


Office of the
State Archivist



LOCAL GOVERNMENT SCHEDULES – IMPLEMENTATION RESOURCE

This resource is regularly reviewed. Please check [our website](#) for latest version.

CONTACT US

Office of the State Archivist | <https://osa.tas.gov.au/> | enquiries@osa.tas.gov.au

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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Local Government Schedules – An Overview of Changes

This overview describes what has changed in the new Local Government Disposal schedules.

We strongly suggest that you create your own ‘cheat sheet’ for the records you regularly create; and that you collaborate with other Councils.

We also encourage you to join the Office of the State Archivist Community of Practice for further resources and advice [here](#).

| What has changed? | |
|---|---|
| One schedule to five schedules | DA2200 has been replaced by five Local Government schedules |
| Coverage has changed to unique Local Government functions only | The new Local Government schedules only cover the unique functions of Local Government. These schedules are no longer a ‘one-stop-shop’ for everything Local Government does |
| You also need to use the Common Administrative Function schedules | Several functions are no longer in the Local Government schedules. You will need to go to Common Administrative Function schedules for these |
| From traditional to rolled-up schedules | <p>Traditional schedules (such as DA2200) have a three-tiered, hierarchical structure: Function / Activity / Class.</p> <p>A rolled-up approach has two levels: Function and Class. All records in a function, which have the same, or similar, retention are brought together into a class. This means the class is defined by the retention period rather than the activity.</p> <p>Advantages:</p> <ul style="list-style-type: none"> • easier to implement in a system • fewer classes and retentions to deal with. <p>Disadvantages:</p> <ul style="list-style-type: none"> • some classes have many dot points and so the classes can be long • records from different activities are grouped together in one class |

| | |
|--|---|
| More use of the 'when action completed' disposal trigger | <p>The trigger for most of the classes is now 'when action completed'. This trigger requires your judgement, and a risk-based approach when you decide the trigger. You may need to decide many triggers within a class because many records are rolled up within that class.</p> <p>Be aware that 'when action completed' means you may have to keep records for a long time before the retention period starts.</p> |
| Activities which repeat throughout DA2200 | <p>Some activities repeat under every function in DA2200 such as:</p> <ul style="list-style-type: none"> • policies • procedures • risk management • reporting. <p>These are now included in the new Common Administrative Functions schedules</p> |
| How to Implement the new schedules | |
| You do not need to re-sentence records. | <p>Records which have already been sentenced under DA2200 do not have to be sentenced again under the new schedules. Ensure the DA2200 class is recorded on your <i>Register of Records Destroyed</i> when you destroy records.</p> |
| Withdrawing DA2200 | <p>We intend to withdraw DA2200 two years after the Common Administrative Functions schedules are released.</p> |
| System Implementation | <p>We can provide you with csv versions of the schedules to put into systems</p> |
| Further advice and training available | <p>The documents in the More Information section (below) provide detailed guidance. Please feel free to contact us for further support or to organise training.</p> |

MORE INFORMATION

Summary of new Local Government schedules and functions [here](#)

Disposal FAQs located in [Information Management Framework \(Implementation Tools\)](#)

Mapping Local Government schedules

SUMMARY OF NEW LOCAL GOVERNMENT SCHEDULES AND THEIR FUNCTIONS.

| New schedule | Ref | Functions | Equivalent function in DA2200 |
|---------------|--|---|-------------------------------------|
| DA2576 | Governance & administration | | |
| | 01.00 | Governance | 13.00.00 |
| | 02.00 | Government relations | 14.00.00 |
| | 03.00 | Legal services | 20.00.00 |
| DA2577 | Statutory & regulatory services | | |
| | 01.00 | Animal management | 01.00.00 |
| | 02.00 | Building controls | 02.00.00 |
| | 03.00 | Environmental management | 11.00.00 |
| | 04.00 | Land use and planning | 18.00.00 |
| | 05.00 | Laws and enforcement | 19.00.00 |
| | 06.00 | Parking and road use regulation | Regulatory components from 29.00.00 |
| | 07.00 | Rates and valuations | 25.00.00 |
| DA2578 | Amenity & infrastructure | | |
| | 01.00 | Drainage infrastructure management | 08.00.00 |
| | 02.00 | Property management | 23.00.00 |
| | 03.00 | Recreational & cultural services | 26.00.00 |
| | 04.00 | Roads management | 28.00.00 |
| | 05.00 | Traffic & transport | Balance of 29.00.00 |
| | 06.00 | Waste management | 30.00.00 |
| | 07.00 | Local heritage, conservation & management | New (previously scattered) |
| DA2579 | Care & safety | | |
| | 01.00 | Civic safety & engagement | New (related to community services) |
| | 02.00 | Community services | 05.00.00 |
| | 03.00 | Emergency management | 10.00.00 |
| | 04.00 | Public Health | 24.00.00 |
| DA2580 | Growth & recognition | | |
| | 01.00 | Commercial activities | 03.00.00 |
| | 02.00 | Economic development | 09.00.00 |
| | 03.00 | Local recognition (awards & scholarships) | 04.00.00 |

MAPPING DA2200 FUNCTIONS TO THE NEW SCHEDULES.

