

# Government administrative change

## IMPLEMENTATION TOOL

This is a summary of what you need to do in the event of government administrative change. It also includes a list of our existing publications. We have issued this in response to Tasmanian Government changes announced in 2026.

This is interim advice, while we review and update our publications.

## Government administrative change

Government administrative change (also called machinery of government change) is common. It includes the:

- creation, merger, closure and privatisation of government organisations
- creation, transfer, abolition and privatisation of government functions.

Government administrative change occurs because of elections or Tasmanian Government decisions. These decisions include:

- new legislation
- ministerial portfolio reshuffles
- agency or portfolio mergers.

## What happens to the records?

The underlying principle is that records follow the function.

Transferring records ensures continuity of business, service delivery and client needs.

## What do I need to do?

Your specific actions depend on the type of change and whether you are transferring or receiving records. In general, you will need to:

- consult with our Office and other relevant organisation/s
- identify records of ongoing business use
- transfer records of ongoing business use, and their metadata, controls and contracts
- identify records not required for ongoing business use and either:
  - destroy them
  - manage them until they are due for disposal
  - transfer them to the Tasmanian Archives when business use ceases
- update your records management control tools such as Business Classification Schemes, Disposal Schedules, Information Asset Registers etc.
- work with relevant organisation/s to plan, document and manage the transfer.

Our new advice, to be published in December 2026, will include more information on each of these tasks.

Please contact our Office to discuss the type of change you are facing. We can give you advice specific to your situation.

We may also need to issue a Transfer of Custody or Transfer of Ownership to authorise the transfer of records.

## Current publications

Start with our *Information and Records Management Standard*. This sets out mandatory high-level requirements, and it will give you a broad understanding of what you need to do. Section 9.2 of the Standard deals with government administrative change.

- [Information and Records Management Standard](#)

## Older publications

We have many older Guidelines and Advices on government administrative change. When reading them, please ignore the ‘must,’ ‘must not,’ ‘should’ etc. requirements. These no longer apply. However, most of the general advice in these publications is still current. If you have questions, please contact us.

## Most relevant

The advice in these two publications covers most types of change. They are a great place to start if you need detailed information on the tasks you need to complete.

- [Guideline 3: Managing Recordkeeping Risks During Government Administrative Change](#)
- [Advice 63 Part 1: Management of Records During Government Administrative Change Handbook](#)

## Changes within government

Includes transfers of function, mergers, creation of functions, abolition and more.

- [Guideline 3: Managing Recordkeeping Risks During Government Administrative Change](#)
- [Advice 62: Help! We're Moving](#)
- [Advice 63 Part 1: Management of Records During Government Administrative Change Handbook](#)
- [Advice 63 Part 2: Administrative Change: Advice for Senior Management](#)
- [Advice 65: What to do if your Agency is Closed or Privatised](#)
- [Checklist: A Quick Guide to Identifying Records for Transfer during Government Administrative Change](#)
- [Checklist: Data Collection for Transition and Recovery Planning](#)
- [Checklist: Government Administrative Change Project Tasks](#)

## Ministerial records

- [Guideline 9: Managing Ministerial Records](#)
- [Advice 63 Part 1: Management of Records During Government Administrative Change Handbook](#)

## Outsourcing

- [Guideline 10: Outsourcing of Government Business – Recordkeeping Issues](#)

## Privatisation

- [Guideline 3: Managing Recordkeeping Risks During Government Administrative Change](#)
- [Guideline 14: Privatisation of Government Business – Recordkeeping Issues](#)
- [Advice 63 Part 1: Management of Records During Government Administrative Change Handbook](#)
- [Advice 65: What to do if your Agency is Closed or Privatised](#)

## CONTACT US

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*Government Administrative Change* is part of the *Tasmanian Government Information Management Framework*. It supports the *Information and Records Management Standard*. This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.



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## Document Development History

Version	Date	Comments
1	20/05/2026	Initial release