

**Disposal Schedule
for
Functional records of the
Tasmanian Women's Council**

Disposal Authorisation No. 2348

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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, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2348

Title: Disposal Schedule for Functional records of the Tasmanian Women’s 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
2.0	June 2015	Christine Woods	Template	All
1.0	13-03-2010	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 Tasmanian Women’s Council.

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.

01.00.00	<p>TASMANIAN WOMENS COUNCIL The activities associated with administrative support to and operation of the Tasmanian Women’s Council, which operates to provide comprehensive and representative advice to the Premier on issues of interest and importance to women and ensure that the Government is properly informed of the views of women in Tasmania. Includes the appointment of board members, remuneration, terms of reference, proceedings, minutes, reports, agendas, etc.</p>	
01.01.00	<p>Advice (TASMANIAN WOMENS COUNCIL) The activities associated with offering opinions by or to the Tasmanian Women’s Council as to an action or judgement. Includes the process of input to the Government and Law Reform Inquiries and reports for attention of the Government.</p>	
01.01.01	<p>Records documenting the provision of advice provided to the Premier and Government Agencies on significant or controversial women’s issues. Includes:</p> <ul style="list-style-type: none"> • briefing notes • minutes • reports • source data that is considered necessary to substantiate advice. 	PERMANENT
01.01.02	Records of source data not considered necessary to substantiate advice.	TEMPORARY Destroy 2 years after action completed
01.01.03	Records documenting the provision of advice provided to the Premier and government agencies on women’s issues that are not significant or controversial.	TEMPORARY Destroy 5 years after action completed
01.01.04	<p>Records documenting the advice provided to the Tasmanian Women’s Council including:</p> <ul style="list-style-type: none"> • discussion Papers • briefing Papers • strategy/Option Papers • routine Reports • specific reports on request 	TEMPORARY Destroy 5 years after action completed.
01.02.00	<p>Appointments (TASMANIAN WOMENS COUNCIL) The activities associated with the nomination, appointment, resignation or termination and remuneration of Tasmanian Women’s Council members.</p>	
01.02.01	Records documenting the nomination, appointment, resignation or termination and remuneration of Tasmanian Women’s Council members.	PERMANENT
01.02.02	Records documenting advertising and non-successful applications submitted for membership on the Tasmanian Women’s council	TEMPORARY Destroy when reference ceases

<p>01.03.00</p>	<p>Committees (TASMANIAN WOMENS COUNCIL) 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 COUNCIL MEETINGS for Tasmanian Women’s Council Meetings.</i></p>	
<p>01.03.01</p>	<p>Records of internal and external committees with the responsibility of making major policy and planning decisions where the Tasmanian Women’s Council has the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • • submissions presented to the committee 	<p>PERMANENT</p>
<p>01.03.02</p>	<p>Records of internal and external committees where the Tasmanian Women’s Council has the administrative role that are not described in 01.03.01 These may include:</p> <ul style="list-style-type: none"> • copies of minutes • copies of agenda papers • copies of reports presented to the committee • • copies of submissions presented to the committee 	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>01.03.03</p>	<p>Records of external committees where the Tasmanian Women’s Council does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> • copies of minutes • copies of agenda papers • copies of reports presented to the committee • • copies of submissions presented to the committee 	<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>TEMPORARY Destroy when reference ceases</p>
<p>01.04.00</p>	<p>Conferences (TASMANIAN WOMENS COUNCIL) The activities involved in arranging or attending seminars and conferences held by other organisations. Includes registrations, publicity and reports of participants, etc.</p>	
<p>01.04.01</p>	<p>Records documenting the administrative arrangements for Council members to attend conferences or seminars including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • • travel and accommodation arrangements 	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.04.02</p>	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> • copies of minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • • invitations 	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.04.03</p>	<p>Reports presented by the Council to conferences or seminars arranged by other organisations</p>	<p>PERMANENT</p>

