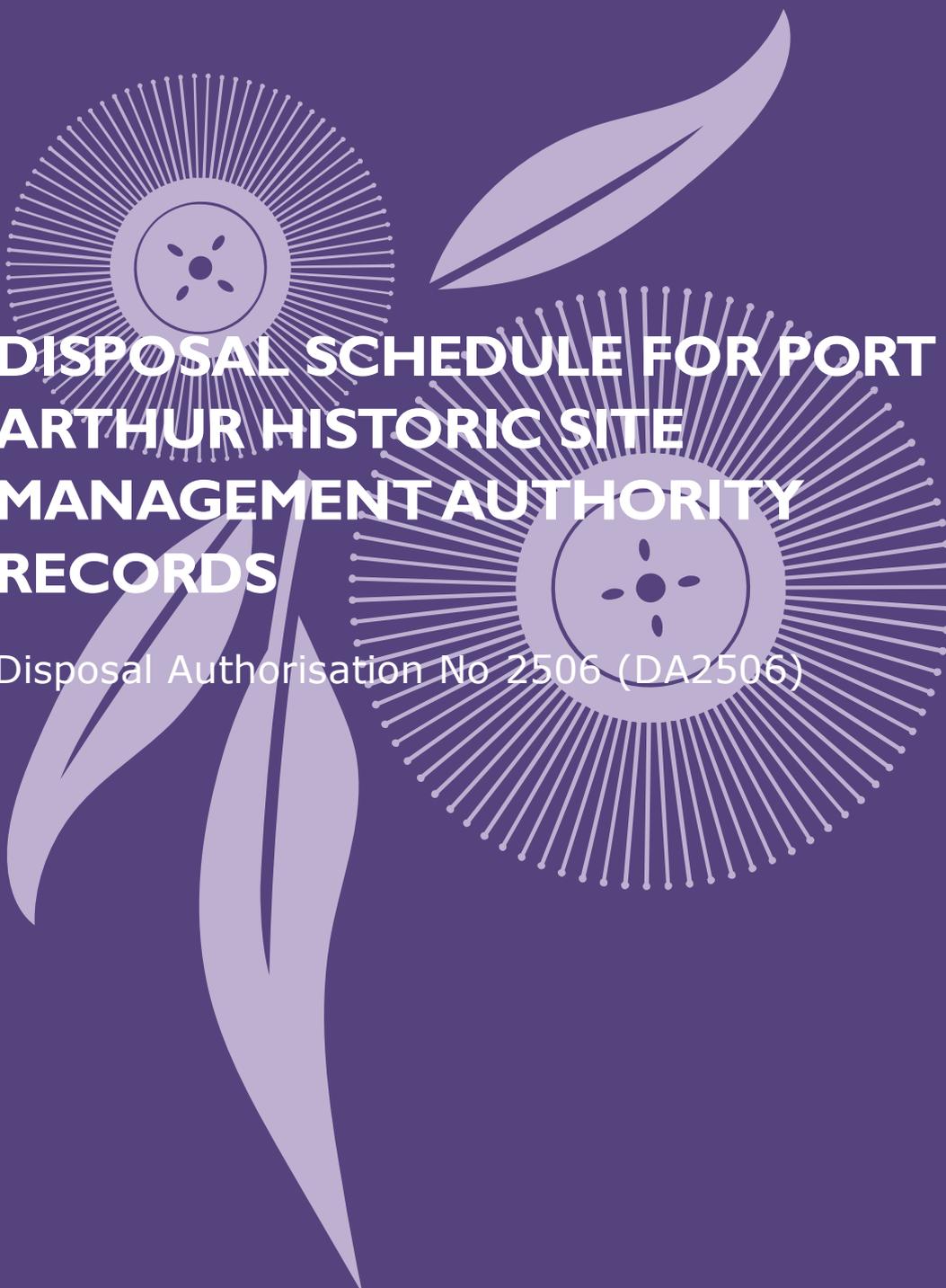


**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR PORT  
ARTHUR HISTORIC SITE  
MANAGEMENT AUTHORITY  
RECORDS**

Disposal Authorisation No 2506 (DA2506)

**November 2019**

## Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), 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**

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### Document Development History

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Version	Date	Comments
1	27/11/2019	Initial Release

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## Introduction

### ARCHIVES LEGISLATION

The *Archives Act 1983* (Tas) 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 custody of their creating agency, or their transfer to the Tasmanian Archives.

