

**Disposal Schedule
for the
Department of State Growth**

Disposal Authorisation No. 2442

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INTRODUCTION

Archives legislation

The *Archives Act 1983* 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 the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au , or phone 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2442

Title: Disposal Schedule for Department of State Growth

Authorisation:

Under Section 20 (2) (b) of the Archives Act 1983, 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

Document Development History
Build Status

Version	Date	Author	Reason	Sections
1.0	July 2014	Deborah Drinkell	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
		This is the first release of this document.

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office 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, or once certain requirements have been met.

Coverage

This schedule covers functional records of the Department of State Growth.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* 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.

Permanent records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

Temporary records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

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. The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe 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.

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

Other investigations or inquiries

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

Records relating to indigenous people

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

Native title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of destruction

Central to the accountability process 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 *Archives Act 1983*) 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 on the Tasmanian Archive & Heritage Office website.

<p>01.00.00</p>	<p>COLLECTION DEVELOPMENT & MANAGEMENT This function of collecting, conserving and managing objects, from the Tasmanian Museum and Art Gallery and Arts Tasmania. Collection Development and Management involves:</p> <ul style="list-style-type: none"> • Acquiring objects through purchase (from private individuals, dealers, auction), donation/bequest, gifts, field surveys, or as a transfer of asset. • Researching, registering and documenting details of the object • Conserving and restoring historical objects • De-accessioning and disposing of historical objects that are no longer required • Obtaining licences, permits, approvals and certification to undertake particular action such as holding and discharging firearms • Providing loans of the objects to other organisation • Developing policies and procedures for the management of the collection and other historical material • Inventory <p>Taking inventory and valuing collection objects and other historical material. An object covers the broad range of terminology used to define a Museums, Art Gallery, Library or Records collection. Object can be interjected with words such as but not limited to:</p> <ul style="list-style-type: none"> • Item • Specimen • Piece • Herbarium • Manuscript • Record • Works of Art 	
<p>01.01.00</p>	<p>Acquisition The activities associated with acquiring objects into the collection. This includes records documenting the justification of acquiring an object such as the costs associated with conservation and restoration, preparation, presentation and storage, as well as information regarding the provenance and history of the work and, materials and techniques used to make the object</p>	
<p>01.01.01</p>	<p>Records documenting the receipt of an object not accessioned into the collection and that are returned to the owner.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Object Receipt <p>See COLLECTION MANAGEMENT for receipts of objects that are accessioned into the collection</p>	<p>PERMANENT Retain in Agency</p>
<p>01.02.00</p>	<p>Collection Management The activity of the ongoing management of objects in the entire collection. This encompasses undertaking tasks to conserve research and create knowledge about objects within the collection, or as a collection within its entirety.</p>	

<p>01.02.01</p>	<p>Summary records documenting objects within the collection.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Institution Name • Inventory Number • Object Key Word • Brief Description and/or title • Acquisition/accession, method • Acquired/accessioned, from (person/institution) • Acquisition/accession, date • Permanent location • De-accession date • De-accession method <p>Records may include:</p> <ul style="list-style-type: none"> • Register of Acquisitions 	<p>PERMANENT Retain in Agency</p>
<p>01.02.02</p>	<p>Records of objects which are accessioned into the collection.</p> <p>Records may include</p> <ul style="list-style-type: none"> • Object assessment and acquisition justification • Object Receipts • Acquisitions documents for example negotiations • Agreements • Transfer of ownership • Sale documents • Valuation • Documents that captures the descriptive information of the object such as, contextual, provenance and physical details. <p>See – ACQUISITION for objects that are not accessioned into the collection and returned to the owner</p>	<p>PERMANENT Retain in Agency</p>
<p>01.02.03</p>	<p>Records that capture the movement of objects that have been received by the institution or have been loaned out to another institution. This includes handling instructions, and pre and post loan condition reports.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Tracking sheets • Condition reports • Handling instructions • Log books • Shipping documentation 	<p>PERMANENT Retain in Agency</p>
<p>01.02.04</p>	<p>Records documenting conservation treatment on individual collection items</p>	<p>PERMANENT Retain in Agency</p>
<p>01.02.05</p>	<p>Records documenting implementation of preservation activities applied to the whole collection including:</p> <ul style="list-style-type: none"> • Monitoring the condition of the collection • Rehousing items • Pest control management activities • Summaries of environmental monitoring. 	<p>TEMPORARY Destroy 25 years after date action completed</p>
<p>01.03.00</p>	<p>De-accessioning and Disposal</p> <p>The activity of de-accessioning or disposing of items from a collection. This includes documenting a proposal to de-accession an object and receiving the appropriate approvals to dispose of the object, as well as recording the disposal method that is used.</p>	