Key:

| |
|---|
| CAF - Common Administrative Functions schedules (six schedules) |
| DA2576 Local Government – Governance and Administration |
| DA2577 Local Government – Statutory and Regulatory Services |
| DA2578 Local Government – Amenity and Infrastructure |
| DA2579 Local Government – Care and Safety |
| DA2580 Local Government – Growth and Recognition |

| DA2200 reference | DA2200 function name | New disposal schedule and reference | Comments |
|------------------|----------------------------|--------------------------------------|---|
| 01.00.00 | Animal management | DA2577 /01.00 | |
| 02.00.00 | Building controls | DA2577 /02.00 | |
| 03.00.00 | Commercial activities | DA2580 / 01.00 | |
| 04.00.00 | Community relations | DA2580 /03.00 and CAF DA2595 / 04.00 | Awards and scholarships are in DA2580 (Local recognition). The remainder in CAF. Question about where Grant funding is covered. |
| 05.00.00 | Community services | DA2579 /02.00 | |
| 06.00.00 | Corporate management | CAF DA2596 / 03.00 | |
| 07.00.00 | Customer service | CAF DA2595 / 04.00 | |
| 08.00.00 | Drainage | DA2578 /01.00 | |
| 09.00.00 | Economic development | DA2580 /02.00 | |
| 10.00.00 | Emergency management | DA2579 /03.00 | |
| 11.00.00 | Environmental management | DA2577 /03.00 | |
| 12.00.00 | Financial management | CAF DA2597 /01.00 | |
| 13.00.00 | Governance | DA2576 /01.00 | |
| 14.00.00 | Government relations | DA2576 /02.00 | |
| 15.00.00 | Grants and subsidies | CAF DA2597 /06.00 | |
| 16.00.00 | Information management | CAF DA2598 | |
| 17.00.00 | Information technology | CAF DA2598 | |

LOCAL GOVERNMENT SCHEDULES – IMPLEMENTATION RESOURCE

| | | | |
|----------|----------------------------------|--------------------------------|--|
| 18.00.00 | Land use and planning | DA2577 /04.00 | |
| 19.00.00 | Laws and enforcement | DA2577 /05.00 | |
| 20.00.00 | Legal services | DA2576 /03 | |
| 21.00.00 | Personnel | CAF DA2594 | |
| 22.00.00 | Plant, equipment & stores | CAF DA2599 CAF DA2597 | |
| 23.00.00 | Property management | DA2578 /02 | The original idea was to split this and cover general property management in CAF and LG specific classes in LG. However, the function is addressed very differently in DA2200 and DA2157, so Property management will be in both |
| 24.00.00 | Public health | DA2579 /04.00 | |
| 25.00.00 | Rates & valuations | DA2577 /07.00 | |
| 26.00.00 | Recreation and cultural services | DA2578 /03.00 | |
| 27.00.00 | Risk management | CAF DA2596 /06.00 | |
| 28.00.00 | Roads | DA2578 /04.00 | |
| 29.00.00 | Traffic and transport | DA2577 / 06.00 & DA2578 /05.00 | Regulatory aspects are in DA2577 (Parking and road use regulation) and the rest is considered to be local amenity or infrastructure (DA2578) |
| 30.00.00 | Waste management | DA2578 /06.00 | |

NEW AND CHANGED FUNCTIONS IN LOCAL GOVERNMENT SCHEDULES.

| Schedule number | Schedule name | Function number | Function name | Comments |
|-----------------|----------------------------------|-----------------|---|---|
| DA2578 | Amenity & infrastructure | 07.00 | Local heritage, conservation & management | New |
| DA2579 | Care & safety | 01.00 | Civic safety & engagement | New |
| DA2580 | Growth & recognition | 03.00 | Local recognition | Awards & scholarships are here, the remainder of Community Relations is in Common Administrative Functions. |
| DA2577 | Statutory & regulatory services. | 06.00 | Parking and road use regulation | Regulatory components only from DA2200 / 29.00.00 Traffic and transport. |
| DA2578 | Amenity & infrastructure | 05.00 | Traffic and transport | Balance of the Traffic and Transport function. |

FUNCTIONS WHICH ARE NO LONGER IN LOCAL GOVERNMENT SCHEDULES.

