swaps
- **Non-financial Assets:** assets which do not represent a contractual claim on another entity - value is derived from its physical characteristics or use in delivering services. Can include both tangible and intangible assets. Examples include land and buildings; infrastructure; plant and equipment; heritage and cultural assets; software developed for internal use; work in progress (WIP) for capital projects.
- **Intangible Assets:** assets which provide value to an agency through legal or contractual rights but are not physical assets. Examples include software, trademarks and copyrights.
- **Tangible Assets:** physical assets that hold intrinsic value such as infrastructure; property, plant and equipment; and heritage assets

Common fund (insurance): the Tasmanian Risk Management Fund (TRMF). A whole-of-government self-insurance fund established on 1 January 1999 and managed by the Department of Treasury and Finance (Tasmania). Its purpose is to fund and manage specified 'insurance liabilities' for participating government entities (primarily inner-budget agencies), rather than each agency obtaining separate commercial insurance.

Consideration: the price paid for a promise. In more detail, a legal benefit or detriment bargained for and exchanged between the parties, which makes a promise enforceable as a contract. Examples include payment of money, providing goods or services, giving up a legal right, undertaking to perform an act, or undertaking to refrain from performing an act. Can include 'peppercorn' consideration i.e. something of very small or trivial value being promised as the consideration e.g. \$1 in rental.

Contract: a formal and legally binding written or spoken agreement

- **Simple contract:** an agreement that is not executed as a deed, and requires consideration to be included in order for it to be enforceable. Includes oral contracts, written agreements, electronic agreements, and standard commercial contracts. Generally associated with the procurement of goods and services.
- **Contract under Seal:** a formal contract executed using a seal, traditionally a wax or corporate seal, indicating the parties' intention to be legally bound to a transaction or promise without the need for transaction. Although once distinct from deeds, in modern Tasmanian law contracts 'under seal' are effectively obsolete outside of corporations using a common seal under the *Corporations Act 2001*. In practice, contracts 'under seal' have practically merged into the law of deeds.

Deed: a formal legal instrument executed with specific requirements that make it binding without consideration. Originally primarily arising under the *Conveyancing and Law of Property Act 1884 (Tas)*, deeds may also be executed by meeting common law requirements:

- the intention for it to be a deed is expressed (i.e. using the words 'this deed', 'executed as a deed', or 'signed, sealed* and delivered' within it. *Sealing' no longer requires a physical seal, words of sealing are sufficient)

- formal execution - individuals signing the deed are witnessed by an adult witness not a party to the deed, corporations execute under s127 of the *Corporations Act 2001* (with or without a common seal)
- delivery - the signatory must intend to be bound immediately. Delivery can be symbolic e.g. physical handing over, or a written/verbal statement of handover/receipt.

Common examples of transactions in which a deed is used include: property transactions, easements, covenants, settlement deeds, guarantees, powers of attorney, commercial instruments requiring a broader scope/higher certainty of commitment than a simple contract provides.

Local Government terminology

This Disposal Authority uses the following default terminology when describing common administrative functions within local government:

Council = the elected body of representatives

Councillor = a person elected to a council, including the Lord Mayor, Deputy Lord Mayor, mayor, deputy mayor, and alderman

local government authority (LGA) = a controlling authority established under the Act by a Council to manage and regulate various aspects of local governance within a municipality, including land use, planning, developmental approvals etc.

municipality = the geographical area that the Council and its LGA administers/operates within

community = the population within a municipal area

council (lowercase c) = a generic term used to refer to a Council and its LGA as a combined body, chiefly as a descriptive term to distinguish from other levels of government e.g. 'provision of council services', 'management of council assets' etc.