01.05.00	Consultation (TASMANIAN WOMENS COUNCIL) The activities involved in arranging or attending seminars and conferences held by other organisations. Includes registrations, publicity and reports of participants, etc.	
01.05.01	Records documenting the seeking of advice, opinions and information from government agencies, councils, local government authorities, external organisations and the community.	TEMPORARY Destroy 7 years after action completed
01.06.00	Council Meetings (TASMANIAN WOMENS COUNCIL) The activities associated with meetings of the Tasmanian Women’s Council held to formulate, discuss, update and resolve matters pertaining to the council. Also includes activities associated with providing administrative support for these meetings.	
01.06.01	Master set of minutes and agenda papers of Council meetings including reports incorporated in agenda papers. Includes documents that are part of agenda papers tabled at Council meetings.	PERMANENT
01.06.02	Records documenting the Terms of Reference and procedures for the Tasmanian Women’s Council.	PERMANENT
01.06.03	Records documenting comments and submissions made to the Tasmanian Women’s Council by community organisations or the public on the role of the Council. Includes only documents not part of agenda papers tabled at Council meetings.	TEMPORARY Destroy 7 years after action completed
01.06.04	Records documenting administrative arrangements for the Council. These may include: <ul style="list-style-type: none"> • notice of meetings • routine correspondence • catering • accommodation arrangements • travel arrangements 	TEMPORARY Destroy when reference ceases
01.07.00	Enquiries (TASMANIAN WOMENS COUNCIL) The activities associated with handling of requests for information about the Council and its services by the general public or other organisations.	
01.07.01	Records documenting enquiries requesting general information about the Council and its services including questionnaires and surveys	TEMPORARY Destroy 2 years after action completed
01.08.00	Liaison (TASMANIAN WOMENS COUNCIL) The activities associated with maintaining regular general contact between the organisation and professional associations in related fields.	
01.08.01	Records documenting liaison activities including exchanges of information	TEMPORARY Destroy 5 years after action completed.
01.09.00	Marketing (TASMANIAN WOMENS COUNCIL) The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases and promotion, pricing and product evaluation.	
01.09.01	Records of the development of plans for marketing purposes, includes launches.	TEMPORARY Destroy 5 years after action completed
01.09.02	Records documenting administrative arrangements with the media including organising of interviews and media coverage to promote services.	TEMPORARY Destroy 2 years after action completed

01.09.03	Records relating to the administrative arrangements for Tasmanian Women’s Council displays at agricultural shows, sporting events or exhibitions and the provision of souvenirs, etc.	TEMPORARY Destroy 5 years after action completed
01.09.04	Records documenting the development, design and purchase of promotional products.	TEMPORARY Destroy 5 years after action completed
01.09.05	Records documenting logos and branding for Tasmanian Women’s Council.	TEMPORARY Destroy 5 years after logo or branding is superseded.
01.10.00	Planning (TASMANIAN WOMENS COUNCIL) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
01.10.01	Final versions of Tasmanian Women’s council plans	PERMANENT
01.10.02	Records documenting the development and revision of the Tasmanian Women’s Council planning processes, deliberations and outcomes	TEMPORARY Destroy 7 years after action completed
01.11.00	Policy (TASMANIAN WOMENS COUNCIL) 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.	
01.11.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
01.12.00	Procedures (TASMANIAN WOMENS COUNCIL) Standard methods of operating laid down by the Council according to formulated policy.	
01.12.01	Records documenting the development of procedures and final versions of manuals and instructions relating to Tasmanian Women’s council function. <i>See DA2157 for equipment, facility and software manuals</i>	TEMPORARY’ Destroy 7 years after superseded
01.13.00	Production (TASMANIAN WOMENS COUNCIL) The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc.	
01.13.01	Master copies of all significant Tasmanian Women’s Council publications. Includes final version of annual report. <i>Note: Reports transferred electronically to STORS</i>	PERMANENT
01.13.02	Tasmanian Women’s Council publications used for promotional purposes that do not provide advice to clients	TEMPORARY Destroy when reference ceases
01.13.03	Records documenting the production of Tasmanian Women’s Council publications (including websites) including: <ul style="list-style-type: none"> • administrative arrangements • design • layout • typesetting • desktop publishing • printing • binding • production scripts 	TEMPORARY Destroy 2 years after action completed

01.14.00	Projects (TASMANIAN WOMENS COUNCIL) The process of managing a set of coordinated and controlled activities, undertaken to achieve a set objective and conforming to specific requirements, including time constraints, cost and resources.	
01.14.01	Records documenting the consultation and development of projects by the Tasmanian Women’s Council which are a major contributor to the social and economic development of women in Tasmania	PERMANENT
01.14.02	Records documenting public submissions and public comments into Tasmanian Women’s Council projects.	TEMPORARY Destroy 7 years after action completed.
01.14.03	Records documenting the consultation and development of projects <u>not</u> included in 01.10.01	TEMPORARY Destroy 7 years after action completed
01.14.04	Records documenting the development of projects by other government agencies, private organisations, or community groups which could have impact on the Tasmanian Women’s council projects.	TEMPORARY Destroy 5 years after action completed.