| DA2200 reference | Function name | Common Administrative Functions schedules | Function name | Reference |
|------------------|---------------------------|---|--|----------------|
| 03.00.00 | Community relations | DA2595 – External relations | Tbc | 04.00 |
| 06.00.00 | Corporate management | DA2596 – Strategy and governance | Corporate governance | 03.00 |
| 07.00.00 | Customer service | DA2595 – External relations | Tbc | 04.00 |
| 12.00.00 | Financial management | DA2597 – Finance and procurement | Financial management | 01.00 |
| 15.00.00 | Grants and subsidies | DA2597 – Finance and procurement | Grant management | 06.00 |
| 16.00.00 | Information management | DA2598 – Information management and systems | Tbc | tbc |
| 17.00.00 | Information technology | DA2598 – Information management and systems | Tbc | tbc |
| 21.00.00 | Personnel | DA2594 – Human resources | All | All |
| 22.00.00 | Plant, equipment & Stores | DA2599 Property and fleet management | Inspections, maintenance and repairs Acquisition, fit-out and commissioning | 01.00 02.00 |
| 27.00.00 | Risk management | DA2596 – Strategy and governance | Risk, audit and compliance management | 06.00 |

Mapping the intersect between CAF and Local Government Functions

SUMMARY OF THE NEW COMMON ADMINISTRATIVE FUNCTIONS (CAF) SCHEDULES, AND THEIR FUNCTIONS.

| DA number | Schedule name | Function reference | Function name |
|-----------|--|--------------------|---|
| DA2594 | Common Administrative Functions – Human Resources | | |
| | | 01.00 | Employment management |
| | | 02.00 | Misconduct |
| | | 03.00 | Work, health and safety (WHS) |
| | | 04.00 | Industrial relations |
| | | 05.00 | Staff development |
| | | 06.00 | Volunteer management |
| DA2595 | Common Administrative Functions – External Relations | | |
| | | 01.00 | Interactions with Local Government |
| | | 02.00 | Corporate branding |
| | | 03.00 | Ministerial briefings and speeches |
| | | 04.00 | Publications, customer relations and Government relations |
| | | 05.00 | Partnerships |
| | | 06.00 | Development of standards and codes |
| DA2596 | Common Administrative Functions – Strategy and Governance | | |
| | | 01.00 | Establishment and machinery of Government change |
| | | 02.00 | Administration of Statutory Governing Bodies |
| | | 03.00 | Corporate governance |
| | | 04.00 | Legal services |
| | | 05.00 | Strategy, planning and reporting |
| | | 06.00 | Risk, audit and compliance management |
| DA2597 | Common Administrative Functions – Finance and Procurement | | |
| | | 01.00 | Financial management |
| | | 02.00 | Asset and supplies management |
| | | 03.00 | Tendering, quotations and procurement |
| | | 04.00 | Contracts under seal / deeds |
| | | 05.00 | Insurance and claims management |
| | | 06.00 | Grant management |
| DA2598 | Common Administrative Functions – Information management and systems | | |
| | | 01.00 | Mail management |
| | | 02.00 | Tbc |

| | | | |
|--------|---|-------|--|
| | | 03.00 | Tbc |
| | | 04.00 | Tbc |
| DA2599 | Common Administrative Functions – Property and fleet management | | |
| | | 01.00 | Inspections, maintenance and repairs |
| | | 02.00 | Acquisition, fit-out and commissioning |
| | | 03.00 | Monitoring and security |
| | | 04.00 | Allocation and use |

ACTIVITIES AND RECORDS WHICH REPEAT THROUGH DA2200; YOU WILL NEED TO REFER TO COMMON ADMINISTRATIVE FUNCTION SCHEDULES.

| Activity or Record | Common Administrative Functions Schedule | Function | Comment |
|--------------------|---|---|--|
| Agreements | DA2597 Finance and procurement DA2595 External relations | | Agreements are part of interacting with another organisation. If the 'agreement' is a formal contract you can use DA2597 / 3.0, for standard contracts and agreements, and 4.0 for contracts under seal and deeds. Otherwise, use DA2595 |
| Audit | DA2596 Strategy and Governance | 07.00 Risk, audit and compliance | |
| Compliance | DA2596 Strategy and Governance | 07.00 Risk, audit and compliance | |
| Planning | DA2596 Strategy and Governance | 06.00 Strategy, planning & reporting | |
| Procedures | DA2596 Strategy and Governance | 03.03 Corporate governance | |
| Programs | | | Large programs / projects should be managed by Department of State Growth (and subsequent departments). Smaller programs and projects will be covered by the relevant function in Local Government. |
| Projects | | | As for Programs |
| Reporting | DA2596 Strategy and Governance | 06.00 Strategy, planning & reporting | |
| Research | | | |
| Standards | DA2596 Strategy and Governance | 04.00 Development of standards & codes | |
| Contracts | DA2597 Finance & procurement | 04.00 Contracts under seal / Deeds | Contracts not under seal amount to agreements with another party. Use DA2595 External relations / 04.00 |
| Joint ventures | DA2595 External Relations | 04.00 | |
| Policy | | | TBC |
| Quotations | DA2597 Finance & procurement | 03.00 Tendering, quotations and procurement | |
| Tendering | DA2597 Finance & procurement | 03.00 Tendering, quotations and procurement | |