On occasion other terms for a Council or LGA (e.g. shire, city) may be used within specific examples of information, when using the proper names of LGAs etc.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>Financial Management</p> <p>The function of managing the agency's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures; financial planning, developing budgets and budget submissions; managing allocated funds and revenue from charging, trading and investments; and the allocation and spending of funds to support the performance of agency functions. Also includes financial monitoring of assets to assist service delivery.</p> <p>Includes the following activities:</p> <ul style="list-style-type: none"> • budget preparation and management - developing annual budgets aligned with the State Budget or council budget, ministerial/council priorities, and agency corporate/strategic plans • financial planning and forecasting - preparing financial forecasts to support sustainable service delivery and infrastructure planning e.g. forecasting life cycle costs of hospitals, schools, community centres, parks, roads and bridges, emergency vehicles etc. so that ongoing maintenance and operational expenses can be included in forward estimates • resource allocation - distributing funds across divisions, programs, and projects in line with policy priorities • expenditure control and monitoring - ensuring spending is within approved limits, monitoring cash flow, and identifying variances against budget • revenue management - collecting, managing and reporting on agency revenue (fees, charges, external government funding etc.) • managing taxation matters • managing payments and liabilities, including invoices, accounts received, settling claims and paying salaries and allowances • managing debt recovery • asset management - maintaining financial oversight of physical and intangible assets (property, ICT systems, plant, equipment, intellectual property), including valuation, depreciation, and disposal • financial systems and internal controls - establishing processes, systems, and controls to safeguard public money, reduce risk of fraud/error, and ensure accurate reporting • treasury management, including managing the agency's funds, trusts, investments, unclaimed moneys and loans • establishing and managing agency bank accounts, including loans and credit accounts • planning, conducting and facilitating audits. Includes undertaking inventories e.g. of cab vouchers 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • financial reporting and accountability - preparing internal management reports, external financial statements, and disclosures for tabling in Parliament/Council and scrutiny by auditors, including the Auditor-General. Includes disclosures of pecuniary interest • financial risk management - identifying and managing financial risks (liquidity, debt, contingent liabilities) within the agency's operations • performance and efficiency monitoring - linking financial outcomes to service delivery, measuring cost-effectiveness, and supporting continuous improvement • advisory role - providing financial and economic advice to agency executives, ministers/Council, and other agencies (e.g. Treasury) to inform decision-making • stakeholder engagement - liaising with central agencies, the Parliament, the Auditor-General, the local community and/or external funding bodies to maintain transparency and accountability. <p>See Common Administrative Functions - Strategy and Governance - Reporting - for records of the Annual Report, which includes the final formal annual financial statements and reports</p> <p>See Common Administrative Functions - Human Resources - Employment Management - for records of misconduct, including corrupt or fraudulent behaviour</p> <p>See Common Administrative Functions - Human Resources - Employment Management - for records of conflicts of interest and private interest declarations (including pecuniary interests)</p>	
01.01	<p>Short-term Records</p> <p>Records documenting the financial management function, including:</p> <ul style="list-style-type: none"> • the development and implementation of procedures, manuals, handbooks and/or directives supporting the financial management function • planning, implementing, maintaining, monitoring and transferring accounting systems and internal financial controls • preparation and review of financial statements and summaries, including those prepared annually for inclusion in the annual report, such as statements of assets and liabilities, balance sheets, profit and loss statements, operating statements of financial position and cash flow statements. Includes final approved statements, working papers and calculations 	<p>TEMPORARY</p> <p>Destroy 7 years after administrative use ceases</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • interim financial statements including balance sheets and operating statements. Includes mid-year and quarterly financial reporting statements • updates on financial position, expenditure against budget and other administrative reporting • principal accounting records and associated supporting records related to managing the agency's revenue and expenditure. Includes sales and purchase invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, credit notices, petty cash records, cash books, journals, ledgers and other records of prime entry • chart of accounts • managing the agency's funds, trusts, investments and unclaimed moneys • budget estimates for whole of agency. Includes estimates produced for internal use by the agency, ad hoc funding submissions (i.e. funding requests that fall outside core budget) and background materials used for the production of budget estimates • all taxation matters of an agency, includes administration of Goods & Services Tax (GST), organisational income taxation and payment of payroll taxes • establishment and closure of agency bank accounts • management of banking activities. Includes deposit records, bank statements, bank reconciliation statements, investment and dividend statements, and records documenting use of credit cards • loans and lines of credit entered into by an agency. Includes agreements, terms and conditions, interest rates and repayments • planning and conduct of internal and external audits of the agency's accounts or financial management records, systems and processes. Includes external audits undertaken by the Auditor-General's Office or a private accountancy firm. Includes records of audit planning or liaison with auditing body, the agency version of final audit reports and plans for remedial action • disclosures of pecuniary interest, and other statutory disclosures e.g. executive remuneration, contracts over a certain value, Councillor allowances etc. 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • managing payments and liabilities, including invoices, accounts received and settling claims • processing of salary payments and allowances • income received through grants, donations, fundraising and sponsorship • expenditure on grants, donations, fundraising and sponsorship • debt recovery • inventory management supporting the financial management function (e.g. inventories of cab charge vouchers) • the management of incidental benefits received by agency personnel, e.g. frequent flyer points. Includes gift registers and records documenting the receipt or offers of gifts. <p>See DA2596 Strategy and Governance class 02.00 for Administration of Statutory Governing Bodies or class 03.01 Records of Continuing Value for delegations to agency staff to authorise financial activities and transactions (e.g. delegation to approve expenditure or appointment of an officer to countersign expenditure).</p>	
<p>01.02</p>	<p>Facilitative Records</p> <p>Records of activities that support the financial management function, including:</p> <ul style="list-style-type: none"> • management of petty cash and postage expense receipts and administrative reconciliations • correspondence with creditors or debtors • reports and abstracts of salary payments and allowances produced for internal reference • receiving and responding to enquiries regarding the payment of salaries and allowances. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
<p>01.03</p>	<p>Payee Card or Account Data</p> <p>Records containing cardholder/accontholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment card or in association with an electronic payment account on a device e.g. Mobile payment apps, digital wallet payments, bank based transfers etc.</p>	<p>TEMPORARY</p> <p>Destroy 3 months after transaction finalised</p>