<p>01.03.01</p>	<p>Records documenting the proposal to de-accession or dispose of an object and any supporting material, including endorsement from management and records that confirm that the object has been disposed of successfully.</p> <p>See COLLECTION MANAGEMENT for proposals that are denied</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions - For de-accessions which result in contracts or agreements being drawn up</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions - for financial transactions</p>	<p>PERMANENT Retain in Agency</p>
<p>01.04.00</p>	<p>Event and Exhibition Management</p> <p>The development and implementation of events or exhibitions that promote, explore, and educate the community about objects within the collection. This may include the following types of exhibitions; Art exhibitions, educational exhibitions, interpretive exhibitions, historical exhibitions, travelling exhibitions, or online exhibitions. Examples of types of events may include Tours, A night at the Museum or, Family Day.</p> <p>See COLLECTION MANAGEMENT for records relating to the movement of objects on loan, or for an exhibition</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions for records relating to promoting exhibitions</p>	
<p>01.04.01</p>	<p>Records documenting the strategic development, design, establishment and, outcome of significant events or exhibitions, including permanent or travelling exhibitions. Includes events and exhibitions of state, national and international significance.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Exhibition rationale, • Objectives • Methodology • Closure report (includes overall visitor statistics and summary of feedback) • Programs 	<p>PERMANENT</p>
<p>01.04.02</p>	<p>Records documenting the strategic development, design, establishment and, outcome of routine events and exhibitions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Exhibition rationale, • Objectives • Methodology • Closure report • Programs 	<p>TEMPORARY Destroy 10 years after date action completed</p>
<p>01.04.03</p>	<p>Records documenting the operational implementation and administration of exhibitions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Implementation plan • Liaison with stakeholders • Design and installation plans • Visitor Number Log Books • Feedback forms • Bookings 	<p>TEMPORARY Destroy 10 years after date action completed</p>
<p>01.05.00</p>	<p>Governance</p> <p>The activity of developing policies that will provide guidelines on how to acquire and dispose of objects from a collection.</p>	

01.05.01	<p>Approved policies that provide a clear framework on accepting or de-accessioning objects within the collection as well as policies about the ongoing care of objects and the collection.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Acquisition Policy <p>See DA2157 Disposal Schedule for Common Administrative Functions - for operational and strategic policies.</p>	PERMANENT
01.05.02	<p>Records documenting the development phase of the collection policies.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Working Papers • Reference material 	TEMPORARY Destroy 2 years after date action completed
02.00.00	<p>ECONOMIC AND INDUSTRY DEVELOPMENT</p> <p>The function relating to the activities and processes undertaken with the intention to make Tasmania more innovative and competitive; facilitate the growth of industries and sectors considered crucial to Tasmania's future prosperity, and enhance the prosperity of Tasmania's regions.</p> <p>Activities include planning for the development of the Tasmanian economy, regions, industries or sectors as well as designing, implementing and monitoring programs that help the initiatives of these plans be realised.</p>	
02.01.00	<p>Development and Planning</p> <p>The development of strategic plans and policies related to the economic development of industries and sectors and regions. Includes the development of plans for particular industries that are designed to make industries more innovative, competitive or attractive on a local, national or international scale.</p> <p>Also includes the development of plans, discussion and research papers on which industries and technologies should be prioritised, invested in, advocated or adopted to make the Tasmanian economy more innovative, dynamic and competitive.</p>	
02.01.01	<p>Final version of plans for economic development that are approved by the Minister or endorsed by the department.</p> <p>Records may include;</p> <ul style="list-style-type: none"> • Tasmanian Economic Development Plan • Regional Economic Development Plans • Sector Development Plans • Industry Development Plans • Industry Strategies • Sector Strategies • Regional Strategies • Sector Summaries <p>See DA2157 Disposal Schedule for Common Administrative Functions for Corporate, Strategic and Team plans.</p>	PERMANENT
02.01.02	<p>Records that are created as part of the development phase of plans for economic development.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Draft working papers, • Statistical analysis. 	TEMPORARY Destroy 10 years after action completed

