Office of the State Archivist

ON THE RECORD

November 2026

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Welcome to the November edition of *On the Record*



You may notice that we've given our newsletter a refresh. We want *On the Record* to be an informative and engaging way to keep you up to date with developments at the Office of the State Archivist (OSA), while also sharing practical information to support your recordkeeping and information management work.

There is plenty happening as we look ahead to 2027. We have some exciting projects and initiatives underway, including a new Archives Management System portal for government agencies, new training and workshops, and ongoing

work to update our standards and guidance.

In this edition, you'll also find information about changes affecting pre-1960 records, an explanation of our approach to 'rolled-up' Disposal Schedules, and other updates from OSA.

We hope you enjoy the refreshed *On the Record* and find it useful in your work.

Ross Latham
State Archivist

Pre-1960 records

The implementation of the new Archives Management System has prompted a review of some of our archival processes, including how pre-1960s records are treated.

Records created before 1960 that are not required as State archives can now be sentenced under existing Disposal Schedules, where applicable. This will reduce the need for standalone Destruction Authorities.

Agencies will still need to submit a request to enquiries@osa.tas.gov.au before disposing of pre-1960 records. This allows OSA to check whether any of the records may help fill gaps in the State archives. We will then advise whether disposal is approved. If approved, the disposal will need to be documented in your organisation's *Register of Records Destroyed*.

Portal for government agencies

The new Archives Management System went live for archives staff in June 2026. The next stage of the project will provide a new way for government agencies to access their archived records.

Currently, agencies need to email the State Library and Archive Service to request access to their records. With the roll-out of the new online portal, agencies will instead request records for collection from the History Room, or request copies and access through the portal.

The portal is scheduled to be rolled out over February and March 2027. We will provide more information closer to then and will be working with agencies to coordinate staff access and training in using the portal.

What does a 'rolled-up' Disposal Schedule mean?

You may have noticed that newer Disposal Schedules look a little different. Rather than having lots of narrowly defined classes, they increasingly use a 'rolled-up' or 'big bucket' approach.
This means related records are grouped together under broader descriptions with retention periods set to accommodate the longest retention requirement within the group.

For example, the new draft Local Government Governance and Administration Disposal Schedule (DA2576) groups related records into broader classes based on their value and retention requirements. Meeting arrangements, recordings used to prepare minutes, and certain petitions, submissions, and objections are grouped within one broad 'Facilitative Records' class, with a single retention period. Previously these types of records appeared under separate classes.

Why is this useful?
For records managers, broader classes can mean:

- **fewer classes to work with**
- **easier and quicker implementation**
- **easier to incorporate into information technology systems**
- **less uncertainty about which class applies to closely related records.**

Have your say – agency comments invited

University of Tasmania (UTAS) consultation on DA2610 Research Management
UTAS has engaged consultant Emma Savage to draft DA2610 Research Management. Government agencies may wish to provide feedback to UTAS on how the draft schedule deals with the retention and disposal of research partnership records.

Please email feedback to Douglas.Kemp@utas.edu.au by Friday 4 December.

In brief

Older guidelines and advice
As part of our review of website content, some older guidance and advice publications have been removed from the website.

If you require information that is no longer available online, please contact us. We will be happy to provide relevant material or advice to meet your needs.

New and updated publications
We have recently published new and updated material in our Information Management Framework.

We have finalised our *Metadata Standard.* The Standard sets out minimum requirements for recordkeeping metadata and replaces *Guideline 5*.

We have updated our *Information and Records Management Standard.* Most of the changes are minor, with edits to destruction and metadata text throughout. We've also added references to the Tasmanian Government *Protective Security Policy Framework* (TAS-PSPF).

Upcoming training

We have had a great year of training, with good attendance from across Tasmania and positive feedback from attendees. The final training will be held in Launceston on 24 November 2026.



In 2027, *Information Management Foundations* and *Demystifying Disposal* will be offered again in April and September. You can register early to join the waitlist. We will also introduce monthly workshops and online webinars for our Community of Practice members.

If you have not yet joined the Community of Practice, please feel free to email enquiries@osa.tas.gov.au to join our friendly online community or find out more.

Australian Society of Archivists Conference Hobart 2027

The Australian Society of Archivists (ASA) is holding their annual conference in Hobart from 1-4 March at the Hotel Grand Chancellor. This is a great opportunity for Tasmanians to attend a national conference without the cost of interstate travel. The programme will include international speakers and there will be optional workshops on the 4 March.

Registrations will open soon and you can find more information here.

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