Reference	Description	Status And Disposal Action
	Examples include card numbers, account numbers or identification codes, expiry dates etc.	
01.04	<p>Customer Authentication of Payment Data</p> <p>Records containing sensitive cardholder or account holder authentication data/codes captured as part of an electronic financial transactions.</p>	<p>TEMPORARY</p> <p>Destroy after action completed</p>
02.00	<p>Asset and Supplies Management</p> <p>The function of managing assets and operational supplies effectively, transparently, and in accordance with government policy and legislative requirements. It includes:</p> <ul style="list-style-type: none"> • maintaining complete, accurate, and up-to-date asset data for operational and financial use • administration of asset lifecycle activities, such as arrangements to obtain, transfer or dispose of assets; coordination of maintenance, servicing and renewals; allocation; controlling access and use; audits etc. • processes for valuation and depreciation • coordination of supply needs/priorities, administering requests and approvals, and managing delivery/receipt • recording supply purchases, consumption, and disposals, and reconciling supply records with invoices and budgets • inventory and stock management • generating reports on asset or supply usage, costs and supply stock trends • sourcing emergency or contingency supply arrangements • ensuring responsible, compliant disposal of excess, obsolete, or damaged assets or supplies • auditing asset and supply management processes to detect discrepancies or mismanagement, including those associated with safe storage and handling of hazardous or controlled items (chemicals, fuel, medical supplies). <p>The definition of assets includes those that are common across agencies (e.g. office equipment and furniture, artwork, technology hardware etc.) as well as specialised assets that serve/support the unique functions of an agency (e.g. school furniture/equipment, hospital or clinic medical equipment, transport network assets such as signage and shelters, local community recreational furniture/equipment, natural assets such as trees and plantings, heritage and cultural assets etc.)</p> <p>Notes: The acquisition, disposal and operational management activities of agency owned or controlled property and fleet vehicles (whether standard or specialised) are covered by DA2599 Property and Fleet Management. However, the management of asset valuation and registration activities associated with</p>	