02.01.03	<p>Supporting material that is used in the formulation of any economic development plans.</p> <p>Records may include;</p> <ul style="list-style-type: none"> • qualitative and quantitative data • economic input-output model. 	<p>TEMPORARY Destroy 2 years after action completed</p>
02.02.00	<p>Governance The activities associated with the development and implementation of a governance framework that outlines how to measure progress and provides quality information to support effective decision making.</p> <p>See MONITORING AND REVIEW for records documenting the progress of economic development</p>	
02.02.01	<p>Records documenting the development of the core principles and preliminary indicators used to establish and measure the outcome and results of plans for economic development.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Toolkits, • Key performance indicators, • Reporting framework 	<p>TEMPORARY Destroy 15 years after action completed</p>
02.03.00	<p>Implementation This activity relates to the execution of the plans for economic development.</p> <p>For records regarding the implementation of project or programme initiatives outlined in the plans for Economic, Industry and Regional Development see DA2157 or the Agency Specific Retention and Disposal Schedule for the lead agency, agency or, sub-agency responsible.</p> <p>For records regarding the undertaking to implement the initiatives by the Department of Economic Development, Tourism and the Arts or Department of State Growth use Programs</p>	
02.04.00	<p>Monitoring and Review The activities associated with monitoring the ongoing process of the plans for economic development to ensure goals and objectives are being achieved. This includes the activities associated with reviewing and amending the plans for economic development as a result of outcomes from the monitoring process.</p> <p>This includes reporting on targets and whether or not they have been achieved and if the targets have been achieved within the original timeframe.</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions for progress, status and administrative reports relating to the implementation of plans for economic development.</p>	
02.04.01	<p>Records documenting the effectiveness and evaluation of the implementation of the plan for economic development (includes Industry, Sector and Regional Plans).</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Industry/Sector Snapshots, • Reports, • Sector Profile Summary, • Audit Reports, • Action Plan Updates 	<p>PERMANENT</p>
02.04.02	<p>Records that document the development phase of the review and monitoring process.</p> <p>Records may include;</p> <ul style="list-style-type: none"> • source material that is used for statistical purpose 	<p>TEMPORARY Destroy 2 years after date action completed</p>

