

**Office of the
State Archivist**

**DISPOSAL SCHEDULE FOR THE
OFFICE OF THE ANTI-
DISCRIMINATION COMMISSIONER –
V1.1**

Disposal Authorisation DA2468

**Version 1.1
June 2026**

CONTACT US

Office of the State Archivist

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

enquiries@osa.tas.gov.au

03 6165 5581



License URL: <https://creativecommons.org/licenses/by/4.0/>
Please give attribution to: © State of Tasmania, 2026.

Table of Contents

Authorisation 3

Introduction..... 5

Disposal Schedule..... 8

01.00 Complaints Management 8

02.00 Exemptions Management 10

03.00 Promotion, Awareness and Advocacy 11

04.00 Training and Education..... 14

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
1.1	28/01/2026	Minor changes to 01.01 and 02.01

Document Development History

Version	Date	Comments
1.1	28/01/2026	Minor changes to wording relating to summary records
1.0	28/10/2025	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

The **Office of the Anti-Discrimination Commissioner (OADC)** administers the ***Anti-Discrimination Act 1998 (Tas)*** (the Act), and aims to foster a society free of discrimination, prejudice, bias and prohibited conduct. The OADC is headed by the **Anti-Discrimination Commissioner** (the Commissioner) - a statutory appointment under the Act.

The Act identifies many forms of discrimination. The most common forms of discrimination, in most reporting years have been based on:

- disability
- race
- gender
- age.

In addition to discrimination, OADC receives complaints about other prohibited conduct, such as:

- sexual harassment
- offensive conduct
- inciting hatred
- victimisation
- promoting discrimination
- knowingly causing, aiding, or inducing another person to breach the Act.

OADC also has responsibility for:

- receiving, and determining the outcome of, applications made by organisations who wish to be exempt from specified requirements under the Act; such as a recruitment drive focussing on the employment of people over, or under, a certain age, or of a nominated cultural background.
- running programs that promote awareness of discrimination issues and advocate for better approaches/improvements

- training and education programs e.g. equal opportunity training for community groups, school and workplaces.

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	Complaints Management The function of managing enquiries and complaints received concerning alleged discrimination and/or prohibited conduct. Includes: • responding to enquiries from the public concerning a potential complaint, including answering queries associated with whether it meets the criteria for being accepted, what information should be submitted along with the complaint, or if it is a complaint of a type that is dealt with by another agency etc. • receiving a complaint and assessing if it shows a possible breach of the Act or not, including finding that an exception applies • corresponding with the complainant, the respondent, and others as the process progresses • conducting conciliation conferences and other conciliation processes • investigating complaints unable to be resolved by early conciliation • assessing applications to withdraw complaints • determining after investigation whether complaints should be dismissed, proceed to a conciliation conference, or be referred to the Tribunal for inquiry (hearing) • referring complaints to the Tribunal for inquiry. See Common Administrative Functions v4 (DA2157) 12.00.00 Personnel--12.04.00 Authorisation--12.04.01 for records of delegations of authority granted to employees.	
01.01	Records of Continuing Value Records of ongoing value documenting the complaints management function, including: 1. Summary records of complaints received Summary records may be comprised of: • name of complainant/s • name of respondent/s • file reference number • date received • date finalised • final outcome • summary of the complaint and its context. 2. Detailed records of own motion complaints Cases where the Commissioner believes there are reasonable grounds to investigate a set of circumstances, or an incident, without the lodgement of a complaint. The case may be put forward as an 'own motion' in instances where:	PERMANENT Retain as State archives

Reference	Description	Status And Disposal Action
	- the Commissioner has identified systematic issues or an emerging trend or rise in incidents, which are of public interest, that they wish to proactively investigate rather than wait for a complaint. - a complaint was received that was subsequently withdrawn, but the Commissioner is of the opinion that it is in the public interest to continue the investigation into the complaint 3. Detailed records of Exceptional Complaints Complaints that the Commissioner nominates as: - being of high public interest and/or highly influential in increasing community understanding of the issues around discrimination or prohibited conduct - involving significant questions of law/setting a precedent for the application of the Act.	
01.02	Medium-term Records Detailed records relating to written complaints of discrimination and prohibited conduct which are accepted for investigation and are not identified as being of high public interest/exceptional. Includes records of complaints that are: - dismissed - withdrawn after acceptance - resolved by conciliation - referred to the Tribunal for inquiry (hearing). Records may include but are not limited to: - complaint form - assessment decision and reasons for decision - notification letter to parties - correspondence to and from parties to the complaint - withdrawal request from complainant - confirmation of withdrawal from Anti-Discrimination Commissioner to complainant - investigation decision and reasons for decision - conciliation correspondence with parties - conciliation record of agreement - referrals and documentation submitted to the Tribunal - copies of notices, orders, decisions and other resolution documentation received from the Tribunal or a Court.	TEMPORARY Destroy 12 years after action completed
01.03	Short-term Records Detailed records relating to:	TEMPORARY