Reference	Description	Status And Disposal Action
	<p>agency owned or controlled property and fleet vehicles are covered by this function.</p> <p>The unique aspects of managing a collection of heritage and cultural assets, such as specialist conservation and repair, exhibitions, donations, loan and use agreements etc. are not included in the coverage of this disposal authority - coverage should be included in the disposal authority for the unique functions of the relevant collecting/custodian agency.</p> <p>See DA2596 Strategy and Governance - Planning and Reporting - for records of the development and implementation of strategic asset management plans, setting policy, and asset management governance activities.</p> <p>See DA2597 Finance and Procurement - Tendering, Quotations and Procurement - for records of the procurement of assets and supplies, including selection and acquisition.</p> <p>See DA2599 Property and Fleet Management - for records of the acquisition, maintenance and disposal of land, buildings and vehicles.</p> <p>See DA2595 External Relations - Corporate Branding - for records of managing agency trademarks, logos and corporate brand design copyright</p>	
<p>02.01</p>	<p>Asset Registers and Hazardous Supplies Control</p> <p>Records documenting the assets and/or accountable items in the possession of the agency in summary to form an asset register.</p> <p>Records documenting the management of all hazardous supplies, assets and waste i.e. the maintenance, storage, removal and disposal. Includes equipment (e.g. x-ray equipment) and stores (e.g. laboratory chemicals, pesticides).</p>	<p>TEMPORARY</p> <p>Destroy 30 years after disposal of asset</p>
<p>02.02</p>	<p>Short-term Records</p> <p>Records of short-term value documenting the management of the agency's assets and supplies, including:</p> <ul style="list-style-type: none"> • asset valuation and management processes, including requests for inclusion/removal from the asset register, and the preparation of lists of assets and supply items in the possession of the agency • storage including location management and stock control/stocktaking • allocation of assets or supplies to individuals or organisational units. Includes requests and approvals (if applicable) for the issue of assets or supplies. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • arrangements for the delivery of assets and supplies to the agency • routine inspections of assets • maintenance and modification of assets (excluding property and fleet vehicles) • installation and configuration of equipment and plant that does not involve structural change to premises or sites of installation • instructions for the use of assets or supplies. Includes equipment manuals or operating instructions, and supply handling instructions (e.g. for safe transport/use of supplies when working in the field) • disposal of assets, including those that are leased • securing and protecting assets and supplies, including lock combinations and/or keys for storage units, safes and filing cabinets. Includes key registers • investigations into theft or intentional damage of assets or supplies, and referral of an alleged incident to law enforcement authorities. 	
<p>03.00</p>	<p>Tendering, Quotations and Procurement</p> <p>The function of obtaining goods and services to support an agency's business by purchase or lease. Goods include office assets, equipment, and stores; and services include those provided by specialist providers, consultants and contractors. Includes:</p> <ul style="list-style-type: none"> • sourcing - planning, approaching the market, evaluating, negotiating and selecting an offer, and creating a contract • contract management - executing a contract, purchasing through the contract, arranging the delivery of goods and services, and managing the steps up to (and after) contract expiry. <p>This function also includes:</p> <ul style="list-style-type: none"> • compliance with procurement governance, strategy and plans • individual procurements of all values and complexity, and risk (e.g. includes procurement in health and emergency service agencies) • collaborative procurement - procuring for/from/with other agencies • procurement arising during emergency or disaster events, or other times of urgency. <p>The function excludes:</p> <ul style="list-style-type: none"> • acquisition of land (including by lease) 	

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • acquisition of vehicles (including by lease) • construction works and services • acquisition of cultural items for State Collections • contracts under seal/deeds • sponsorships • grants. <p>Activities include:</p> <ul style="list-style-type: none"> • acquiring (e.g. through purchase or requisition) goods or services. Includes planning and research into acquisitions • developing and issuing specifications and tenders, including preparation of design specifications (excluding design specifications for information communications and technology) • receiving and assessing tenders, including due diligence checks • negotiating, establishing, managing and reviewing procurement agreements and contracts, including memoranda of understanding • managing and maintaining tender and contract registers • liaising with vendors • arranging, procuring and managing the performance of work or provision of goods and services by an external contractor, vendor or consultant (i.e. contracting-out, also referred to as out-sourcing). Includes the administrative arrangements regarding the engagement of consultants and contractors • evaluating goods and services to determine suitability for procurement. <p>Leasing moveable assets (i.e. where the agency is the lessee), including equipment and vehicles. Includes negotiating and signing leases, managing leasing arrangements and administration of short-term rental vehicles for official business.</p> <p>For the records that result from the specific work or services provided by an external specialist, contractor or consultant, refer to the function and activity to which they relate.</p> <p>Note: This class covers all types of binding agreement (contracts, agreements, memoranda of understanding etc.) for obtaining goods and services, unless a deed or a contract under seal (see section 04.00), therefore where the term for one type is used, e.g. contract, the other types are also implied unless otherwise specified.</p> <p>See DA2597 Finance and Procurement - Contracts Under Seal/Deeds - for records of contracts completed under seal, or deeds.</p> <p>See DA2596 Strategy and Governance - for records of strategy, corporate plans, policy and procedures governing the procurement process</p>	

