

**Disposal Schedule  
for  
functional records of the  
Tasmanian Home Education  
Advisory Council (THEAC)**

**Disposal Authorisation No. 2439**

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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) or by phoning 03 6165 5581.

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2439**

**Title:** Disposal Schedule for functional records of the Tasmanian Home Education and Advisory Council

**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	19-05-2014	David Bloomfield	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
		<i>This is the first release of this document.</i>

## **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 Tasmanian Home Education Advisory Council (THEAC).

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>COMMUNITY AND GOVERNMENT LIAISON</b> The function of the Council acting as a reference point for the general community and other government departments.	
<b>01.01.00</b>	<b>Advice (COMMUNITY AND GOVERNMENT LIAISON)</b> Legal advice provided by the Department of Education's legal services to the Council.	
01.01.01	Legal opinions, advice and interpretations of legislation provided to the Council.	PERMANENT
<b>01.02.00</b>	<b>Complaints (COMMUNITY AND GOVERNMENT LIAISON)</b> The activities associated with handling complaints received from the general community.	
01.02.01	Records documenting complaints which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• change policy or legal issues</li> <li>• raise issues requiring broader follow-up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul>	PERMANENT
01.02.02	Records documenting complaints which do <u>not</u> create a precedent, change policy or legal issues, raise issues requiring broader follow up, contain qualified legal opinion or lead to procedural changes	TEMPORARY Destroy 7 years after action completed
<b>01.03.00</b>	<b>Enquiries (COMMUNITY AND GOVERNMENT LIAISON)</b> The activities associated with the handling of requests for information by the general community and other government departments.	
01.03.01	Records of surveys requested by the Minister of Education, such as reasons for home educating children.	PERMANENT
01.03.02	Records documenting enquiries from other government departments requesting information about students, including from <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Department of Health and Human Services</li> <li>• CPAARS (Child Protection Advice and Referral Service)</li> <li>• Social Workers</li> <li>• Principals</li> <li>• Department of Education</li> </ul>	TEMPORARY Destroy once the student has reached 25 years of age.
01.03.03	Records documenting enquiries requesting general information about the Council's products and services. Includes families considering home education.  <i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed
<b>02.00.00</b>	<b>FINANCIAL MANAGEMENT</b> The function of managing funding received by the Council.  <i>See the Disposal Schedule for Common Administrative Functions (DA No. 2157) FINANCIAL MANAGEMENT for all other financial records of the Council</i>	
<b>02.01.00</b>	<b>Funding (FINANCIAL MANAGEMENT)</b> The activities associated with funding the Council and its activities. Includes application and associated correspondence, receipts/advices, financial audits, statements of receipts and payments, and submissions for increases to funding.	

02.01.01	Records documenting applications for grants by the Council. Includes: <ul style="list-style-type: none"> <li>records documenting the receipt of grant funds and the administration of funds.</li> <li>records documenting agency compliance in grant applications with mandatory accountability requirements from the Department of Education.</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>03.00.00</b>	<b>GOVERNANCE</b> The function of the Council in its statutory responsibilities to the Minister. Includes policies and procedures.	
<b>03.01.00</b>	<b>Committees (GOVERNANCE)</b> The activities associated with the regular meetings of the Council to discuss home education registration approvals, and any other related matters. Includes minutes, agendas, reports, etc.	
03.01.01	Minutes, agendas, correspondence and other supporting documentation of meetings.	PERMANENT
<b>03.02.00</b>	<b>Policy (GOVERNANCE)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Council's operating procedures are determined.	
03.02.01	Policies and records illustrating the development of policy and documenting policy decisions and the establishment of precedents. Includes, <ul style="list-style-type: none"> <li>Working Party report and recommendation</li> <li>Monitoring Policy</li> <li>Part time home education discussions</li> <li>Arrangements for post compulsory registration</li> <li>THEAC Handbook</li> </ul>	PERMANENT If published these should be transferred by legal deposit according to the <i>Libraries Act 1984</i>
<b>03.03.00</b>	<b>Procedures (GOVERNANCE)</b> Standard methods of operating laid down by the Council according to formulated policy.	
03.03.01	Records documenting the development of Council procedures and final versions of Council manuals and instructions relating to the Council function.  <i>See 03.02.01 for policies and records illustrating the development of policy such as the THEAC Handbook and Monitoring Policy</i>	PERMANENT
03.03.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events. Includes <ul style="list-style-type: none"> <li>Department of Education – Tas Certificate of Education</li> <li>Education Tax Refund</li> <li>Submission to Department of Health and Human Services re parenting payment</li> <li>Schools Registration Board correspondence</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>03.04.00</b>	<b>Reviewing (GOVERNANCE)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
03.04.01	Records documenting the Council's annual performance review process including determination and evaluation of performance indicators and preparation of performance reports.	PERMANENT
03.04.02	Records documenting Council reviews of policies and procedures. Includes drafts, recommendations and advice.	TEMPORARY Destroy 5 years after action completed