### SCHEDULE ELEMENTS AND ARRANGEMENT

The administrative functions covered by this schedule are arranged in alphabetical order as function headings:

- *Reference*

All function 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 Archives 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, are listed as disposal classes under each function.

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 Tasmanian Archives 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.

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 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.

### 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 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.

### CONTACTS

Any enquiries relating to this schedule should be directed in writing to the Office of the State Archivist, by email [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au), or by phoning 03 6165 5581.

# Interpretation

## DEFINITIONS

**Permanent records** are those that will be transferred to the Tasmanian Archives to be retained as State Archives. The *Archives Act 1983 (Tas)* establishes 25 years as the maximum required timeframe for the transfer of permanent records, 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 Port Arthur Historic Site Management Authority.

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 current procedures for unscheduled records.

## PRESERVATION OF RECORDS

Section 10 (1) (a) of the *Archives Act 1983 (Tas)* 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.

## 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 expiration of the specified period, but the provisions of the *Archives Act 1983 (Tas)* 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.

## PERMANENT RECORDS

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Tasmanian Archives 25 years after the date of creation. Agencies may make application to the Tasmanian Archives for earlier transfer of particular groups of records, and the Tasmanian Archives may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archives.

## **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 Archives.

## **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 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* (Tas)) 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 from the [Office of the State Archivist](#).

