

**Office of the
State Archivist**

**DISPOSAL SCHEDULE FOR
TRAINING AND ASSESSMENT
RECORDS OF GOVERNMENT
TRAINING**

Disposal Authorisation DA2135

**Version 3.0
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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
3.0	17/06/2026	Changes to retention periods at 01.05.02 and 01.05.03

Document Development History

Version	Date	Comments
3.0	17/06/2026	Changes to retention periods at 01.05.02 and 01.05.03
2.0	08/07/2015	New Template
1.0	07/11/2002	Initial release

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.

Records Covered

This disposal schedule covers the records of Registered Training Organisations (RTO) in Tasmania.

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.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00.00	Registered Training and/or Assessment The function of managing the provision of training delivery and the conduct of assessments for the issue of nationally recognised qualifications as a Registered Training Organisation (RTO) under the Australian policy and regulatory framework. <i>See DA2157 for common administrative records related to the operation of the agency including staff development training provided for agency staff.</i>	
01.01.00	Acquisition The process of gaining ownership of learning and assessment materials required for training delivery and conducting assessments through purchase, requisition or licensed use. <i>See DA2157 for the acquisition of equipment and stores and technology applications required to support training delivery and assessment.</i> <i>See 01.25.00 for the development of training courses and support materials for training delivery and assessment.</i>	
01.01.01	Records relating to the acquisition and/or licensed use of learning and assessment materials. These may include: • training packages • learning support materials • assessment guides • student logs • teaching plans • implementation plans • student resources • teacher resources.	TEMPORARY Destroy after 7 days after date of purchase or expiry of the licence
01.02.00	Advice The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. <i>See 01.22.00 for advice and opinions given or received in the formulation of policy.</i> <i>See 01.12.00 for counselling and guidance provided to individual clients.</i>	
01.02.01	Records relating to the provision or receipt of general advice relating to training and assessment. Includes the provision of advice to prospective clients relating to: • enrolment and orientation procedures • course information • fees and charges.	TEMPORARY Destroy 2 years after action completed

Reference	Description	Status And Disposal Action
	Records may include: • course guide • information brochures and leaflets • correspondence.	
01.03.00	Agreements The processes associated with the establishment, maintenance, review and negotiation of agreements including contracts. <i>See 01.10.00 for agreements to conduct training and/or assessments on behalf of another organisation.</i> <i>See 01.11.00 for agreements for the performance of work or provision of services by an external contractor.</i> <i>See 01.17.00 for agreements to conduct training and/or assessment in partnership with another organisation.</i>	
01.03.01	Records relating to the establishment, maintenance and review of agreements and contracts.	TEMPORARY Destroy 7 years after expiry, completion or termination
01.03.02	Register of agreements	PERMANENT Retain in State Archives
01.04.00	Appeals The activities involved in the process of appeals against decisions. <i>See 01.16.00 for the handling and resolution of client grievances.</i>	
01.04.01	Records relating to appeals made by the organisation against registration decisions.	TEMPORARY Destroy 7 years after action completed
01.04.02	Records relating to appeals made by clients including copies of outcome reports. May include appeals relating to: • course exclusions • results • assessments • harassment • discrimination.	TEMPORARY Destroy 7 years after the appeal outcome is finalised or when the client has reached 25 years of age, whichever is the latter
01.05.00	Assessment The processes involved in collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed	

Reference	Description	Status And Disposal Action
	competency standards or the learning outcomes of an accredited course. Includes results of assessments. <i>See 01.25.00 for the development of assessment materials.</i> <i>See 01.28.00 for training delivery.</i>	
01.05.01	Records documenting validation of the assessment process conducted in conjunction with other Registered Training Organisations (RTOs). Includes samples of assessment instruments and assessment evidence used in the validation process.	TEMPORARY Destroy 2 years after registration audit is completed
01.05.02	Records documenting the assessment of individuals not included in 01.05.01. These may include: • assessment tools • assessment checklists • assessment reports • evidence submitted by clients • assessment reviews • client assessment records (books) • photographic evidence • video evidence. <i>See 01.05.03 for assessment results.</i>	TEMPORARY Destroy 2 years after the student has completed the course.
01.05.03	Records of assessment results of individuals. These may include: • result details contained in database/register • lists of results (where no other record of results exists) • copies of qualifications (where no other record of results exists) • copies of statements of attainment (where no other record of results exists). <i>See 01.05.01 and 01.05.02 for records documenting the assessment process.</i>	PERMANENT Retain in organisation for 30 years, then transfer to Archives
01.05.04	Records relating to administrative arrangements for assessment which may include: • venue bookings • equipment bookings • timetabling • notices of assessment.	TEMPORARY Destroy after reference use ceases
01.05.05	Records relating to requests for the issue or replacement of qualifications and statements of attainment.	TEMPORARY Destroy after reference use ceases

