

**Disposal Schedule  
for  
functional records of the  
Tasmanian Community Fund**

**Disposal Authorisation No. 2434**

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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. 2434**

**Title:** Disposal Schedule for functional records of the Tasmanian Community Fund

**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
I	05-02-2014	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 Community Fund.

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>TASMANIAN COMMUNITY FUND</b> The function of providing funding to community organisations by the Tasmanian Community Fund (TCF) under the provisions of the Tasmanian Community Fund Act 2005 includes the administration of grants provided to community organisations that make a difference by enhancing well-being and improving social, environmental and economic outcomes for the Tasmanian Community. Also includes administrative support provided to the TCF.	
<b>01.01.00</b>	<b>Addresses (TASMANIAN COMMUNITY FUND)</b> The activity of giving addresses for Tasmanian Community Fund purposes. Includes speeches and multi-media presentations.	
01.01.01	Final versions of addresses and other public information released by the Tasmanian Community Fund relating to significant issues or presented at major public functions.	PERMANENT
01.01.02	Final versions of addresses and other public information relating to non-significant issues or presented at minor public functions.	TEMPORARY Destroy 2 years after action completed
01.01.03	Records documenting administrative arrangements with the media including preparation and issuing of media releases, organising interviews and media coverage of Tasmanian Community Fund events or promotions.	TEMPORARY Destroy 5 years after action completed
<b>01.02.00</b>	<b>Advice (TASMANIAN COMMUNITY FUND)</b> The activities associated with offering opinions by or to the Tasmanian Community Fund Board as to an action or judgement. Includes responses to requests for advice or comment. Includes the process of advising.  <i>See DA2157 10.01.00 for legal opinions and advice</i> <i>See 01.06 00 CONSULTATION for records associated with seeking advice, opinions or information from key stakeholders and the community.</i>	
01.02.01	Records documenting advice provided to the Premier, Cabinet, other government agencies, key stakeholders and the community on significant Tasmanian Community Fund issues. Includes: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Ministerials</li> <li>• Minutes</li> <li>• Correspondence</li> <li>• Source data that is considered necessary to substantiate advice</li> </ul>	PERMANENT
01.02.02	Records documenting advice provided to the Premier, Cabinet, other government agencies, key stakeholders and the community on non-significant Tasmanian Community Fund issues. Includes: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Correspondence</li> <li>• Source data that is considered necessary to substantiate advice</li> <li>• General briefings to Parliament and Local Government organisations</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.03.00</b>	<b>Appointments (TASMANIAN COMMUNITY FUND)</b> The activities associated with the nomination, appointment, resignation or terminations and remuneration of members of the Tasmanian Community Fund Board.	
01.03.01	Records documenting the nominations, appointment, resignation, termination and remuneration of the Tasmanian Community Fund Board.	PERMANENT
01.03.02	Records documenting advertising and/or applications submitted for positions on the Board.	TEMPORARY Destroy 5 years after action completed

<b>01.04.00</b>	<p><b>Board Meetings (TASMANIAN COMMUNITY FUND)</b>                  Activities associated with meetings held to formulate, discuss, update or resolve issues and matters pertaining to the Tasmanian Community Fund Board. Also includes activities associated with providing administrative support for these meetings.</p> <p><i>See 01.05.00 COMMITTEES for the meetings of committees and task forces.</i></p> <p><b>Note:</b> This activity includes terms of reference, agenda papers, final versions of minutes, plans and reports presented to the Board</p>	
01.04.01	Master set of minutes and agenda papers of meetings including reports incorporated in agenda papers.	PERMANENT
01.04.02	Records relating to the conduct of meetings including notice of meetings, confirmation of board papers and routine correspondence.	TEMPORARY Destroy 2 years after action completed
01.04.03	Records documenting arrangements to support the Tasmanian Community Fund Board to attend Board meetings.	TEMPORARY Destroy 2 years after action completed
<b>01.05.00</b>	<p><b>Committees (TASMANIAN COMMUNITY FUND)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local and state. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, report, agenda etc.</p> <p><i>See 01.04.00 for Tasmanian Community Fund Board meetings</i></p>	
01.05.01	Records of internal and external committees where the Tasmanian Community Fund has the administrative role with the responsibility for making major policy and planning decisions in the area of Tasmanian Community Grants. These may include: <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> </ul>	PERMANENT
01.05.02	Submissions presented to internal and external committees where the Tasmania Community Fund has the administrative role with the responsibility for making major policy and planning decision in the area of Tasmania Community Grants.	TEMPORARY Destroy 7 years after action completed
01.05.03	Records of internal and external committees where the Tasmania Community Fund has the administrative role with the responsibility for making minor policy and planning decisions in the area of Tasmania Community Grants.	TEMPORARY Destroy 7 years after action completed
01.05.04	Records of external committees where the Tasmanian Community Fund does <u>not</u> have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee.</li> </ul>	TEMPORARY Destroy 5 years after action completed
01.05.05	Records documenting the conduct and administration of committees.	TEMPORARY Destroy 2 years after action completed
<b>01.06.00</b>	<p><b>Consultation (TASMANIAN COMMUNITY FUND)</b>                  The activities associated with seeking advice, opinions or information from key stakeholders and the community.</p> <p><i>See 01.15.00 REPORTING for reports produced by or for the Tasmanian Community Fund</i></p>	