Reference	Description	Status And Disposal Action
	- written complaints of discrimination and prohibited conduct which were not accepted, or were rejected, for investigation - enquiries, irrespective of whether a complaint went on to be made or not - information (including anonymous reports) received from the public of instances of discrimination they have experienced or witnessed in the workplace or in a public setting.	Destroy 5 years after action completed
01.04	Facilitative Records Records that facilitate conciliation conferences, including: - confidential notes taken when preparing for, or during a conference by the Commissioner, their delegate, authorised persons or supporting staff for the purposes of reference when conducting the conference, or documenting the outcome - facility bookings for conferences held in a physical location, including arrangements for parties to access the facility e.g. pro forma information about directions to the facility, notifications to building security regarding visitor pass requirements etc. - online conference arrangements and bookings, including the provision of links and access codes etc. to parties - access support service arrangements and bookings e.g. arranging for and booking an interpreter - administrative arrangements for the recording/transcribing of a conference.	TEMPORARY Destroy after action completed
02.00	Exemptions Management The function of managing applications for exemptions made under the Act: - granting, renewing, or refusing to grant or renew, exemptions - revoking, or varying the conditions of, exemptions. Includes: - managing enquires regarding exemptions, and the process of applying for one - receiving exemption applications and supporting documentation - assessing an application and deciding whether an exemption shall be granted or refused - determining the conditions and time period that apply to an exemption - publishing notices in the Gazette of decisions to grant, renew, or revoke an exemption.	
02.01	Records of Continuing Value Records of ongoing value documenting the exemptions management function, including: summary records of exemptions applications received	PERMANENT Retain as State archives

Reference	Description	Status And Disposal Action
	• detailed records of exemptions which involve significant questions of law, or set a precedent for the application of the Act • exemptions of high public interest and/or highly influential in increasing community understanding of the issues around discrimination or prohibited conduct. Summary records of exemption applications received may include: • name of applicant/s • file reference number • date received • date finalised • decision made • summary of the exemption and its context.	
02.02	Short-term Records Detailed records of applications for exemptions that do not involve significant questions of law or are not of high public interest. Includes applications that are granted, refused, renewed and/revoked. Includes: • the application and its supporting documentation • correspondence to and from the applicant • the Commissioners letter of decision to grant, refuse, renew or revoke the exemption • the exemption decision and order • the exemption advertising notice (Government Gazette) • supporting research • submissions received.	TEMPORARY Destroy 10 years after action completed
03.00	Promotion, Awareness and Advocacy The function of promoting, raising awareness of, and advocating for, matters relating to discrimination and prohibited conduct in Tasmanian society. Includes: • advice and recommendations made to the Minister on matters relating to discrimination and prohibited conduct • promoting acceptable attitudes, acts and practices relating to discrimination and prohibited conduct • consulting and inquiring into discrimination and prohibited conduct and its effects • disseminating information about discrimination and prohibited conduct and its effects • undertaking research and educational programs to promote attitudes, acts and practices against discrimination and prohibited conduct • to examine legislation and report on whether it is discriminatory or not	