02.05.00	Programs The development, implementation and review of programs that directly relate to economic development and will benefit Tasmanian industries, sectors or regions by improving their competitiveness and providing the skills to become more innovative and dynamic.	
02.05.01	Records documenting the development, design, establishment and outcome of programs, that significantly increase the economic development and output for Tasmania, or becomes a controversial program in the public domain. Records may include: <ul style="list-style-type: none"> • Program rationale, • Objectives • Methodology • Closure report 	PERMANENT
02.05.02	Records documenting the development, design, establishment and outcome of programs that have a minor influence on the economic development and output for Tasmania.	TEMPORARY Destroy 10 years after date action completed
02.05.03	Records documenting reviews on programs that have significantly increased Tasmanians economic development or economic output. This also includes reviews of programs that have created public controversy.	PERMANENT
02.05.04	Records documenting reviews on programs that have a minor influence on the economic development and output for Tasmania.	TEMPORARY Destroy 7 years after date action completed
02.05.05	Records documenting the implementation and administration of programs. Records may include: <ul style="list-style-type: none"> • Implementation plan • Liaison with stakeholders. 	TEMPORARY Destroy 5 years after date action completed
03.00.00	FINANCIAL ASSISTANCE The management of grants, loans, subsidies and 'in kind support' to community, businesses and individuals, offered by the Department of State Growth, Tourism Tasmania and, Arts Tasmania. This includes ongoing programs or on a case by case basis. The activities associated with financial assistance include the development of the assistance such as developing the guidelines and eligibility criteria to the receipt and assessment of applications. The Financial Assistance function is managed in the following process order: <ul style="list-style-type: none"> • Governance – the overarching principles that are created outlining what the Department is trying to achieve with these packages and how they will evaluate all submissions for all packages equally. • Development – how each individual financial assistance package will operate • Assessment – The decision documents that are created as a result of reviewing all the applications that are submitted as a collective for each package. (The individual applications will go on the case files under Management). • Review – reviewing the effectiveness of financial assistance packages • Management – the individual case file management of each application 	
03.01.00	Assessment The task of assessing financial assistance proposals and their respective proponents against the governance frameworks	

03.01.01	<p>Records and documents created that evaluate the financial assistance proposals and their respective proponents. This also includes the outcome of the evaluation and if the proposal is approved or denied.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Ministerial • Selection Reports • Briefing Notes <p>See MANAGEMENT for applications that were successful</p>	PERMANENT
03.01.02	<p>Records and documents received by the department during the application process for financial assistance that was not proceeded with.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Application form • Completed plan template • Financial statements <p>See MANAGEMENT for applications that were successful</p>	TEMPORARY Destroy 5 years after date action completed
03.02.00	<p>Development The development of a grant, loan, subsidy or 'in kind support'. This includes the objective and purpose and how the assistance will be administered as well as documenting the benefit to the Tasmanian economy or community.</p>	
03.02.01	<p>A summary register of financial assistance programs (grants and loans).</p> <p>Summary Register may include:</p> <ul style="list-style-type: none"> • Program Name • Objectives and Outcomes • Start Date • End Date 	PERMANENT
03.02.02	<p>Records created to outline the purpose and management of each Financial Assistance package.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Background about the Grant/Loan – clear link to Government Policy/Strategy • Objective/Aim • Applicant/Project Eligibility • Ineligibility • Funding outline • Timeframe • Assessment Criteria • Application Process • Terms and Conditions • Disclaimer • Monitoring and Evaluation Guidelines 	TEMPORARY Destroy 7 years after date action completed
03.02.03	<p>Records produced during the development phase of the financial assistance package. Includes justification of the package.</p>	TEMPORARY Destroy 2 years after date action completed
03.03.00	<p>Governance Documentation that is created to guide both the development of financial assistance programs as well as the provision of financial assistance on a case by case basis.</p>	