## Disposal Schedule

Reference	Function/Disposal Class	Description	Status	Disposal Action
1	<b>APRIL 28 1996 INCIDENT</b>	<p>The function of managing all activities relating to the April 28, 1996 incident at Port Arthur.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>OCCUPATIONAL HEALTH AND SAFETY - Accidents</b> for incidents relating to staff accidents and incidents resulting in injury to the public.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for the development, administration and maintenance of the Memorial Garden.</p>		
1.1	<b>Records of Continuing Value</b>	<p>Records of continuing value relating to the April 28, 1996 incident at Port Arthur.</p> <p>Includes records that document:</p> <ul style="list-style-type: none"> <li>communications with the media and all tiers of government</li> <li>the organisation of anniversaries and associated services or events</li> <li>the management of all related documentation including sympathy letters</li> <li>the conservation and management of the April 28, 1996 incident collection</li> </ul>	Permanent	Retain as State Archives
2	<b>BOARD &amp; GOVERNANCE</b>	<p>The function of administering the Port Arthur Historic Site Management Authority (PAHSMA) Board and managing the responsibilities of the Board of Directors, including arranging and recording meetings and reporting. Includes sub-committees of the Board.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>nomination, appointment and remuneration of Board members</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• administration and recording of Board meetings</li> <li>• compliance with the Ministerial Charter</li> <li>• administration of sub-committees and steering or working groups that are set up by the Board to investigate strategic options</li> </ul> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>STRATEGIC MANAGEMENT</b> for records relating to strategic directions.</p> <p>See <b>INSURANCE</b> for Board members liability insurance.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>FINANCIAL MANAGEMENT - Salaries</b> for financial transactions relating to payments made to Board members.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>ESTABLISHMENT - Restructuring</b> for organisational charts.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>ESTABLISHMENT - Reviewing</b> for reviewing the organisational structure including establishing and reviewing positions.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>STRATEGIC MANAGEMENT - Planning</b> for the development and revision of strategic, corporate or business plans.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>ESTABLISHMENT - Restructuring</b> for the development and implementation of a new organisational structure.</p> <p>See DA 2158 Disposal Schedule for Short-Term Value Records for records supporting the management of meetings of the Board, sub-committees, steering or working groups</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		including room and equipment bookings, travel bookings, duplicate copies of meeting papers  See DA 2157 Disposal Schedule for Common Administrative Functions <b>PERSONNEL - Recruitment</b> for unsuccessful applications for Board membership		
2.1	<b>Records of Continuing Value</b>	Records of continuing value documenting: <ul style="list-style-type: none"> <li>• Board member personal files</li> <li>• management of conflict of interest, misconduct or ethical matters relating to a Board member</li> <li>• establishment and ongoing membership of the Board including resignations and terminations</li> <li>• final versions of minutes, agendas, discussion papers and reports presented at Board meetings</li> <li>• establishment of sub-committees and steering or working groups</li> <li>• final versions of minutes, agendas, discussion papers and reports presented at meetings of sub-committees, steering or working groups</li> </ul>	Permanent	Retain as State Archives
2.2	<b>Records of Medium Value</b>	Records of medium value documenting: <ul style="list-style-type: none"> <li>• compliance with the Ministerial Charter and reporting to the Government Business Enterprise (GBE) Scrutiny Committee</li> <li>• succession planning</li> <li>• remuneration and payments made to Board members including:                             <ul style="list-style-type: none"> <li>– Chairperson Fee</li> <li>– Non-Executive Director Fee</li> <li>– Superannuation</li> </ul> </li> <li>• reimbursement of expenses incurred in the course of undertaking Board duties, e.g. meals, travel</li> </ul>	Temporary	Destroy 7 years after action completed or separation of Board member.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• succession plans</li> <li>• declarations of interest</li> <li>• gifts and benefits registers</li> <li>• public interest disclosures</li> <li>• Board member signatures</li> </ul>		
3	<b>COMMERCIAL DEVELOPMENTS</b>	<p>The function of managing commercial ventures operating on land managed by the Authority.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• assessment of applications including heritage impact</li> <li>• contract negotiations</li> </ul> <p>See <b>CONTRACT MANAGEMENT</b> for contracts, agreements and management of contractors and consultants.</p> <p>See <b>PLANS</b> for developing, approving and implementing statutory and secondary plans.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for the preservation, conservation and restoration of cultural heritage assets and cultural resources at all Authority sites that may be leased or involved in commercial ventures.</p>		
3.1	<b>Records of Long Term Value</b>	<p>Records of long term value documenting commercial ventures that proceed to operational status.</p> <p>Examples of commercial ventures include:</p> <ul style="list-style-type: none"> <li>• Port Arthur Cruises (<i>Marana</i> ferry)</li> <li>• Her Story (aka Live History)</li> <li>• Port Arthur Holiday Park (formerly Garden Point Caravan &amp; Cabin Park)</li> <li>• Seaplane</li> </ul>	Temporary	Destroy 15 years after expiry or termination of contract.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• Convict Brick Company</li> <li>• Historical Photo Studio</li> <li>• Fish Punt</li> <li>• Horse and Carriage Tours</li> <li>• Frances Langford Cafe &amp; Bakery</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• heritage impact statements</li> <li>• correspondence</li> <li>• conditions and lease documents</li> </ul>		
3.2	<b>Records of Medium Value</b>	<p>Records of medium value documenting applications for commercial ventures that do not proceed.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• unsuccessful applications</li> <li>• heritage impact statements</li> <li>• correspondence</li> </ul>	Temporary	Destroy 7 years after action completed or expiry of contract.
4	<b>COMMITTEES &amp; MEETINGS</b>	<p>The function of managing committees including meetings of groups that are not considered committees.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• committees that are administered by the Authority</li> <li>• external committees including local, government and national committees</li> <li>• internal committees and meetings</li> </ul> <p>See <b>BOARD &amp; GOVERNANCE</b> for Board meetings and Board sub-committees, steering or working groups that are set up by the Board to investigate strategic options.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>STRATEGIC MANAGEMENT- Committees</b> for the administration of senior management committees.</p> <p>See DA 2158 Disposal Schedule for Short-Term Value Records for records documenting the management of committees and meetings including room and equipment bookings, travel arrangements, duplicate copies of meeting papers, duplicate copies of reports and submissions.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>Dependent on whether internal or external committee</b> for unsuccessful applications for membership.</p>		
4.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting the administration of community committees and advisory committees.</p> <p>Examples of committees include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Port Arthur Conservation Advisory Committee (PACAC)</li> <li>• Port Arthur Community Advisory Committee (PCAC)</li> <li>• Cascades Female Factory Community Advisory Committee (CCAC)</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• appointments and resignations</li> <li>• terms of reference</li> <li>• charters</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>	Permanent	Retain as State Archives