Reference	Description	Status And Disposal Action
03.01	<p>Short-term Records</p> <p>Records documenting the management of procurement within the agency, including:</p> <ul style="list-style-type: none"> • probity advice and checks, assessments against strategic criteria for procurements, and other governance documentation associated with a particular procurement • management of conflicts of interests of agency personnel relating to tenders or procurement, including assessments of actual, potential and perceived conflicts of interest, declarations, monitoring and management plans • procurement plans, including procurement activity plans, supplier engagement plans, contract management planning strategies etc. • market analysis and review • summary records for all contracts managed by an agency, including sourcing and contracts registers and systems • risk registers • procurement audits • investigations, including complaints and offers not proceeded with. <p>Includes records documenting the management of individual procurements, such as:</p> <ul style="list-style-type: none"> • development and issue of tender documentation, including statement of requirements, request for proposals, requests for expressions of interest, request for tender, draft contracts, specifications and quotations. Also includes the development of evaluation and selection criteria for a tender • supplier questions, answers, addendums • supplier briefings • demonstrations, visits, interviews, tests and trials • evaluation of tenders and quotes received against selection criteria. Includes evaluation reports, complexity assessments, recommendations, final reports, and public notices • post-offer negotiations and due diligence checks • unsuccessful tender submissions • establishment, maintenance, review and negotiation of agreements and contracts, including legal and commercial advice 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> • contract performance guarantees for supplied goods and services such as bank guarantees • engagement and use of contractors, suppliers and service providers. Includes registers of contractors and suppliers • contracts, agreements and memoranda of understanding relating to procurement, including records associated with the negotiation process • engagement and use of consultants. Includes specifications, quotations, contracts and summaries of consultant evaluations • acquisition or leasing of assets, goods and services where there is no tender or contracting process. Includes initial research such as price comparison as well as formal requests for quotations, receipt of quotes, orders, handover reports, and correspondence relating to the acquisition • procurement documentation relating to internal and Departmental approvals, including procurement exemption requests, low value procurement documentation, procurement initiation documents, procurement outcome documents • value for money statements • tenders that were not successful (where there is no suitable bidder), or where the tender process has been discontinued. Includes any submissions received and notifications of outcomes/discontinuance • investigations into the acquisition or leasing of equipment, goods or services, where the acquisition or lease is not proceeded with. <p>Also includes records of contract management:</p> <ul style="list-style-type: none"> • purchase orders and invoices • acceptance of goods • current insurance certificates • contract performance reports/reviews • performance guarantees • procurement budget management - approved budget including contingency, and spend • amendments and variations • exercising options to extend • contract closure reports. 	

Reference	Description	Status And Disposal Action
03.02	<p>Facilitative Records</p> <p>Records of activities which support or facilitate the tendering, procurement and contract management processes, including arrangements for:</p> <ul style="list-style-type: none"> • advertising tenders or requests for quotation • receipt and response to supplier questions, holding briefings etc. • receiving, registering and distributing tender submissions internally to evaluation panel members • holding supplier demonstrations, undertaking visits, interviews, tests and/or trials • publishing details of any contracts over the required value as set by the Tasmanian Government Procurement Framework. 	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>
04.00	<p>Contracts Under Seal/Deeds</p> <p>The function of governing, executing and monitoring formal contracts that set out a binding promise, commitment or obligation, and are either signed 'under seal' using a Common Seal of the entity, or state that they are executed or signed as a deed.</p> <p>Includes managing deeds (e.g. deeds of transfer, deeds of gift) relating to the acquisition and transfer of property excluding via purchase or lease (See DA2599 Property & Fleet Management).</p> <p>Excludes simple contracts, agreements of memoranda of understanding relating to procurement (See 03.00 Tendering, Quotations and Procurement.).</p> <p>Includes:</p> <ul style="list-style-type: none"> • negotiating terms and conditions • identifying, assessing and managing risks • drawing up the document • executing the document as legally required • administering the deed • managing any variations or extensions • managing breaches • managing the termination and discharge of the deed <p>Note: Use of a Common Seal in Tasmania is still common in many councils and State statutory corporations. Most State Government agencies either do not use, or do not usually use, a Common Seal. Beyond this, the legal status and administrative management of Contracts under Seal and Deeds as formal</p>	

Reference	Description	Status And Disposal Action
	<p>agreements/binding promises is largely the same, and where one term is used in this disposal authority the other may be implied.</p>	
<p>04.01</p>	<p>Medium-term Records</p> <p>Records of all contracts under seal/deeds. Includes:</p> <ul style="list-style-type: none"> • the formal document with seal, or completed as a deed • records of the negotiation process • variations and extensions • records of any breaches and their resolution. 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
<p>05.00</p>	<p>Insurance and Claim Management</p> <p>The function of managing insurance to cover:</p> <ul style="list-style-type: none"> • injury to people, including staff, contractors, visitors, and members of the public • loss or damage to agency-owned property, assets or vehicles • revenue and other losses due to industrial action • loss or damage to another organisation's, or member of the public's, property caused by the agency's activities or employees <p>Includes participation in the Tasmanian Government's self-insurance arrangements (common fund) by State Government inner budget agencies and selected Government entities for coverage of common liabilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> • taking out, renewing and varying agency-held insurance policies, • liaising with, and making contributions to, the common fund • review of separate insurance policies, their cost (premiums), terms and conditions, and exclusions to determine whether to remain with an insurer, move to another, or if the area of liability is able to be covered by the common fund • receiving and resolving insurance claims, either through liaison with the common fund administration agent, or under separate insurance policy arrangements held by the agency. <p>Excludes:</p> <ul style="list-style-type: none"> • accident or incident investigation and other internal processes that support the determination of cause/fault, and therefore of liability for compensation claims arising from an accident or incident* - see DA2594 Common Administrative Functions: Human Resources. • individual worker rehabilitation case records - see DA2594 Common Administrative Functions: Human Resources • risk assessment and management - see DA2596 Common Administrative Functions: Strategy and Governance. 	

