

**Disposal Schedule  
for  
Functional records of the Office  
of the State Service  
Commissioner**

**Disposal Authorisation No. 2367**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

Archives legislation	page 4
Schedule elements and arrangement	page 4
Review of the Schedule	page 4
Contacts	page 4

### **AUTHORISATION**

page 5

### **INTERPRETATION**

page 6

Definitions	page 6
Coverage	page 6
Preservation of records	page 6
Permanent records	page 6
Temporary records	page 6
Destruction of records	page 7
Right to Information	page 7
Personal Information Protection	page 7
Other investigations and inquiries	page 7
Records relating to indigenous people	page 7
Native title	page 7
Registration of destruction	page 7

## **FUNCTION & ACTIVITIES**

<b>01.00.00</b>	<b>STATE SERVICE EMPLOYMENT</b>	page 8
01.01.00	Advice	page 8
01.02.00	Appointments	page 8
01.03.00	Committees	page 8
01.04.00	Contracting-Out	page 9
01.05.00	Delegations	page 10
01.06.00	Directions	page 10
01.07.00	Enquiries	page 10
01.08.00	Essential Requirements	page 10
01.09.00	Evaluations	page 10
01.10.00	Investigations	page 11
01.11.00	Liaison	page 11
01.12.00	Marketing	page 11
01.13.00	Meetings	page 11
01.14.00	Policy	page 11
01.15.00	Reporting	page 12
01.16.00	Representatives	page 12
01.17.00	Reviews	page 12
01.18.00	Tendering	page 12

## **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. 2367**

**Title:** Disposal Schedule for Functional records of the Office of the State Service Commissioner

**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	June 2015	Christine Woods	Template	
1.0	29-03-2011	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 Office of the State Service Commissioner.

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>STATE SERVICE EMPLOYMENT</b>	
	The function of upholding, promoting and ensuring adherence to the State Service Principles; evaluating the application within Agencies of practices, procedures and standards in relation to management of, and employment in, the State Service; evaluating the adequacy of systems and procedures in Agencies for ensuring compliance with the Code of Conduct; investigating alleged breaches of the Code of Conduct by Heads of Agencies and to report to the Premier on the results of such investigations; undertaking reviews of actions applied for under Section 50 of the Act; investigate and determine whether an employee is able to efficiently and effectively perform their duties; determining requirements, including qualifications, for the employment of employees or groups of employees in the State Service. Also includes determining the period within which the Commissioner, an officer or an employee, may take action arising under this Act.	
<b>01.01.00</b>	<b>Advice (STATE SERVICE EMPLOYMENT)</b>	
	The activities associated with offering opinions by the Office of the State Service Commissioner as to an action or judgement. Includes the process of advising.	
01.01.01	Records documenting the provision of advice to the Premier or other Government agencies on Ministerial Directions, Commissioners Directions and Determinations	PERMANENT
01.01.02	Records documenting the provision of advice to the Premier or other Government agencies on the Commissioner's statutory responsibilities in relation to employment instructions, probation, terminations and selection procedures.  <i>See 01.01.01 for advice on Ministerial Directions, Commissioners Directions and Determinations</i>	TEMPORARY Destroy 7 years after action completed
<b>01.02.00</b>	<b>Appointments (STATE SERVICE EMPLOYMENT)</b>	
	The activities associated with the processing of applications for conversions, direct selections, fixed term, secondments and transfers made by State Service agencies	
01.02.01	Records documenting conversion applications of fixed term appointments to permanent status and direct selections of permanent employees	TEMPORARY Destroy 7 years after action completed.
01.02.02	Records documenting approvals for fixed term appointments	TEMPORARY Destroy 7 years after action completed.
01.02.03	Records documenting the transfer and secondment of State Service employees within the State Service and to outside organisations	TEMPORARY Destroy 5 years after action completed
01.02.04	Records documenting requests and approvals for advertising exemptions or shorter closing dates under section 39(1) of the <i>State Service Act</i> .	TEMPORARY Destroy 5 years after action completed

