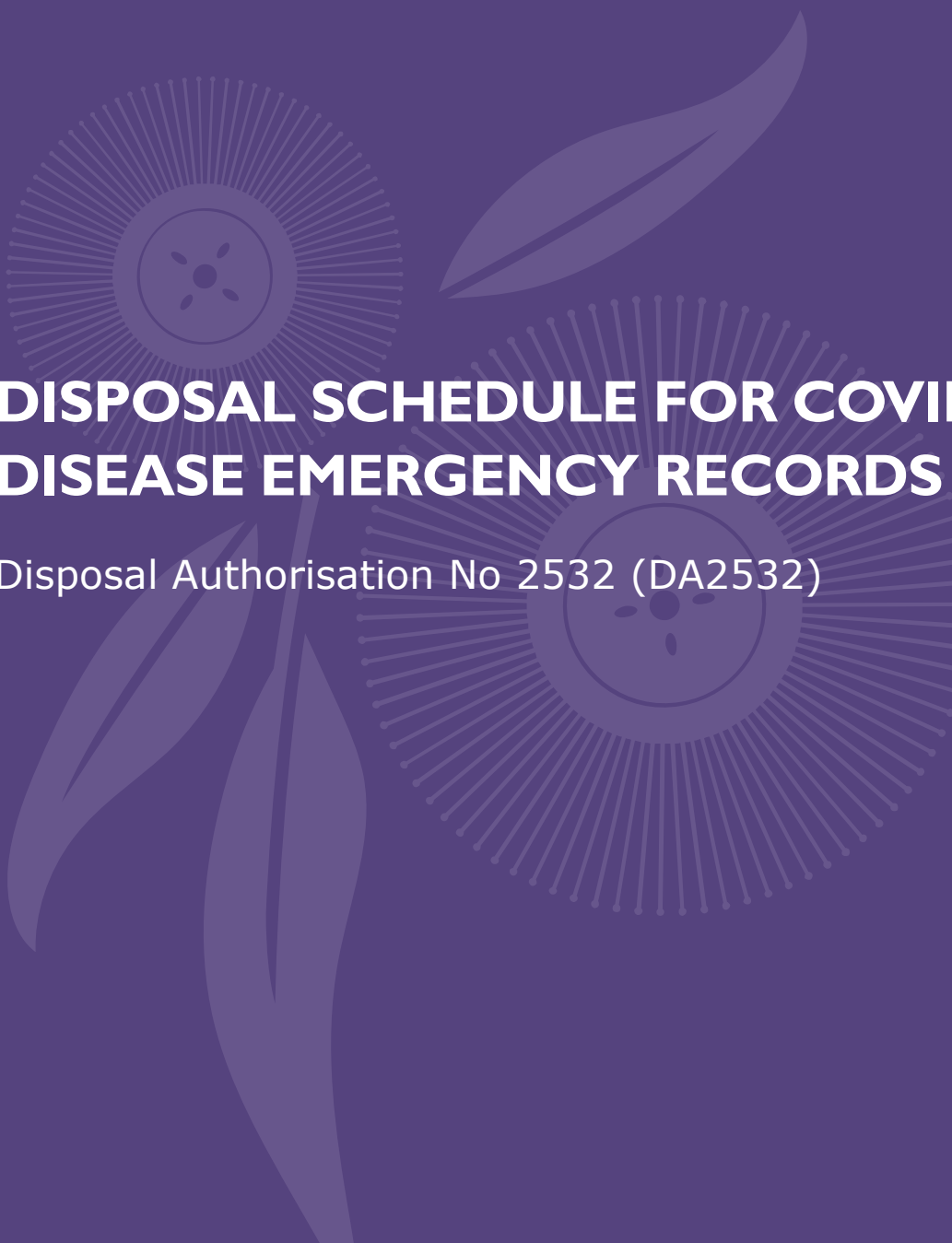


**Office of the
State Archivist**

The background features two stylized sunburst or flower-like motifs with radiating lines, and several large, overlapping leaf shapes, all rendered in a lighter shade of purple against the dark purple background.