Reference	Description	Status And Disposal Action
	• membership and participation in local and cross-jurisdictional committees, working parties and councils e.g. Australian Council of Human Rights Authorities (ACHRA), to consider issues of common concern and interest Includes the development and delivery/distribution of: • submissions (including to other jurisdictions) on draft legislation, policy and programs, and in response to direct requests for advice • events, forums and engagement with other organisations and community groups to discuss and progress issues relating to discrimination and prohibited conduct • regular newsletters and other forms of communication distributed to Tasmanian workplaces and the broader community with updates on legislative change, training sessions on offer, and other news from the Commissioner • guidelines, brochures or other publications about discrimination and prohibited conduct under the Act to assist compliance with the Act and/or understanding the various processes and elements of complaint management, including their obligations as a complainant or respondent to a complaint See Common Administrative Functions v4 (DA2157) 01.00.00 Community Relations for records of arrangements for and delivery of speeches, presentations, ceremonies and other community events. See Common Administrative Functions v4 (DA2157) 16.00.00 Strategic Management for records of planning, implementing and reviewing advancement, awareness and advocacy activities. See Common Administrative Functions v4 (DA2157) 01.00.00 Community Relations--01.17.00 Marketing for records of promotional campaigns that either promote the agency and its services, or present key messages regarding discrimination, equal opportunity, and human rights more broadly. See Administration of Statutory Governance Bodies (DA2508) 01.00.00 for records of cross-jurisdictional committees and councils that the Commissioner participates in	
03.01	Records of Continuing Value Records of ongoing value that document the promotion, awareness and advocacy function, including: • final submissions on current or proposed legislation, policies or programs (State or Federal) relating to discrimination, prohibited conduct or human rights • reports, advice and recommendations relating to discrimination, prohibited conduct or human rights made to Parliament, a Minister or government working party (including those derived from research conducted by the Commissioner) • consultations, inquiries or reviews conducted by the Commissioner • master set of guidelines published to inform the community and organisations about the complaints process • formal announcements of recognition given to Tasmanian individuals, community groups and/or organisations relating	PERMANENT Retain as State archives

Reference	Description	Status And Disposal Action
	to the promotion of anti-discrimination and human rights. Includes a summary of the reasons for bestowing the recognition upon each recipient	
03.02	Short-term Records - Communication and Guidance The activities associated with communicating with and providing guidance to Tasmanian organisations and members of the public regarding the services and processes administered by the Commissioner, and general updates on events, training availability etc. Includes: • the development of publications for the complaint process and relating to discrimination and prohibited conduct. Includes information about the Act and the steps that will be taken, decision timeframes, roles and responsibilities, etc. • the development and distribution of regular newsletters or equivalent updates • the preparation and release of information communicating about particular events, activities, changes and/or issues, including press releases, advertising, social and other digital media messaging, mail-outs etc.	TEMPORARY Destroy 10 years after action completed
03.03	Short-term Records - Research Operations Records documenting research operations, including: • research project plans, progress reporting, risk and issue management documentation, and other operational records arising from the management of research projects/tasks • design/sourcing of research methodology tools, including templates, surveys, questionnaires etc. Includes purchase/licensing arrangements with research service providers and/or research software/technology vendors • consultation/circulation drafts of research reports seeking feedback • correspondence with contributors to identify and seek sources of information to include in research projects • subscriptions to, and memberships of, anti-discrimination and/or human rights research groups and affiliated bodies • information sharing agreements, research partnership agreements, and other agreements that expand access to research data, skills and expertise to support this function • raw data, interview/survey results, and other inputs collated for research purposes • final research reports prepared to support internal programs, inform strategic direction and key messaging on issues relating to discrimination, prohibited conduct and human rights.	TEMPORARY Destroy 10 years after action completed

Reference	Description	Status And Disposal Action
03.04	Facilitative Records Records of low administrative value created or collected during promotion, awareness and advocacy activities, including: • venue and other administrative arrangements for events, activities, workshops, interviews, and/or sessions with external participants • mail-out/contact lists for interested parties (e.g. those that have signed up to receive a newsletter or updates) • assessment and evaluation of research tools/services available that may potentially support a particular research project • arrangements for advertising, media announcements, press coverage of events etc.	TEMPORARY Destroy 2 years after action completed
04.00	Training and Education The function of providing training and education sessions, including: • regular standard training sessions for private organisations, government departments, councils, not-for-profit and community organisations etc. • custom training sessions developed to suit a particular organisation's needs or to target a particular discrimination issue the organisation is experiencing • regular education sessions offered e.g. to schools or community groups • custom education sessions developed for community groups with particular interests or requirements	
04.01	Short-term Records Records of the provision of fee-for-service anti-discrimination training to businesses and government agencies, and education and awareness sessions to community organisations and groups, or more broadly to members of the Tasmanian community. Includes: • the delivery of training, education and awareness sessions, including online learning, that individuals may book into and undertake, either in connection to a work role, or in a private capacity • the development of sessions tailored to the particular needs of, and delivered directly within, an organisation. • the development and approval of session content and supporting materials e.g. modules, slideshows, case studies, handouts etc. • bookings, registrations and other attendee documentation e.g. dietary requirements etc. • venue and catering arrangements • certificates of completion issued to participants	TEMPORARY Destroy 2 years after action completed

Reference	Description	Status And Disposal Action
	• review and evaluation, including participant surveys, questionnaires and feedback • correspondence with organisations seeking tailored sessions.	