<p><b>01.03.00</b></p>	<p><b>Committees (STATE SERVICE EMPLOYMENT)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) Includes the committee’s establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda, etc.   <i>See DA2157 for committees that are not related to the core function of the Office of the State Service Commissioner</i></p>	
<p>01.03.01</p>	<p>Records of internal committees and external committees where the agency has the administrative role and OSSC undertake major work such as the State Service Commissioner’s Advisory Group (SSCAG).                  These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>PERMANENT</p>
<p>01.03.02</p>	<p>Records of internal committees and external committees where the agency has the administrative role and the OSSC does not undertake major work.                  These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p>01.03.03</p>	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed</p>
<p>01.03.04</p>	<p>Records documenting the conduct and administration of committees.</p>	<p>TEMPOARY                  Destroy when reference ceases.</p>
<p><b>01.04.00</b></p>	<p><b>Contracting-Out (STATE SERVICE EMPLOYMENT)</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 01.18.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement</i></p>	
<p>01.04.01</p>	<p>Contract Register</p>	<p>PERMANENT</p>
<p>01.04.02</p>	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• accepted tender submissions</li> <li>• written offers.</li> </ul>	<p>TEMPORARY                  Destroy 13 years after expiry of contract</p>
<p>01.04.03</p>	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• accepted tender submissions</li> <li>• written offers</li> </ul>	<p>TEMPORARY                  Destroy 7 years after expiry of contract</p>
<p>01.04.04</p>	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> <li>• agreements</li> </ul> <p><i>See 01.04.02 or 01.04.03 for contracts</i></p>	<p>TEMPORARY                  Destroy 7 years after end of contract</p>

<b>01.05.00</b>	<b>Delegations (STATE SERVICE EMPLOYMENT)</b> The process of seeking and granting permission to undertake a requested action in accordance with the appropriate powers in the State Service Act such as: <ul style="list-style-type: none"> <li>• Commissioners Delegations</li> <li>• Ministerial Delegations</li> </ul>	
01.05.01	Records documenting delegations of power by the State Service Commissioner to Heads of Agencies	PERMANENT
01.05.02	Records documenting Ministerial delegations of power by the Premier or Minister administering the State Service Act to the State Service Commissioner.	PERMANENT
01.05.03	Records documenting requests by Agencies for delegations of power from the State Service Commissioner	PERMANENT
<b>01.06.00</b>	<b>Directions (STATE SERVICE EMPLOYMENT)</b> Directions issued by the Commissioner or Minister administering the State Service Act which relate to any of their functions under the State Service Act. Includes revocations of part or whole directions.	
01.06.01	Records documenting the Commissioners Directions in relation to his or her statutory functions.	PERMANENT
<b>01.07.00</b>	<b>Enquiries (STATE SERVICE EMPLOYMENT)</b> The activities associated with the handling of requests for information about the Office of the State Service Commissioner and its services by state service employees, general public or other organisations.  <i>See DA No. 2157 for general requests for information</i>  <i>See DA No. 2158 for requests for promotional material</i>	
01.07.01	Records documenting enquiries requesting general information about the office of the State Service commissioner and its products and services.  <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>01.08.00</b>	<b>Essential Requirements (STATE SERVICE EMPLOYMENT)</b> The activities associated with the development of requirements for the employment of individuals and/or groups of employees.	
01.08.01	Records documenting agency's requests for qualifications and pre-employment checks on applicants seeking employment within the State Service.	TEMPORARY Destroy 5 years after action completed
<b>01.09.00</b>	<b>Evaluations (STATE SERVICE EMPLOYMENT)</b> The activities associated with promoting and complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which State Service Agencies are subject this includes monitoring compliance and evaluating the application of practices, procedures and standards in relation to employment in the State Service.	
01.09.01	Records documenting responses to questionnaires and surveys requested by the State Service commissioner from State Service employees  <i>See 01.15.00 for final reports summarising findings</i>	TEMPORARY Destroy 5 years after action completed