Reference	Description	Status And Disposal Action
	<p>*Following a determination that the agency is liable for compensation, the activity of processing the compensation payment as a claim under an insurance policy (whether through the common fund or a separate agency-held insurance policy) is covered under this function.</p> <p>See DA2563 Department of Treasury and Finance - 03.00 Government Insurance and Risk Management - for records of the management of the common fund</p> <p>See DA2594 Human Resources - 03.00 Health, Wellbeing and Safety - for records of workers compensation cases</p>	
<p>05.01</p>	<p>Long-term Records</p> <p>Records of long-term value documenting the insurance and claim management function, including:</p> <ul style="list-style-type: none"> • summary records of insurance policies held directly by the agency • records relating to claims administration for claims made by an employee (or employee's representative) under insurance policies held directly by the agency where the claim concerns either a personal injury, or a fatality*. This includes workers compensation claims for which the agency is self-insured • insurance policies held directly by the agency and supporting documentation relating to a serious accident or event, including certificates of currency, renewals, and endorsements for all commercially insured risks, regardless of whether a claim in relation to that accident or event has been made at the time. <p>*Note, in cases where an employee has died due to an incident at work a family member may be entitled to make a claim against the agency.</p> <p>Claims by children: 'action completed' must include the claimant reaching the age of 18 years of age.</p>	<p>TEMPORARY</p> <p>Destroy 65 years after action completed</p>
<p>05.02</p>	<p>Medium-term Records</p> <p>Detailed financial case records of employee compensation claims where the claim is paid by the common fund. Includes:</p> <ul style="list-style-type: none"> • claim application • supporting documentation, costings and calculations of compensation required • payment schedules, receipts etc. 	<p>TEMPORARY</p> <p>Destroy 40 years after action completed</p>

Reference	Description	Status And Disposal Action
	<p>Short-term Records</p> <p>Records of short-term value documenting the insurance and claim management function, including:</p> <ul style="list-style-type: none"> • agency copies of claim documentation where the claim was processed under the common fund, irrespective of claim type • correspondence and liaison with the common fund concerning categories of insurance, risk profile, and the calculation of contributions in order to participate in coverage • claims (under individual policies held by the agency) that relate to loss or damage to property, assets or possessions • annual insurance policies held directly by the agency, and supporting documentation relating to minor or limited accidents or events, including certificates of currency, renewals, and endorsements of all commercially insured risks, regardless of whether a claim was made at the time • records of the regular review and evaluation of categories of insurance held/required by the agency, determination of amounts of cover required, market offerings and options, and decisions regarding continued renewal of policies with existing providers vs the procurement of new policies with new providers • claims data for claims made against insurance policies held directly by the agency, actual costs incurred and any estimated outstanding costs yet to be incurred etc. accumulated for reporting or review/analysis purposes. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
<p>06.00</p>	<p>Grant Management</p> <p>The function of managing incoming grants and funding subsidies received by the agency from external sources.</p> <p>Includes:</p> <ul style="list-style-type: none"> • research into available sources of grant funding or subsidies • applications/submissions and supporting documentation • correspondence with the funding body, including submission of progress reports and updates • submission of deliverables as part of acquittal <p>Note: This activity does not include the provision of grants to other organisations or applications for grants for specific purposes relating to core agency functions; these should be included in an agency specific disposal schedule.</p>	

Reference	Description	Status And Disposal Action
06.01	<p>Applications and Use of Funds</p> <p>Applications made by the agency for grant funding to be received from an external source (government or non-government), and the management of grants received in accordance with funding agreements or requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • applications and supporting documentation, whether successful or unsuccessful • progress reports and any other records documenting funding obligations • correspondence with the grant provider regarding any issues and their resolution • grant funding opportunities investigated by the agency. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>