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01.06.01	Records documenting the replies to correspondence and submissions provided at Community Forums, or received after the forum from individuals or community groups, and records documenting responses to questionnaires and surveys requested by the Tasmanian Community Fund. Includes the consultative process.	TEMPORARY Destroy 7 years after action completed
01.07.00	<b>Contracting Out (TASMANIAN COMMUNITY FUND)</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. Includes any associated contracts. Sometimes referred to as outsourcing.	
01.07.01	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Parameters of consultancy/service</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> <li>• Contracts and agreements.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
01.08.00	<b>Enquiries (TASMANIAN COMMUNITY FUND)</b> The activities associated with the handling of requests for information about the Tasmanian Community Fund Board and its services from the general public or other organisations.  <i>See DA2248 INFORMATION MANAGEMENT – Enquires for Right to Information (RTI) Requests</i> <i>See 01.16.00 REPRESENTATIONS for handling correspondence and preparing responses addressed to the Tasmanian Community Fund Board from individuals and organisations</i>	
01.08.01	Records documenting enquiries requesting general information about the Tasmanian Community Fund and its products and services  <i>See DA2158 for Short-term Value Records for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed
01.09.00	<b>Events (TASMANIAN COMMUNITY FUND)</b> The activities associated with the Tasmanian Community Fund participation in conferences, official or formal social occasions, and customer training courses, seminars, and presentations. Includes agricultural shows, sporting events and exhibitions.	
01.09.01	Records documenting conferences where the Tasmanian Community Fund acts as secretariat or convener including: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• submissions</li> <li>• briefings</li> </ul>	PERMANENT
01.09.02	Records of presentation and/or papers presented by the Tasmanian Community Fund to conferences arranged by other organisations including submissions, papers and briefings.	PERMANENT
01.09.03	Records documenting conferences arranged by other organisations including copies of minutes, summaries of proceedings, agenda papers, published papers, reports, promotional material, notices, programs and invitations.	TEMPORARY Destroy 2 years after action completed

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01.09.04	Records documenting administrative arrangements for conferences arranged by the Tasmanian Community Fund including: <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed
01.09.05	Records relating to the administrative arrangements for Tasmanian Community Fund displays at agricultural shows, sporting events or exhibitions and the provision of souvenirs, etc	TEMPORARY Destroy 5 years after action completed
01.09.06	Records documenting administrative arrangements for training courses and addresses to client groups including: <ul style="list-style-type: none"> <li>• notifications / invitations</li> <li>• registration forms</li> <li>• applications for attendance</li> <li>• confirmations</li> <li>• evaluations</li> </ul>	TEMPORARY Destroy 2 years after course is completed
01.09.07	Records of the training material used in training programs for client education by the Tasmanian Community Fund.	TEMPORARY Destroy when material is superseded or course is no longer delivered
01.09.08	Records documenting the organising and managing of an official social occasion or function to enhance the Fund's internal and external relationships, or to promote its services and image.	TEMPORARY Destroy 2 years after action completed
01.09.09	Records documenting arrangements to support the Tasmanian Community Fund Board to attend events.	TEMPORARY Destroy 2 years after action completed
<b>01.10.00</b>	<b>Grant Funding (TASMANIAN COMMUNITY FUND)</b> The activities associated with the application for and the provision of grants to community groups. Also includes the provision of financial statements and reports from grant recipients as required in grant conditions. Some applications will also contain project plans and support letters.	
01.10.01	Grant deeds signed under seal and their supporting records documenting the assessment of applications and administration of successful applications including financial statement, copy of grant deed and reports.	TEMPORARY Destroy 10 years after action completed
01.10.02	Application for grant funds and records documenting the assessment of applications and administration of successful applications, including financial statements.	TEMPORARY Destroy 7 years after action completed
01.10.03	Applications for grant funds and records documenting the assessment of applications that are unsuccessful.	TEMPORARY Destroy 3 years after action completed
<b>01.11.00</b>	<b>Liaison (TASMANIAN COMMUNITY FUND)</b> The activities associated with maintain regular contact between the Tasmanian Community Fund and professional associations in related fields.	
01.11.01	Records documenting liaison activities including exchange of information of a general nature.	TEMPORARY Destroy 2 years after action completed

