

**Disposal Schedule  
for  
Functional records of the  
Electricity Supply Industry  
Expert Panel**

**Disposal Authorisation No. 2370**

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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](mailto:gisu@education.tas.gov.au), phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2370**

**Title:** Disposal Schedule for Functional records of the Electricity Supply Industry Expert Panel

**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
2.0	25-06-2015	Christine Woods	Template	All
1.0	05-04-2011	TAHO	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

## **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 Electricity Supply Industry Expert Panel.

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.

<b>01.00.00</b>	<b>ELECTRICITY REFORM</b> The activities associated with the <i>Electricity Supply Industry Expert Panel Act 2010</i> and the function of conducting the review as specified in the Act. Includes the Electricity Supply Industry Expert Panel work program.	
<b>01.01.00</b>	<b>Addresses (ELECTRICITY REFORM)</b> The activity of giving addresses for the Electricity Supply Industry Expert Panel purposes. Includes speeches and multi-media presentations.	
01.01.01	Final versions of addresses and other public information released by the Electricity Supply Industry Expert panel relating to issues of State significances or presented at major public functions.	PERMANENT
01.01.02	Final versions of addresses and other public information not described in 01.01.01.	TEMPORARY Destroy 2 years after action completed
01.01.03	Records documenting the preparation of addresses and speeches including input into ministerial speeches.	TEMPORARY Destroy 2 years after action completed.
<b>01.02.00</b>	<b>Advice (ELECTRICITY REFORM)</b> The activities associated with offering opinions and advice by the Electricity Supply Industry Expert Panel as to an action or judgement. Includes the process of advising on Electricity Industry Expert Panel decisions.  <i>See 01.03.00 for seeking of advice, opinions, and information from the community or key stakeholders</i>  <i>See 01.09.00 for reports produced by the Electricity Industry Expert Panel</i>  <i>See 02.01.00 for the provision of advice to the Electricity Industry Expert Panel by the Secretariat.</i>	
01.02.01	Records documenting the advice provided to key stakeholders and the community.	TEMPORARY Destroy 7 years after action completed
<b>01.03.00</b>	<b>Consultation (ELECTRICITY REFORM)</b> The activities associated with seeking advice, opinions or information from key stakeholders and the community. Includes meetings and discussion papers.  <i>See 01.09.00 – REPORTING – for reports produced by the Electricity Industry Expert Panel.</i>	
01.03.01	Records documenting the seeking of advice, opinions and information from key stakeholders.	TEMPORARY Destroy 7 years after action completed.
01.03.02	Records documenting the seeking of advice, opinions and information from the community.	TEMPORARY Destroy 5 years after action completed
01.03.03	Records documenting the conduct and administration of meetings held in the consultation process.	TEMPORARY Destroy when reference ceases.



<b>01.04.00</b>	<b>Contracting-Out (ELECTRICITY REFORM)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.  <i>See 01.13.00 for the process of receiving and assessing tenders from potential contractors.</i>	
01.04.01	Contracts registers	PERMANENT
01.04.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul> <i>See 01.04.01 for contracts under seal</i>	TEMPORARY Destroy 7 years after expiry of contract.
01.04.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy</li> <li>• Terms and conditions</li> <li>• Performance and evaluations reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>01.05.00</b>	<b>Hearings (ELECTRICITY REFORM)</b> The process of a meeting by the Electricity Supply Industry Expert Panel, at which evidence is presented from key stakeholders or the community.  <b>NOTE:</b> For the purpose of the <i>Electricity Supply Industry Expert Panel Act 2010</i> a hearing is taken to be a meeting of the panel  <i>See 01.09.00 for Reports produced by the Panel.</i>	
01.05.01	Records documenting the notice of public hearings, information requested and provided to the hearing	TEMPORARY Destroy 7 years after action completed
<b>01.06.00</b>	<b>Investigations (ELECTRICITY REFORM)</b> Investigations into the supply of the information provided to the Electricity Supply Industry Expert panel  <i>See 01.09.00 for Reports produced by the Panel</i>  <i>See 01.08.00 for litigation lawsuits or legal proceedings.</i>	
01.06.01	Records documenting the activities with investigations into the supply of information provided to the Electricity Supply Industry Expert Panel that	PERMANENT
<b>01.07.00</b>	<b>Liaison (ELECTRICITY REFORM)</b> The activities associated with maintaining regular contact between the Electricity Supply Industry Expert Panel and professional associations in related fields.	
01.07.01	Records documenting liaison activities including exchange of information not relating to Electricity Reform	TEMPORARY Destroy 2 years after action completed
<b>01.08.00</b>	<b>Litigation (ELECTRICITY REFORM)</b> The activities involved in managing lawsuits or legal proceedings for an offence against the <i>Electricity Supply Industry Expert Panel Act 2010</i> or Chapter XII of Part III of the <i>Criminal Code Act 1924</i> .	
01.08.01	Records documenting litigation matters that result in a legal precedent.	PERMANENT
01.08.02	Records documenting litigation matters that do not result in legal precedent.	TEMPORARY Destroy 7 years after action completed