4.2	<b>Records of Medium Value</b>	Records of medium value documenting:	Temporary	Destroy 7 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• the proceedings of external committees where the Authority does not have the administrative role</li> <li>• the administration and proceedings of internal management committees (but not senior management committees)</li> <li>• meetings of groups that are not considered committees but they resolve issues and matters</li> </ul> <p>Examples of committees include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Australian Convict Sites Steering Committee</li> <li>• Australian World Heritage Advisory Committee</li> <li>• Tasmanian World Heritage Convict Sites Site Managers Group</li> <li>• Port Arthur Historic Site Management Authority (PAHSMA) Management Forum (Middle Managers)</li> <li>• Information Technology Steering Committee</li> <li>• Business Continuity Committee</li> <li>• Product Development Committee</li> <li>• Visitor Centre Committee</li> <li>• Social Club Committee</li> <li>• Sustainability Team (Sustain Our Sites (SOS))</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• appointments and resignations</li> <li>• terms of reference</li> <li>• charters</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>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
5	<b>CONTRACT MANAGEMENT</b>	<p>The function of managing contracts and agreements relating to all functions including conservation and infrastructure projects procurement.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• tendering, offers and quotations</li> <li>• establishment, maintenance, review and negotiation of agreements and contracts</li> <li>• non-financial agreements</li> <li>• management of contractors and consultants</li> </ul> <p>See <b>the relevant function</b> for records documenting details of work performed e.g. HERITAGE PROGRAMS.</p> <p>See <b>COMMERCIAL OPERATIONS</b> for managing commercial ventures and associated contract negotiations.</p>		
5.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting a summary of contracts.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• contract registers</li> </ul>	Permanent	Retain as State Archives
5.2	<b>Records of Long Term Value</b>	<p>Records of long term value documenting:</p> <ul style="list-style-type: none"> <li>• the establishment, maintenance and review of agreements and contracts including non-financial agreements</li> <li>• the management of contractors and consultants including negotiations with contractors</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• final versions of contracts and formal instruments of agreement (FIA)</li> <li>• contract reviews</li> <li>• contract conditions and reports</li> <li>• correspondence</li> </ul>	Temporary	Destroy 15 years after expiry or termination of contract or agreement.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• contractor sign-in register</li> <li>• examples of contractors prior work</li> <li>• contractors contact information</li> <li>• copies of contractors curriculum vitae</li> </ul>		
5.3	<b>Records of Medium Value</b>	<p>Records of medium value documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• unsuccessful tenders</li> <li>• offers and tenders where the tender process does not proceed</li> <li>• statement of requirements</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• request for quote (RFQ)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> <li>• offers</li> <li>• tender registers</li> </ul>	Temporary	Destroy 7 years after action completed.
6	<b>CULTURAL HERITAGE ASSET MANAGEMENT</b>	<p>The function of preserving, conserving and restoring cultural heritage assets and cultural resources at all sites.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• conservation of heritage buildings and structures</li> <li>• infrastructure works undertaken to protect heritage buildings and structures</li> <li>• management and conservation of natural heritage values including threatened species</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• management and conservation of historic or cultural landscapes and gardens including the Memorial Avenue and Memorial Garden</li> <li>• materials conservation</li> <li>• archaeological management and monitoring</li> <li>• heritage asset data (including spatial, maps, plans, reports, surveys, photogrammetry)</li> <li>• heritage monitoring and recording, evaluation and reporting</li> <li>• development and conservation of curatorial collections</li> <li>• valuations of curatorial collections</li> <li>• development and management of the Resource Centre collection</li> <li>• management of archaeological resources collections</li> </ul> <p>See <b>INFRASTRUCTURE &amp; UTILITIES</b> for managing, and maintaining non-heritage infrastructure, buildings, structures and facilities at all Authority sites.</p> <p>See <b>PLANS</b> for the development of the Emergency Management Plan.</p> <p>See <b>PLANS</b> for developing, approving and implementing statutory and secondary plans.</p> <p>See <b>HERITAGE PROGRAMS</b> for managing programs that provide visitors and students with an understanding of all Authority sites in ways that embrace their historical, geographical and social contexts.</p> <p>See <b>APRIL 28, 1996 INCIDENT</b> for the conservation of the April 28, 1996 collection.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Conferences</b> for conferences organised or hosted by the Authority.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for enquiries requesting general information about the Authority and its products and services.</p> <p>See <b>RESEARCH</b> for outcomes of conferences including published papers or proceedings that have ongoing research value.</p> <p>See <b>RESEARCH</b> for the Convict Database Project.</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for planning applications, approvals and permits required by legislation.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts, agreements and management of contractors and consultants.</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for preserving, administering and planning the management of cultural heritage assets and infrastructure at all Authority sites.</p> <p>See <b>ENVIRONMENT</b> for managing non-heritage related environmental activities at all Authority sites including the Port Arthur buffer zone.</p> <p>See <b>COMMERCIAL DEVELOPMENTS</b> for managing commercial ventures operating both on and off-site on land managed by the Authority.</p> <p>See <b>POLICY &amp; PROCEDURES</b> for developing, approving and implementing work procedures (tertiary plans) that outline the Authority's operational approach.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>EQUIPMENT &amp; STORES</b> for records documenting the acquisition, supply, maintenance, repair and disposal of equipment and stores.</p>		
6.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting:</p> <ul style="list-style-type: none"> <li>• conservation projects relating to heritage buildings and structures</li> <li>• materials conservation e.g. masonry, metals, surface treatments</li> <li>• archaeological activities at all sites</li> <li>• archaeological research records and artefact records (excluding artefacts)</li> <li>• conservation of curatorial and historical resources collection items</li> <li>• primary data relating to surveys of sites including archaeology and geophysics</li> <li>• heritage asset monitoring and recording, evaluation and reporting</li> <li>• protection of threatened species</li> <li>• curatorial collection valuations</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• images including digital and analogue photographs, slides, negatives</li> <li>• reports</li> <li>• project forms</li> <li>• site recording forms</li> <li>• excavation reports</li> <li>• engineering reports</li> <li>• field notes</li> <li>• sketches</li> <li>• plans and drawings</li> </ul>	Permanent	Retain as State Archives