DISPOSAL SCHEDULE FOR COVID-19 DISEASE EMERGENCY RECORDS

Disposal Authorisation No 2532 (DA2532)

July 2020

Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), I hereby 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 herein.

Ross Latham

State Archivist

CONTACT US

Office of the State Archivist

informationstrategy.tas.gov.au

osa@education.tas.gov.au

03 6165 5581



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Document Development History

Version	Date	Comments
I	23/07/2020	Initial Release
I.1	31/07/2020	Error corrected in 'cheat sheet' (Procedures (Occupational health & safety))

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Introduction

COVERAGE

This disposal schedule covers records which have been created in the response to the COVID-19 disease emergency.

This schedule is intended to be used alongside your agency's schedule and applicable general disposal schedules: DA2157 – *Common Administrative Functions*, DA2158 – *Short term value records*, DA2159 – *Source Records* and DA2200 – *Local Government records*.

The COVID-19 pandemic is a significant historical event. The Office of the State Archivist (OSA) is working with agencies to identify records which will be kept in the Tasmanian Archives to represent the response of the public sector to this pandemic. These records may not have a permanent retention in ordinary times.

To ensure that COVID-related records can be readily identified and retrieved from your organisation's record management system in the future, we suggest that you add appropriate metadata. We recommend the tag 'COVID-19' or a similar identifier.

ARCHIVES LEGISLATION

The *Archives Act 1983* (Tas) stipulates that State and local government organisations must not dispose of records of any type or format without the written approval of the State Archivist.

Disposal of records involves their destruction, their removal from custody of their creating agency, or their transfer to the Tasmanian Archives.

Section 10 (1) (a) of the Act requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

DEFINITIONS

Permanent records are those that will be transferred to the Tasmanian Archives to be retained as State Archives. The Act establishes 25 years as the maximum required timeframe for the transfer of permanent records, unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, and/or once certain requirements have been met.

DESTRUCTION OF RECORDS

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure.

REGISTRATION OF DESTRUCTION

Central to the accountability built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b)) of the Act and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available from the [Office of the State Archivist](#).

INVESTIGATIONS OR INQUIRIES

During and after the COVID-19 disease emergency, there are likely to be investigations and inquiries into contact tracing and other elements of the responses to the emergency.

If an investigation or inquiry is in progress or pending, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

PERSONAL INFORMATION PROTECTION

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint.

Generally, personal information can only be used and disclosed for the purpose for which it was collected and an organisation must take reasonable steps to destroy or permanently de-identify personal information when it is no longer needed for that purpose.

If an application under this legislation is in progress, all records relevant to the application, regardless of whether they are due for destruction, must be identified and preserved until the action and any subsequent actions are completed.

RIGHT TO INFORMATION

Right to Information legislation prescribes rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Disposal Schedule

Reference	Function/Disposal Class	Description	Status	Disposal Action
I	RESPONSE TO COVID-19 PANDEMIC			
I.1	Emergency and Public Health directives	Directives issued by the Premier, Director of Public Health, State Controller, or authorised people acting on their behalf.	Permanent	Retain as State Archives.
I.2	Media releases	Final approved versions of media releases issued by the organisation. Includes regular press conferences and COVID-19 updates from the Premier or Cabinet.	Permanent	Retain as State Archives.
I.3	Administrative arrangements	Records relating to administrative arrangements concerning the organisation's dealings with the media, including: <ul style="list-style-type: none"> • distributing media releases • organising interviews • general media access. 	Temporary	Retain at least 2 years after action completed, then destroy.
I.4	Visitor screening	Records of visitors to premises, collected for the purpose of contact tracing and notifying people of potential exposure to COVID-19. Records may be in any format and include: <ul style="list-style-type: none"> • health screening forms • lists or registers containing personal contact details • CCTV footage of people entering the workplace. 	Temporary	Retain for at least 21 days, then destroy, unless required for tracing.
I.5	COVIDSafe App data	Disposal description and reference will be added following consultation.		