<b>01.12.00</b>	<b>Meetings (TASMANIAN COMMUNITY FUND)</b> The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the Tasmanian Community Fund.. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.  <i>See 01.05.00 COMMITTEES for meetings of committees and task forces</i> <i>See 01.04.00 BOARD MEETINGS for Tasmania Community Fund Board meetings</i>	
01.12.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed
<b>01.13.00</b>	<b>Planning (TASMANIAN COMMUNITY FUND)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. Specifically the identification and of opportunities to improve the management of the Tasmanian Community Fund.  <i>See DA2157 STRATEGIC MANAGEMENT for corporate business plans</i>	
01.13.01	Records documenting the planning and development of modifications to the Tasmanian Community Fund. Includes: <ul style="list-style-type: none"> <li>• reports analysing issues</li> <li>• comments received from other agencies or community groups</li> <li>• strategy documents and their evaluation</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.14.00</b>	<b>Procedures (TASMANIAN COMMUNITY FUND)</b> Standard methods of operating laid down by the Tasmanian Community Fund according to formulated policy.	
01.14.01	Records documenting the development of procedures and the final versions of manuals and instructions relating to the Tasmanian Community Fund.	TEMPORARY Destroy 7 years after superseded
<b>01.15.00</b>	<b>Reporting (TASMANIAN COMMUNITY FUND)</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 as a result of an examination. Includes agenda, briefings, business papers, discussion papers, proposal, reports reviews and returns.  <i>See DA2157 14.12.00 for annual reports</i>	
01.15.01	Final versions of internal or external reports prepared by or for Tasmanian Community Fund, which have significant importance to the management of the Fund.	PERMANENT Where the publication is held in an electronic format transfer to the Stable Tasmanian Open Repository Service (STORS)
01.15.02	Information collected by or for the Tasmanian Community Fund relating to minor activities. Includes information gathered for the Annual Report.  <i>See 01.06.01 for records of consultation for surveys conducted by the Tasmanian Community Fund</i>	TEMPORARY Destroy 5 years after action completed
01.15.03	Records documenting reports provided to the Board which can include: <ul style="list-style-type: none"> <li>• Routine reports;</li> <li>• Specific reports on request:</li> </ul> <i>See 01.05.01 for reports included in agenda papers</i>	TEMPORARY Destroy 7 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>Representations (TASMANIAN COMMUNITY FUND)</b> The process of handling correspondence and preparing responses addressed to the Tasmanian Community Fund from individuals and organisations concerning reactions to Tasmanian Community issues.  <i>See DA2248 – EXECUTIVE GOVERNMENT MANAGEMENT – Public Comment for correspondence addressed to the Premier or Minister in relation to the Tasmanian Community Fund.</i>	
01.16.01	Records documenting reactions and replies to individuals and organisations on Tasmanian Community Fund issues.	TEMPORARY Destroy 7 years after action completed
<b>01.17.00</b>	<b>Reviews (TASMANIAN COMMUNITY FUND)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.  <i>See 01.13.00 Planning for the planning and development of new and modification of the Tasmanian Community Fund program</i>  <i>See DA2157 STRATEGIC MANAGEMENT for corporate business plans</i>	
01.17.01	Records documenting major reviews of the Tasmanian Community Fund that impact on policies of the Fund.	PERMANENT
01.17.02	Records documenting minor reviews of the Tasmanian Community Fund that do <u>not</u> impact policies.	TEMPORARY Destroy 5 years after action completed
<b>01.18.00</b>	<b>Risk Management (TASMANIAN COMMUNITY FUND)</b> The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.	
01.18.01	Records identifying risks and the implementation of practices and procedures to reduce the risk.	TEMPORARY Destroy 7 years after action completed
<b>01.19.00</b>	<b>Tendering (TASMANIAN COMMUNITY FUND)</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 purchase of goods, or the production of work.  <i>See 01.07.00 for contacts and records relating to the performance of work or the provision of goods or services by an external contractor</i>	
01.19.01	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> <li>• unsuccessful tenders and offers</li> <li>• tenders received where the tender does not proceed</li> </ul>	TEMPORARY Destroy 7 years after tender process completed