

**Office of the
State Archivist**

**DISPOSAL SCHEDULE FOR
BUILDING FIRE SAFETY
(TASMANIA FIRE SERVICE - TFS)**

Disposal Authorisation DA2608

**Version 1.0
September 2026**

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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.

Ross Latham

State Archivist

Version	Date	Comments
1.0	02/09/2026	Authorised release

Document Development History

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1.0	02/09/2026	Authorised 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.

About the Tasmania Fire Service (TFS)

The TFS traces its origins back to 1827 with the establishment of the original fire brigade in the colony of Hobart Town. It is currently managed under the *Fire Service Act 1979* (Tas) and is a diverse organisation made up of career firefighters, volunteers and State Service Employees.

The TFS performs a critical role in the community by responding to bushfire and other emergency response incidents and by helping to educate and prepare Tasmanians so they can better respond to fire events

The principal objectives of TFS are:

- formulate the policy in respect of the administration and operation of the Fire Service
- co-ordinate and direct the development of all fire services throughout the State
- develop effective fire prevention and protection measures throughout the State
- develop and promulgate a State fire protection plan
- standardise, as far as practicable, fire brigade equipment throughout the State
- establish and maintain training facilities from brigades
- conduct such investigations into fires as it considers necessary, and to prepare reports and recommendations to the Minister arising from those investigations
- conduct such investigations into the use of fire as it considers necessary, to instruct the public in the wise use of fire, and to disseminate information regarding fire protection measures and other related matters
- advise the Minister on such matters relating to the administration of this Act as may be referred to it by the Minister, and on matters that, in the opinion of the Commission should be brought to the attention of the Minister
- exercise such other functions vested in or imposed on it by this Act or such other functions relating to the preventing or extinguishing of fires as may be imposed on it by the Minister from time to time.

The following functions are unique to the TFS:

- managing community protection planning and fire safety programs
- regulating the fire protection industry and the maintenance of building safety standards

- vegetation fire management and bushfire mitigation programs
- applying the Australian Fire Danger Rating System and the Australian Warning System
- managing the state and regional firefighting operations for bushfire, structural fire and hazardous material incidents. This includes intelligence, air operations, warnings and public information.

Records Covered

Building Safety Unit

This Disposal Schedule refers to the records of the Building Safety Unit; part of the Community Fire Safety Division of the Tasmania Fire Service (TFS). Its role is to ensure a high level of building fire safety measures are maintained in commercial, industrial and public buildings across the state.

The Building Safety unit performs statutory responsibilities on behalf of the Fire and Emergency Services Commissioner under building legislation, ensuring that fire safety measures in buildings are suitable to support firefighting operations and maintain a high level of fire safety for the buildings' occupants.

The unit has expertise in fire engineering and the assessment of safety systems in buildings including audit and compliance.

In addition, the Building Safety Unit regulates the fire protection industry, and the issuing of equipment and system permits. It provides advice and supports the development of building safety-related policy, processes, instructions and guidelines.

In accordance with legislative requirements, the Building Safety Unit approves fire evacuation plans for specified buildings under the requirements in the General Fire Regulations.

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 that are not covered by this or any other authorised Disposal Schedule. Organisations must not destroy unscheduled records without authorisation from the State Archivist. Please contact us for advice on managing records that are not covered by an authorised Disposal Schedule.

Pre-1960 Records

Records created before 1 January 1960 may be sentenced using this Disposal Schedule where an applicable disposal class exists.

However, before any pre-1960 records are destroyed, organisations must contact us to arrange a review to identify records that may be suitable for transfer to the Tasmanian Archives collection.

Organisations do not require a separate Destruction Authority for the disposal of pre-1960 records that are covered by an authorised Disposal Schedule.

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 common Disposal Schedules with this schedule. Please see the list of current Disposal Schedules on our website.

Disposal Schedule

Reference	Description	Status and Disposal Action
01.00	BUILDING FIRE SAFETY COMPLIANCE The function of reporting on the legislative requirements that ensure appropriate fire safety features are maintained for prescribed, specified and non-specified buildings, including building reports, fire safety engineering and alarm signalling equipment.	
01.01	Alarm Connections The records associated with managing fire protection systems with monitored alarms in prescribed buildings, including their: • installation • connection • maintenance • disconnection • alteration • defect notification • changes of service provider • transfers of ownership.	TEMPORARY Destroy 20 years after decommissioning of asset
01.02	Audit, Compliance and Investigation The records associated with auditing a building to ensure compliance with legislative requirements, including: • fire safety features • fire protection equipment • the work of those who hold permits to maintain fire safety features • performance of fire safety features fitted to buildings. Also includes investigations of incidents that have occurred at a building, and post-incident analysis reports.	TEMPORARY Destroy 7 years after building is demolished
01.03	Fire Safety Engineering The records associated with assessing and validating fire safety engineering features in prescribed buildings, including the operational suitability of proposed performance-based design solutions. Records include performance-based design briefs (PBDB) and Fire Safety Engineering (FER) Reports submitted by building surveyors or fire safety engineers.	TEMPORARY Destroy 7 years after building is demolished
01.04	Heritage Listed Buildings The records associated with ensuring maintenance of fire safety features in heritage buildings, as specified in guidelines produced by Heritage Tasmania, it includes:	PERMANENT Retain as State archives