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• maintenance work recording forms</li> <li>• context recording forms</li> <li>• file notes</li> <li>• illustrations</li> <li>• maps</li> <li>• spatial data</li> <li>• X-Rays of archaeological artefacts</li> <li>• schedules of work</li> <li>• video cassettes</li> <li>• audio cassettes</li> <li>• project register of archaeology and conservation projects</li> <li>• building elements collection catalogue</li> <li>• database information</li> <li>• transcripts of convict records</li> <li>• drawings index</li> <li>• photographic collection index</li> <li>• historic photo card index</li> <li>• building elements collection catalogue</li> <li>• artefact catalogue</li> <li>• artefact finds list</li> <li>• Port Arthur Conservation Project (PACP) files</li> <li>• access registers</li> <li>• plans index</li> <li>• proposals</li> <li>• samples (archaeology and buildings)</li> <li>• spreadsheets</li> <li>• old maintenance manuals</li> <li>• survey data including Light Detection and Ranging (LIDAR) remote sensing imagery</li> <li>• valuation reports</li> </ul>		
6.2	<b>Records of Medium Value</b>	Records of medium value documenting general enquiries and responses relating to conservation management.	Temporary	Destroy 7 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• enquiry related correspondence that is not research related</li> </ul>		
7	<p><b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b></p>	<p>The function of administering and planning the management of cultural heritage assets and infrastructure at all sites.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• assessment and protection of cultural heritage values</li> <li>• grant funding for conservation and infrastructure projects</li> <li>• nominations for heritage listings including the National Heritage List and World Heritage list and administration of those listings</li> <li>• administration and planning relating to the Buffer Zone around the Port Arthur Historic Site</li> <li>• planning for cultural heritage protection for cultural objects, buildings, gardens, etc.</li> <li>• administration of the historical resources collection</li> <li>• provision of research enquiry service (both internally and to the public)</li> <li>• enquiries and responses relating to heritage assets and infrastructure</li> <li>• public reaction including complaints relating to heritage assets and infrastructure</li> <li>• risk management and protection of heritage assets</li> <li>• regulatory applications and approvals including planning permits, Heritage Council exemption certificates</li> <li>• compliance with standards and legislation</li> <li>• cultural assets and infrastructure data maintained in the Asset Management System</li> <li>• details relating to volunteers who are involved in research projects</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See <b>RESEARCH</b> for research enquiries and responses.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>PERSONNEL - Employment Conditions</b> for details of volunteers who are not involved in research projects.</p> <p>See <b>ENVIRONMENT</b> for managing non-heritage related environmental activities at all Authority sites including the Port Arthur buffer zone.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>INFORMATION MANAGEMENT - Intellectual Property</b> for copyright applications and approvals by and to the Authority.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>COMMUNITY RELATIONS - Conferences</b> for conferences organised or hosted by the Authority.</p> <p>See <b>RESEARCH</b> for outcomes or conferences including published papers or proceedings that have ongoing research value.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for conserving and restoring cultural heritage assets and cultural resources at all Authority sites.</p> <p>See <b>MARKETING</b> for developing and delivering the Marketing Strategy for all Authority sites.</p>		
7.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting:</p> <ul style="list-style-type: none"> <li>heritage listings including the National Heritage List and World Heritage list</li> </ul>	Permanent	Retain as State Archives