<b>01.09.00</b>	<p><b>Reporting (ELECTRICITY REFORM)</b>                  The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of legislation) and to provide formal statement to findings of the result of the examination or investigation.</p> <p><i>See 01.12.00 for submissions to the Panel in respect of the draft report</i></p> <p><i>See 02.03.00 for reports included in the Panel's agenda papers.</i></p>	
01.09.01	Copy of the Final Report submitted to Parliament and prepared by or for the Electricity Supply Industry Expert Panel on the investigations into the electricity industry; and business and governance. Includes interim and/or draft reports	PERMANENT
01.09.02	Information papers prepared by or for the Electricity Supply Industry Expert Panel on the elements of the Terms of Reference	PERMANENT
<b>01.10.00</b>	<p><b>Representations (ELECTRICITY REFORM)</b>                  The process of handling correspondence and preparing responses addressed to the Electricity Supply Industry Expert Panel from individuals and organisations concerning reactions to, or on the Electricity Supply Industry Expert Panel</p> <p><i>See 01.12.00 for submissions presented to the Electricity Supply Industry Expert Panel.</i></p>	
01.10.01	Records documenting reactions and replies to individuals and organisations on the Electricity Supply Industry Expert Panel.	TEMPORARY Destroy 7 years after action completed.
<b>01.11.00</b>	<p><b>Research (ELECTRICITY REFORM)</b>                  The activities involved in investigating or enquiring into a subject area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc.</p>	
01.11.01	Records documenting research carried out to support the Electricity supply Industry Expert Panel.	TEMPORARY Destroy 5 years after action completed
<b>01.12.00</b>	<p><b>Submissions (ELECTRICITY REFORM)</b>                  The receipt of a formal statement supporting a case or opinion held by the community or key stakeholders in relation to the electricity supply industry in Tasmania.</p> <p><i>See 01.09.00 for reports produced by the Panel</i></p>	
01.12.01	Submissions and supporting documentation made to the Electricity Supply Industry Expert Panel by key stakeholders and the community.	PERMANENT
<b>01.13.00</b>	<p><b>Tendering (ELECTRICITY REFORM)</b>                  The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchases of goods, or for the production of work.</p> <p><i>See 01.04.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor</i></p>	
01.13.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed

01.13.02	Records documenting the unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed
01.13.03	Tender Register	TEMPORARY Destroy 7 years after last entry
<b>02.00.00</b>	<b>PANEL SUPPORT</b> The activities associated with the administrative support to, and operations of, the Electricity Supply Industry Expert Panel. Includes appointment of panel members, remuneration, terms of reference, proceedings, minutes, reports, agendas, etc.	
<b>02.01.00</b>	<b>Advice (PANEL SUPPORT)</b> The activities associated with offering opinions by the Electricity Supply Industry Expert Panel. Secretariat as to an action or judgement	
02.01.01	Records documenting the advice provided to the Electricity Supply Industry Expert Panel including: <ul style="list-style-type: none"> <li>• Discussion papers</li> <li>• Briefing papers</li> <li>• Strategy/option papers</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.02.00</b>	<b>Appointments (PANEL SUPPORT)</b> The activities associated with the appointment or resignation of Electricity Supply Industry Expert Panel members including remuneration.	
02.02.01	Records documenting the nomination, appointment, resignation or terminations and remuneration of Panel members.  <i>See DA2157 for payment of remuneration</i>	PERMANENT
<b>02.03.00</b>	<b>Panel Meetings (PANEL SUPPORT)</b> Activities associated with meetings held to formulate, discuss, update or resolve issues and matters pertaining to the Electricity Supply Industry Expert Panel. Also includes the activities associated with providing administrative support for these meetings.  <b>Note:</b> This activity includes terms of reference, agenda papers and final versions of minutes, plans and reports presented to the Panel.  <i>See 02.06.00 for Secretariat Meetings</i>	
02.03.01	Master set of minutes and agenda papers of Panel meetings including reports incorporated in agenda papers.	PERMANENT
02.03.02	Records documenting administrative arrangements for the Panel. These may include: <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• routine correspondence</li> <li>• catering</li> <li>• accommodation arrangements</li> <li>• travel arrangements</li> </ul>	TEMPORARY Destroy when reference ceases.
<b>02.04.00</b>	<b>Planning (PANEL SUPPORT)</b> The process of formulating ways in which objectives can be achieved.	
02.04.01	Final versions of the Electricity Supply Industry Expert Panel plans.	PERMANENT
02.04.02	Records documenting the development and revisions of Electricity Supply Industry Expert Panel plans	TEMPORARY Destroy 7 years after action completed

<b>02.05.00</b>	<b>Reporting (PANEL SUPPORT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external, or as a requirement of legislation) and to provide formal statement to findings of the result of the examination or investigation.	
02.05.01	Records documenting reports provided to the Panel which can include: <ul style="list-style-type: none"> <li>• Routine reports; and</li> <li>• Specific reports on request</li> </ul> <p><i>See 02.03.01 for reports included in agenda papers</i></p> <p><i>See 01.09.00 for reports which have significant importance to the Electricity Supply Industry Expert Panel</i></p>	TEMPORARY Destroy 7 years after action completed
<b>02.06.00</b>	<b>Secretariat Meetings (PANEL SUPPORT)</b> The activities associated with ad hoc gatherings held to formulate, discuss update, or resolve issues and matters pertaining to the Electricity Supply Industry Expert Panel Secretariat function. Includes arrangements, agendas, taking of minutes, etc.	
02.06.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 5 years after action completed.