<b>03.05.00</b>	<b>Submissions (GOVERNANCE)</b> The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the Council which is submitted to another organisation, or within the Council, for the purpose to either gain or provide support.	
03.05.01	Submissions and supporting documents made to the Minister or government bodies on significant or controversial issues. Includes: <ul style="list-style-type: none"> <li>• submissions to Department of Health &amp; Human Services regarding parenting payment and access to services for home educators.</li> <li>• submissions to the Australian Bureau of Statistics for inclusion in the census.</li> <li>• submissions to the Minister for funding, computers, GST exemption and sales tax exemption.</li> </ul>	PERMANENT
03.05.02	Submissions and supporting documents made to the Minister or government bodies on non-significant or non-controversial issues. Includes submissions to the Minister for approval of the Council handbook.	TEMPORARY Destroy 5 years after action completed
<b>04.00.00</b>	<b>PARENT SUPPORT</b> The function of providing support to parents that is developed and delivered wholly by the Council.  <i>See 06.00.00 for providing liaison and support to families that involves external bodies.</i>	
<b>04.01.00</b>	<b>Meetings (PARENT SUPPORT)</b> The activities associated with providing ad-hoc gatherings for home educating families. Includes picnics, and any other meetings at the Council's discretion.	
04.01.01	Records documenting arrangement of support meetings. Includes information sessions, picnics, etc.	TEMPORARY Destroy 2 years after action completed
<b>04.02.00</b>	<b>Public Relations (PARENT SUPPORT)</b> The activities associated with public relations pertaining to home education. Includes media releases, information sessions, advertising, public relations plans, exhibitions, speeches, etc.	
04.02.01	Records documenting arrangements for provision of information about home education. Includes advertising, media releases, public relations plans and their implementation, and requests to research the Council.	TEMPORARY Destroy 5 years after action completed
<b>04.03.00</b>	<b>Resources (PARENT SUPPORT)</b> The activities associated with acquiring and producing resources for parent support. Includes THEAC's Resource Library, THEAC's application kit, etc.	
04.03.01	Records documenting support resources for home educators including their development and review: <ul style="list-style-type: none"> <li>• Information kit</li> <li>• Resource library</li> <li>• Application kit</li> <li>• Brochures</li> <li>• THEAC's website</li> </ul>	TEMPORARY Destroy when superseded OR 7 years after action completed
<b>04.04.00</b>	<b>Surveying (PARENT SUPPORT)</b> The activities associated with acquiring information about home education through surveys of families and/or their files.	
04.04.01	Records documenting surveys of home educating families that provide general information. Includes 'Life after Home Education' survey	PERMANENT
04.04.02	Records documenting home educators' funding requests.	TEMPORARY Destroy 2 years after action completed

<b>05.00.00</b>	<b>REGISTRATION MANAGEMENT</b> The function of registering home educators in respect of their child/children.	
<b>05.01.00</b>	<b>Approvals (REGISTRATION MANAGEMENT)</b> The activities associated with documenting home education registration approvals. Includes correspondence with the Minister for Education, cover letters, notifications, etc.	
05.01.01	Records documenting notification of new and completed registrations sent to Council members and Learning Services branches.	TEMPORARY Destroy when reference ceases
05.01.02	Covering letters documenting notification of recommendations to the Minister for Education which accompany approval letters to families for signature.	TEMPORARY Destroy when reference ceases
<b>05.02.00</b>	<b>Registering (REGISTRATION MANAGEMENT)</b> The activities associated with home educating family registrations. Includes summary reports and family files.	
05.02.01	Summary report extracted annually from the database of registrations.	PERMANENT
05.02.02	Records documenting the registration of families including: <ul style="list-style-type: none"> <li>• applications</li> <li>• family reports</li> <li>• monitoring reports</li> <li>• approval letters</li> <li>• any other documents pertaining to a family registration</li> </ul>	TEMPORARY Destroy once the youngest child in the family has reached 25 years of age
<b>06.00.00</b>	<b>RESOURCES, BENEFITS AND ENTITLEMENTS MANAGEMENT</b> The function of the Council providing liaison and support to families involving external bodies, such as: <ul style="list-style-type: none"> <li>• Centrelink</li> <li>• NAPLAN</li> <li>• eSchool</li> <li>• Department of Health and Human Services</li> <li>• Australian Bureau of Statistics</li> </ul> <p><i>See 04.00.00 for support to parents that is developed and delivered wholly by the Council.</i></p>	
<b>06.01.00</b>	<b>Checking (RESOURCES, BENEFITS AND ENTITLEMENTS MANAGEMENT)</b> The activities associated with complying with mandatory accountability to which home educating families are subject.	
06.01.01	Records documenting accountability checks with government departments for home educated children. Includes enrolment checks for Youth Allowance and Isolated Children's Allowance from Centrelink.	TEMPORARY Destroy 7 years after action completed
<b>06.02.00</b>	<b>Resources (RESOURCES, BENEFITS AND ENTITLEMENTS MANAGEMENT)</b> The activities associated with enquiries and provision of information to home educating families about entitlements, benefits and resources. Includes general information on family, child and health issues, and home education.	

<p><b>06.02.01</b></p>	<p>Records documenting availability of resources for home educators. Includes</p> <ul style="list-style-type: none"> <li>• Centrelink services such as Youth Allowance, parent participation, Isolated Children’s Allowance.</li> <li>• Spectacle allowance</li> <li>• Bus passes</li> <li>• Access to eSchool materials</li> <li>• Work experience</li> <li>• Library access – both public and university</li> <li>• Aboriginal services</li> <li>• University entrance</li> <li>• NAPLAN testing</li> <li>• Natural learning</li> <li>• Abuse and managing challenging behaviours</li> <li>• Careers and pathway planning</li> <li>• Gifted children</li> <li>• Health issues</li> <li>• Home Education Australia and New Zealand</li> </ul>	<p><b>TEMPORARY</b>                  Destroy when reference ceases</p>
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