Reference	Description	Status And Disposal Action
01.06.00	Audit The activities associated with officially checking records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance and quality assurance audits. <i>See 01.09.00 for records relating to breaches of compliance.</i>	
01.06.01	Records documenting internal and external audits relating to compliance with assessment and training standards.	TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is the latter
01.07.00	Ceremonies The activities associated with arranging and managing a formal act performed for a special occasion.	
01.07.01	Records relating to the conduct of ceremonies for the presentation of qualifications and statements of attainment.	TEMPORARY Destroy 1 year after action completed
01.08.00	Committees The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) that relate to the training and assessment function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. <i>See 01.20.00 for ad-hoc meetings and forums that are not considered committees.</i> <i>See DA2157 for committees relating to common functions such as strategic management and occupational health and safety.</i>	
01.08.01	Records of internal committees and external committees where the agency has the administrative or secretariat role including VET management group, industry advisory committees, assessment committees etc. These may include: • final versions of minutes • agenda papers • reports • submissions.	PERMANENT Retain in State Archives
01.08.02	Records of external committees where the organisation does not have the administrative or secretariat role. Includes: • final versions of minutes	TEMPORARY Destroy 3 years after action

Reference	Description	Status And Disposal Action
	• agenda papers • reports • submissions.	completed or following next registration audit whichever is the latter
01.08.03	Records relating to the establishment of committees including the appointment of members where the organisation has the administrative or secretariat role.	PERMANENT Retain in State Archives
01.08.04	Records relating to the establishment of committees including the appointment of members for committees not included in <i>01.08.03</i> .	TEMPORARY Destroy 2 years after action completed
01.08.05	Records relating to the conduct and administration of committees including: • notices of meetings • correspondence. <i>See 01.08.01 and 01.08.02 for minutes and agendas.</i>	TEMPORARY Destroy 2 years after action completed
01.09.00	Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series and Australian Quality Training Framework (AQTF) standards. <i>See 01.06.00 for the audit of compliance against Australian Quality Training Framework (AQTF) standards.</i>	
01.09.01	Records relating to registration under the Australian Quality Training Framework (AQTF) standards for Registered Training Organisations (RTOs). These records may include: • self assessments • applications for registration • certificate of registration • re-registration application • extensions to scope of registration • notices of changes.	TEMPORARY Destroy after superseded or when reference use ceases
01.09.02	Records relating to major breaches of compliance with registration requirements resulting in suspension or cancellation of registration.	TEMPORARY Destroy 7 years after suspension or cancellation of registration
01.09.03	Records relating to minor breaches of compliance with registration requirements that do not result in suspension or cancellation of registration.	TEMPORARY

Reference	Description	Status And Disposal Action
		Destroy 3 years after action completed
01.10.00	Consultancy Services The activities involved in providing services to organisations on a fee for service basis. Includes the negotiation of fees, preparing quotations, developing criteria, determining service needs and administrative arrangements. Also includes training delivery and assessments conducted on behalf of another organisation. <i>See 01.17.00 for training delivery and/or assessment conducted in partnership with another organisation.</i> <i>See 01.03.02 for register of agreements.</i>	
01.10.01	Records relating to the provision of consultancy services to clients. Records may include: • agreements • memorandum of understanding • correspondence • vocational placement agreements • progress reports • contact notes.	TEMPORARY Destroy 7 years after expiry, completion or termination of consultancy
01.11.00	Contracting-Out The activities involved in arranging, procuring and managing the performance of work or the provision of services by external parties for the provision of training and assessment services. <i>See 01.17.00 for training delivery and/or assessment conducted in partnership with another organisation.</i> <i>See 01.03.02 for register of agreements.</i>	
01.11.01	Records relating to the arrangements for, and the management of, training and/or assessment services by external parties. Records may include: • agreements • memorandum of understanding • correspondence • vocational placement agreements • progress reports • contact notes.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreements
01.12.00	Counselling The activities association with giving guidance or advice to individual clients for various reasons including disciplinary issues, access and equity, support services, etc.	

Reference	Description	Status And Disposal Action
01.12.01	Records relating to counselling provided to individual clients.	TEMPORARY Destroy 7 years after action completed or when the client has reached 25 years of age, whichever is the latter
01.13.00	Enrolment The activities associated with the enrolment and participation of agency staff or clients in training programs/courses and/or for the assessment of competencies. Includes the maintenance of personal details and the payment of fees. <i>See 01.12.00 for advice to prospective clients relating to enrolment procedures. 02.01.00 etc.</i>	
01.13.01	Records documenting enrolment in training and/or assessments. These may include: • enrolment details • personal detail • certified attendance lists • enrolment forms (where no other record of enrolment exists).	PERMANENT Retain in State Archives
01.13.02	Records supporting the process of enrolment in training and/or assessment. These may include: • enrolment forms • daily roll books. <i>See 01.13.01 where these are the only record of enrolment.</i>	TEMPORARY Destroy 2 years after action completed
01.13.03	Records relating to the determination of fees and charges for training and assessment. <i>See DA2157 - for financial transactions relating to the payment or refund of fees.</i>	TEMPORARY Destroy 7 years after action completed
01.14.00	Enquiries The activities associated with the handling of requests for information about training delivery and assessment by staff and the general public or another organisation. <i>See 01.02.00 for general advice to prospective clients.</i> <i>See 01.12.00 for specific counselling given to individual clients.</i>	
01.14.01	Records relating to enquiries requesting routine information.	TEMPORARY Destroy after reference use ceases