03.03.01	<p>Records documenting the methodology used to make informed decision making when assessing and providing financial assistance to the private sector.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Frameworks • Guidelines • Financial Assistance Principles 	PERMANENT
03.04.00	<p>Management</p> <p>The monitoring and ongoing facilitation of approved financial assistance. This includes the management of the funding agreement which is a legally enforceable agreement in writing, setting out the terms and conditions regarding the establishment and administration of the financial assistance.</p>	
03.04.01	<p>Financial assistance documentation that is created and/or received to assist with the overall management of a loan or grant that were administered by the agency as a result of the War Service Land Settlement Scheme, the Closer Settlement Scheme, Disaster Recovery, industry 'bail-outs', written off loans and which are greater than \$50 000 that have a high risk assessment.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Financial Statements • Loan Drawdown Application • Loan Closure documentation • Grant Deed • Funding Agreement • Correspondence • Acquittal and Closure Reports 	PERMANENT
03.04.02	<p>Financial assistance documentation that is created and/or received to assist with the overall management of a loan or grant that is greater than \$50 000 and has a medium to low risk assessment.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Correspondence • Financial Statements • Loan Drawdown Application • Loan Closure documentation • Grant Deed • Funding Agreement • Acquittal and Closure Reports. 	<p>TEMPORARY</p> <p>Destroy 25 years after date action completed</p>
03.04.03	<p>Financial assistance documentation that is created and/or received to assist with the overall management of a loan or grant. This includes financial assistance that is less than \$50 000.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Correspondence • Financial Statements • Loan Drawdown Application • Loan Closure documentation • Grant Deed • Funding Agreement • Acquittal and Closure Reports 	<p>TEMPORARY</p> <p>Destroy 15 years after date action completed</p>

03.05.00	<p>Review Reviewing the financial assistance packages to ensure the outcomes are being realised and to ensure that the assistance is being administered efficiently, effectively and fairly.</p>	
03.05.01	<p>Records documenting the findings of a grant or loan program review.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Evaluation documentation • Reports 	<p>TEMPORARY Destroy 7 years after date action completed</p>
04.00.00	<p>MARKETING TASMANIA The function of delivering marketing campaigns and material that drive benefits for Tasmania from domestic and international sectors and industries. This encompasses campaigns that promote Tasmania as a tourist destination as well as information that is developed to attract businesses or events to Tasmania.</p> <p>For Tourism industry plans see 02.00.00 ECONOMIC AND INDUSTRY DEVELOPMENT</p> <p>For advisory committees and boards see DA 2157 Disposal Schedule for Common Administrative Functions</p> <p>For records relating to the marketing of agency activities see DA 2157 Disposal Schedule for Common Administrative Functions</p>	
04.01.00	<p>Campaign and Product Development The process of analysing and selling products and services in order to promote the activities or services of Tasmania to a local, interstate or international audience. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p>	
04.01.01	<p>Campaigns – Design The brief and final design of major campaigns designed to promote Tasmania as a tourist destination or a business investment location to interstate and overseas audiences.</p> <p>Includes campaigns concerning</p> <ul style="list-style-type: none"> • Regional Tasmania • Product sectors • Niche industries • Individual events such as sporting or cultural events or music festivals. <p>For reference material and supporting documentation see DA2158 Short Term Value Records</p>	<p>PERMANENT</p>
04.01.02	<p>Campaigns –Design The brief and final design of minor campaigns designed to promote Tasmania as a tourist destination or a business investment location to interstate and overseas audiences.</p> <p>Includes campaigns concerning</p> <ul style="list-style-type: none"> • Regional Tasmania • Product sectors • Niche industries • Individual events such as sporting or cultural events or music festivals. <p>For reference material and supporting documentation see DA2158 Short Term Value Records</p>	<p>TEMPORARY Destroy 10 years after date action completed</p>

04.01.03	<p>Campaigns – Planning and Review Records relating to the planning and administration of campaigns as well as the review of campaigns.</p> <p>Includes liaison about the design and development of campaign materials, the forms of media that the campaign should be conducted through and other activities relating to the delivery of a campaign.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
04.01.04	<p>Product Development and Awareness The planning, development and management of packaged promotional products working in conjunction with the industry and operator contacts.</p> <p>These products are often developed in connection with event such as sporting or cultural events.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Itineraries • Permits • Media releases • Articles • Newspaper editorials • Media kits 	<p>TEMPORARY Destroy 7 years after date action completed</p>
04.02.00	<p>CONSUMER RESEARCH The activities involved in analysing, determining, and measuring, tourism activities.</p> <p>This includes evaluating marketing initiatives to determine how they are performing, and sharing these results with the tourism industry.</p>	
04.02.01	<p>Reporting The publication and sharing of research findings where the outcomes have provided insights into how to market Tasmania or the outcome of a marketing initiative.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Benchmark study findings 	<p>TEMPORARY Destroy 10 years after date action completed</p>
04.02.02	<p>Collection, Analysis and Monitoring Records documenting the collection and analysis of data for marketing research purposes.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • raw data • surveys • photo point assessments taken over a period of time • working documents • background papers • research reports 	<p>TEMPORARY Destroy 7 years after date action completed</p>
04.03.00	<p>PROGRAMS The development, implementation and review of programs that directly relate to promoting Tasmania as a tourist destination or a business investment opportunity This includes the development of tourism industry exhibitions or ‘expos’.</p>	
04.03.01	<p>Records documenting the development, design and establishment and outcome of programs.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Program rationale, • Objectives • Methodology • Closure report 	<p>TEMPORARY Destroy 25 years after date action completed</p>