Reference	Description	Status and Disposal Action
	Records describing / documenting all Schedule 1 fire safety requirements call up in Tasmania's building legislation, including referral documents, reports, plans and diagrams, of buildings listed in the Tasmanian Heritage Register.	
01.05	Plans The records associated with producing plans that document all Schedule 1 fire safety requirements call up in Tasmania's building legislation including the fire detection and safety features of non-heritage buildings, records include: • referral documents • reports • plans • diagrams of non-heritage buildings.	TEMPORARY Destroy 7 years after building is demolished
01.06	Significant Incidents The records associated with investigating a significant incident where there is an assessment of the performance of fire safety features of a prescribed building. Records relating to assessing the building fire safety compliance of a specific building or buildings, where a significant fire event or incident (involving death, serious injury and/or serious property damages) has occurred.	PERMANENT Retain as State archives
01.07	Statutory Reporting The records associated with mandatory reporting of all Schedule 1 fire safety requirements call up in Tasmania's building legislation including any other matter the Chief Officer considers relevant to the occupancy of a building or the health and safety of its occupants. Records of statutory reports made, by and on behalf of the Chief Officer, concerning building fire safety matters.	TEMPORARY Destroy 7 years after building is demolished

02.00	EVACUATION MANAGEMENT The function of evacuation planning, management and assessment, for community events, non-specified buildings and specified buildings, should a fire occur.	
02.01	Events The records associated with managing fire evacuation plans for events and functions, for example the Taste of Summer. Records relating to creating, planning, assessing, modifying and approving evacuation plans for events. Records include: • draft evacuation plans submitted to the Building Safety unit for approval • notification of required amendments or approval of the evacuation plan including communications.	TEMPORARY Destroy 5 years after event
02.02	Non-Specified Buildings The records associated with managing fire evacuation plans for non-specified buildings. Records relating to creating, planning, assessing, modifying and approving evacuation plans for non-specified buildings. Records include: • draft evacuation plans submitted to the Building Safety unit for approval • advice of required amendments or approval of the evacuation plan including all recorded communications.	TEMPORARY Destroy 7 years after receipt of plan
02.03	Specified Buildings The records associated with managing fire evacuation plans for specified buildings. Records relating to creating, planning, assessing, modifying and approving evacuation plans for specified buildings, including: • draft fire evacuation plans submitted to the Building Safety unit for approval • advice of required amendments, re-submissions or approval in principal of fire evacuation plans • bookings and conducting of in-person practical assessments of fire evacuation plans, previously approved in principal • final approval of fire evacuation plans for a period of five years • review of approved evacuation plans after an incident where the plan was not sufficiently adhered to.	TEMPORARY Destroy 15 years after being superseded by a new, approved evacuation plan

03.00	REGULATION OF THE FIRE PROTECTION INDUSTRY The function of granting, monitoring, amending and cancelling permits to maintain fixed and portable Fire Protection equipment such as fire extinguishers, hoses and fire blankets. The function also includes permits to install, repair and routinely service fire protection systems such as smoke detection systems, sprinkler systems and emergency warning systems.	
03.01	Fire Protection Equipment Permit Systems The records associated with issuing, reviewing, renewing and cancelling permits to install, repair and routinely service fire protection equipment. Records relating to permits granted by the TFS to commercial service providers to: • install • routinely service, and • repair fire protection equipment. Records include: • applications for permits • renewals of permits • reviews of permits • expiry of permits.	TEMPORARY Destroy 7 years after the expiration of the final permit
03.02	Fire Protection Equipment Systems and Equipment Permit Investigations The records associated with investigations carried out by the TFS, of commercial service providers who have been issued a permit to install, repair and routinely service fire protection equipment. Records relating to grievances, disputes or investigations of permits issued to commercial service providers to install and maintain fire protections equipment. Records include, but are not limited to: • permit Re-Applications • instructions to remove an individual employee from a commercial organisation's permit • audits of permits previously granted • amendment or cancellation of permits.	TEMPORARY Destroy 30 years after conclusion of investigation