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• issues relating to the Buffer Zone around the Port Arthur Historic Site</li> <li>• acquisition and deaccession of curatorial collection items</li> <li>• incoming and outgoing loans of curatorial collection items</li> <li>• cultural assets and infrastructure data maintained in the Asset Management System (AMS)</li> <li>• planning applications, approvals and permits required by heritage-related legislation and other legislation</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• nominations for heritage listings</li> <li>• statements of significance for heritage listings</li> <li>• planning applications, permits and exemptions</li> <li>• sketches</li> <li>• plans and drawings</li> <li>• database information</li> <li>• spreadsheets</li> <li>• collection accession and de-accession forms</li> <li>• curatorial and historical resources collection loans and movements</li> </ul>		
7.2	<b>Records of Long Term Value</b>	<p>Records of long term value documenting:</p> <ul style="list-style-type: none"> <li>• comments on planning schemes and nearby developments</li> <li>• regulatory approvals, permits and exemptions</li> <li>• contributions and input into the State of the Environment report</li> <li>• risk management and protection of heritage assets including the disaster risk management project</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• disaster plans</li> </ul>	Temporary	Destroy 15 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• planning permits for internal works</li> <li>• comments made by the Authority on external projects impacting on the Authority including to planning applications</li> <li>• Heritage Council exemption certificates</li> <li>• correspondence</li> <li>• planning notes</li> </ul>		
7.3	<b>Records of Medium Value</b>	<p>Records of medium value documenting:</p> <ul style="list-style-type: none"> <li>• general enquiries and responses relating to conservation management</li> <li>• grant funding for conservation and infrastructure projects</li> <li>• public reaction including complaints relating to heritage assets and infrastructure</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• grant applications</li> <li>• correspondence</li> <li>• evaluations</li> <li>• exemptions from heritage organisations</li> </ul>	Temporary	Destroy 7 years after action completed.
7.4	<b>Records of Short Term Value</b>	<p>Records of short term value including:</p> <ul style="list-style-type: none"> <li>• enquiries and responses of a general nature relating to heritage assets and infrastructure</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• copies of resource material</li> </ul>	Temporary	Destroy 2 years after action completed.
8	<b>ENVIRONMENT</b>	The function of managing non-heritage related environmental activities at all sites including the Port Arthur Buffer Zone. Includes the management of conservation		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>values and infrastructure requirements associated with the landscape, gardens, plantings, flora and fauna.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• management of fauna impacting on sites</li> <li>• management and conservation of trees</li> <li>• management of natural values including bushland</li> <li>• management of site grounds maintenance including slashing, mowing</li> <li>• historical research relating to specific environment projects</li> <li>• management of plant cultivation and the nursery</li> <li>• control of native and feral animals</li> <li>• spatial data pertaining to landscape, managed trees, snake sightings, feral animal activity</li> <li>• fire management</li> <li>• vegetation and weed control</li> <li>• surveys</li> </ul> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for comments on planning schemes and nearby developments.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>FINANCIAL MANAGEMENT - Accounting</b> for records of financial transactions including invoices.</p> <p>See <b>PLANS</b> for developing, approving and implementing statutory and secondary plans.</p> <p>See <b>POLICY &amp; PROCEDURES</b> for the development and implementation of policy and procedures.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for the management and conservation of the natural environment with heritage values including threatened species.</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for regulatory approvals (planning permits, Heritage Council exemption certificates).</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for administration and planning relating to the Buffer Zone around the Port Arthur Historic Site.</p> <p>See <b>POLICY &amp; PROCEDURES</b> for developing, approving and implementing work procedures (tertiary plans) that outline the Authority's operational approach.</p> <p>See <b>for legal deposit</b> NED (National eDeposit) legal deposit guidelines for lodging print, digital and audio-visual publications, including government publications.</p>		
8.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting:</p> <ul style="list-style-type: none"> <li>• primary data relating to landscape, gardens, plantings, flora and fauna</li> <li>• spatial data pertaining to landscape, managed trees, threatened species, snake sightings and feral animal activity</li> <li>• history of work undertaken</li> </ul>	Permanent	Retain as State Archives