04.03.02	Records documenting program reviews that result in substantial changes to the purpose and content of a program.	TEMPORARY Destroy 25 years after date action completed
04.03.03	Records documenting program reviews that do not result in substantial changes to the purpose and content of a program.	TEMPORARY Destroy 7 years after date action completed
04.03.04	Records documenting the implementation and administration of programs. Records may include: <ul style="list-style-type: none"> • Implementation plan • Liaison with stakeholders. 	TEMPORARY Destroy 5 years after date action completed
05.00.00	RESEARCH	
	The function of increasing knowledge of natural history and cultural history through scientific investigation. Includes the management of research priorities, research activities and fieldwork.	
05.01.00	Assessment The activity of justifying the reason to undertake a research project. This includes supporting documentation such as permits and licenses that are required to be obtained for regulatory purposes to undertake research, for example taking specimens from National Parks.	
05.01.01	Summary record of research proposals. Summary Register may include the following details: <ul style="list-style-type: none"> • research details; • synopsis of project; • category of risk; • date project commenced; • date of completion (or expected date) • status 	PERMANENT
05.01.02	Records documenting research proposals submitted for approval, includes gaining permission to collect specimens for research and preservation purposes from Crown or Private land. Records may include: <ul style="list-style-type: none"> • the detailed project proposal; • annual project reports; and • applications for ethical clearances (where required) • Licenses • Permits • Includes both the applications that are approved and not approved. 	TEMPORARY Destroy 15 years after date action completed
05.02.00	Collection, Analysis and Monitoring Records documenting the collection, observation, recording and analysis of research results. These records could be created as a result of field work, experiments, background data, specimen collection and, clinical trials.	

<p>05.02.01</p>	<p>Records documenting the collection and analysis of data for clinical trials on humans, endangered species or objects.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • raw data • photo point assessments taken over a period of time • working documents • background papers • research reports 	<p>TEMPORARY Destroy 15 years after date action completed</p>
<p>05.02.02</p>	<p>Records documenting the collection and analysis of routine data for research purposes.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • raw data • photo point assessments taken over a period of time • working documents • background papers • research reports 	<p>TEMPORARY Destroy 5 years after date action completed</p>
<p>05.03.00</p>	<p>Reporting The activity of producing written articles and papers documenting the outcome of the research. Includes articles and papers in publications, newspapers, magazines, scientific journals and catalogues.</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions for formal reporting requirements</p>	
<p>05.03.01</p>	<p>Records documenting research findings where the research outcomes have changed the direction or understanding of the field of study and / or discipline, also including findings that are mandated as permanent records by the Code of Ethics from the discipline of research</p> <p>Records may include;</p> <ul style="list-style-type: none"> • Final reports • Articles in external publications 	<p>PERMANENT</p>
<p>05.03.02</p>	<p>Records documenting research findings where the research outcomes have added to the body of research in the field but have not resulted in changes.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Benchmark study findings • findings that set Key Performance Indicators (KPI's) 	<p>TEMPORARY Destroy 25 years after date action completed</p>