Reference	Description	Status And Disposal Action
01.15.00	Evaluation The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
01.15.01	Records relating to the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials. <i>See 01.01.00 for the acquisition of learning and assessment materials.</i>	TEMPORARY Destroy after next registration audit
01.16.00	Grievances The activities associated with the handling and resolution of grievances made by clients. Includes handling grievances over perceived discrimination, or exclusion from a course, course results and/or assessment or those arising over peers or trainers. Also includes grievances regarding the provision of access to training opportunities. <i>See DA2157 for grievances made by agency personnel.</i> <i>See 01.04.00 for appeals against decisions.</i>	
01.16.01	Records relating to grievances made by clients.	TEMPORARY Destroy 7 years after resolution or when client has reached 25 years of age, whichever is the latter
01.17.00	Joint Ventures The activities involved in managing joint ventures or partnerships between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. Includes training delivery. <i>See 01.10.00 for training delivery and/or assessments conducted on behalf of another organisation.</i> <i>See 01.11.00 for training and/or assessment services provided by an external service provider.</i> <i>See 01.18.00 for other collaboration between organisations not considered joint ventures.</i>	
01.17.01	Records relating to the management of joint ventures or partnerships, including the establishment, maintenance and review of joint venture agreements and contracts.	TEMPORARY Destroy 7 years after termination of arrangement

01.18.00	Liaison The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. <i>See 01.02.00 for formal advice.</i> <i>See 01.17.00 for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i>	
01.18.01	Records relating to contact with national bodies, professional associations, industry bodies, private sector organisations, government agencies and community groups regarding training deliver and/or assessment. Includes membership of industry and professional bodies and collaborating on projects that are not joint ventures.	TEMPORARY Destroy after next registration audit
01.19.00	Marketing The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.	
01.19.01	Records relating to the marketing and promotion of training and assessment services including advertising and participation in exhibitions.	TEMPORARY Destroy after next registration audit
01.20.00	Meetings The activities associated with ad-hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of training and assessment. Includes administrative arrangements, agenda, taking of minutes, etc. <i>See 01.08.00 for the meetings of committees and task forces.</i>	
01.20.01	Records of ad-hoc meetings which may include the master set of:	TEMPORARY Destroy 2 years after action completed
	• agenda papers • minutes • briefing papers • discussion papers • administrative arrangements.	
01.21.00	Planning The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See DA2157 for overall planning to achieve corporate objectives.</i>	

01.21.01	Records relating to the development, maintenance and review of business plans for the provision and management of training delivery and assessment. <i>See 01.28.01 for training plans and session plans.</i>	TEMPORARY Destroy 3 years after plan is superseded
01.22.00	Policy The activities associated with developing and establishment decisions, directions and precedents, which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
01.22.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents. Includes the final policy document.	PERMANENT Retain in State Archives
01.23.00	Procedures Standard methods of operating laid down by an organisation according to formulated policy.	
01.23.01	Records documenting the development and review of Quality Management System Procedures to ensure quality training and assessments.	PERMANENT Retain in State Archives
01.23.02	Copies of instructions and procedures issued by another organisation or regulatory body. These may include: • manuals • guidelines • circulars.	TEMPORARY Destroy after reference use ceases
01.24.00	Reporting The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation.	
01.24.01	Records relating to the provision of reports to comply with internal (Quality Management System) and external reporting requirements. These may include: • Letters of Completion, • Management Review Reports • Customer Feedback • Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reports.	TEMPORARY Destroy 3 years after action completed or after next registration audit, whichever is the latter
01.25.00	Resource Development The activities associated with the development of training courses and support materials for training delivery and assessment. These may include: • training programs • support materials • assessment materials.	

	<i>See 01.01.00 for the acquisition of learning and assessment materials through purchase or requisition.</i>	
01.25.01	Records relating to the development of resources including the organisations involvement in or contribution to resources.	PERMANENT Retain in Agency
01.26.00	Reviewing The activities involved in re-evaluating or re-examining products and processes. <i>See 01.22.00 for review of policies and 01.23.00 for the review of procedures</i>	
01.26.01	Records relating to reviews of training delivery and assessment including the collection and analysis of stakeholder and client feedback.	TEMPORARY Destroy after next registration audit
01.27.00	Risk Management The process of involving the identification of risks and the implementation of appropriate practices and procedures that will reduce the risk arising from an incident.	
01.27.01	Records relating to the development and documentation of procedures to identify and manage risks, including risks related to compliance with the standards for Registered Training Organisations (RTOs).	TEMPORARY Destroy 7 years after action completed
01.28.00	Training Delivery The processes involved in the delivery of training. <i>See 01.05.00 for Assessment.</i>	
01.28.01	Records documenting training delivery. These may include: • delivery and assessment strategies • training plans • session plans • training materials. <i>See 01.05.00 for the assessment process.</i>	TEMPORARY Destroy 5 years after last use
01.28.02	Records relating to administrative arrangements for training delivery which may include: • training delivery personnel • venue bookings • equipment bookings • timetabling • training notices.	TEMPORARY Destroy after reference use ceases