01.09.02	Records documenting and monitoring compliance and evaluating the application of the State Service principles and code of conduct within the service which includes: <ul style="list-style-type: none"> <li>• Recruitment Programs</li> <li>• Performance Management Programs</li> <li>• Diversity Programs and</li> <li>• Internal Grievance Programs and agency’s responses</li> <li>•</li> </ul> <p><i>See 01.15.00 for final reports summarising findings</i></p>	TEMPORARY Destroy 7 years after action completed
<b>01.10.00</b>	<b>Investigations (STATE SERVICE EMPLOYMENT)</b> The activities associated with investigations into breach of code of conduct, inability to perform duties or other investigations requested by the Minister responsible for the State Service Act.	
01.10.01	Records documenting the investigations into an alleged breach of the Code of Conduct by Head of Agency. or the inability of a Head of Agency to perform or other requests by the Minister responsible for the State Service Act which have been proven to be in breach.	TEMPORARY Destroy 7 years after action completed
01.10.02	Records documenting the investigations into an alleged breach of the Code of Conduct by Head of Agency or the inability to perform or other requests by the Minister responsible for the Sate Service Act which have been unproven to be in breach	TEMPORARY Destroy 2 years after action completed
<b>01.11.00</b>	<b>Liaison (STATE SERVICE EMPLOYMENT)</b> The activities associated with maintaining regular general contact between the State and Federal Government, Professional Associations, private sector organisations and community groups.	
01.11.01	Records documenting liaison activities including exchanges of information	TEMPORARY Destroy 5 years after action completed
<b>01.12.00</b>	<b>Marketing (STATE SERVICE EMPLOYMENT)</b> The activities associated with increasing awareness about the State Service principles, programs and services affecting State Service employees.	
01.12.01	Records documenting administrative arrangements to promote services and programs	TEMPORARY Destroy 2 years after action completed
01.12.02	Records documenting competitions and awards promoting services and programs	TEMPORARY Destroy 5 years after action completed
<b>01.13.00</b>	<b>Meetings (STATE SERVICE EMPLOYMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agendas, taking of minutes, etc. Excludes meetings of committees, task forces, etc.  <i>See 01.03.00 for committees</i>	
01.13.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed.
<b>01.14.00</b>	<b>Policy (STATE SERVICE EMPLOYMENT)</b> The activities associated with developing and establishing policy decisions relating to the State Service Employment function.	
01.14.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT

<b>01.15.00</b>	<b>Reporting (STATE SERVICE EMPLOYMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.	
01.15.01	Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed
01.15.02	Final versions of formal internal and external reports prepared by or for the agency, such as the Tasmanian State Service Employee Survey.  <i>See DA No. 2157 for final version of Annual Reports</i>	PERMANENT
01.15.03	Statistical information collected by or for the agency relating to major personnel activities of the Employees of the State Service that is not included in 01.15.01	TEMPORARY Destroy 5 years after action completed
01.15.04	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>01.16.00</b>	<b>Representatives (STATE SERVICE EMPLOYMENT)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.	
01.16.01	Records documenting the nomination, appointment and resignation or termination of representatives.	TEMPORARY Destroy 2 years after appointment ceases.
<b>01.17.00</b>	<b>Reviews (STATE SERVICE EMPLOYMENT)</b> The process of undertaking reviews applied for under section 50 of the <i>State Service Act 2000</i> . Includes the formulation of review panels and the conduct of investigations associated with the review.	
01.17.01	Records documenting investigations or reviews in regard to appointment process, merit process or State Service action, Code of Conduct, inability, internal grievances, discipline, harassment and suspension matters.	TEMPORARY Destroy 7 years after action completed.
<b>01.18.00</b>	<b>Tendering (STATE SERVICE EMPLOYMENT)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 01.06.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
01.18.01	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.
01.18.02	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.
01.18.03	Tender Register	TEMPORARY Destroy 7 years after last entry.