Cheat Sheet for COVID-19 Related Records

Records	Description	Disposal Reference
DA2523 – Public Health Service		
Contact tracing:	Operational records of public health client and case management, including: <ul style="list-style-type: none"> detailed public health case management records of patients that have not died as a result of a notifiable disease. 	DA2523 / 4.3 Destroy 10 years after administrative use ceases or the client has reached 28 years of age, whichever is longer.
DA2157 – Common Administrative Functions		
Committees and task forces to deal with COVID-19	Records of internal committees and external committees where the agency has the administrative role. These may include: <ul style="list-style-type: none"> documents establishing the committee documents appointing members final versions of minutes agenda papers reports presented to the committee submissions presented to the committee. 	DA2157 / 11.03.01 (Committees (Occupational health & safety)) Destroy 7 years after action completed. However, senior management committees are Permanent (DA2157 / 16.03.01). See below.
Senior management committees	High level committees making major decisions in relation to policy and planning.	DA2157 / 16.03.01 (Committees (Strategic Management)) Permanent.
Safety plans	Final versions of agency occupational health and safety plans.	DA2157 / 11.09.01 (Planning (Occupational health & safety)) Destroy 7 years after plan is superseded.
Policy for managing COVID-19 risk in the workplace	Records documenting the development of policy, policy decisions and establishing precedent.	DA2157 / 11.10.01 (Policy (Occupational health & safety)) Permanent.

Procedures for managing COVID-19 risk in the workplace	Records documenting the development of agency procedures and final versions of manuals and instructions.	DA2157 / 11.11.01 (Procedures (Occupational health and safety)) Permanent.
Reports	Final versions of official reports relating to significant health and safety issues.	DA2157 / 11.12.01 (Reporting (Occupational health & safety)) Permanent.
DA2200 - Local Government		
Safety plans	Records documenting the implementation of industry, government and Council standards, regulations and codes of practice relating to occupational health and safety.	DA2200 / 21.23.02 (Occupational health & safety (Personnel)) Destroy 7 years after action completed.
Instructions	Master copies of instructions relating to health and safety issues and precautions.	DA2200 / 21.13.10 (Occupational health & safety (Personnel)) Permanent.
DA2248 – Department of Premier and Cabinet		
Inter-agency and inter-governmental agreements	Records relating to agreements in the area of Security and Emergency Management such as whole-of -government policy and procedures, inter-agency and inter-government agreements where the agreement involves major commitments, obligations or liabilities for the State Government.	DA2248 / 08.02.01 (Agreements (Security and emergency management)) Permanent.
Response to civil emergencies	Records relating to the response to civil emergencies that have significant impact on the State and its residents.	DA2248 / 08.03.01 (Civil Emergencies (Security and emergency management)) Permanent.
Committees	The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) including the National Counter Terrorism Committee (NCTC). Includes the committee’s establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	DA2248 / 08.04.00 (Committees (Security and emergency management))

	<p>Records of internal committees and external committees with the responsibility for making major policy and planning decisions where the Agency has the administrative role in the area of Security and Emergency Management function. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee. 	<p>DA2248 / 08.04.01 (Committees (Security and emergency management))</p> <p>Permanent.</p>
Inquiries	<p>The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject such as Coronial, Parliamentary, Productivity and Ombudsman Inquiries and Royal Commissions. Includes the Agency's participation in the inquiry by providing evidence in the form of records, submissions and/or staff.</p>	<p>DA2248 / 08.06.00 (Inquiries (Security and emergency management))</p>
Tasmanian Government submissions to inquiries	<p>Records documenting the development of Tasmanian Government submissions and information supplied to the Inquiry including copies of submissions</p>	<p>DA2248 / 08.06.01 (Inquiries (Security and emergency management))</p> <p>Permanent.</p>
Whole-of-Government emergency planning	<p>Final version of plans formulated to respond to emergencies arising from acts of terrorism, natural disaster or other incidents that have a significant impact on the State and its residents.</p>	<p>DA2248 / 08.0.09.01 (Planning (Security and emergency management))</p> <p>Permanent.</p>