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• raw images used in the production of photogrammetry models</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• data in spreadsheets, databases, text files</li> <li>• raw images</li> <li>• transcriptions of oral histories</li> <li>• archaeological research data</li> <li>• palynological research data</li> <li>• maps</li> <li>• drawings</li> <li>• journal transcriptions</li> <li>• memos</li> <li>• spatial data</li> <li>• correspondence</li> <li>• reports</li> </ul>		
8.2	<b>Records of Long Term Value</b>	<p>Records of long term value documenting:</p> <ul style="list-style-type: none"> <li>• historical research data relating to specific environment projects</li> <li>• images relating to natural values</li> <li>• negotiations with external parties relating to environment projects</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• research data</li> <li>• images</li> <li>• correspondence</li> <li>• reports</li> </ul>	Temporary	Destroy 15 years after action completed.
8.3	<b>Records of Medium Value</b>	<p>Records of medium value documenting:</p> <ul style="list-style-type: none"> <li>• management of fauna impacting on sites</li> <li>• management and conservation of trees</li> </ul>	Temporary	Destroy 7 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• vegetation and weed control</li> <li>• management of natural values</li> <li>• management of site grounds maintenance</li> <li>• fire prevention</li> <li>• management of on-site gardens</li> <li>• management of plant cultivation and the nursery</li> <li>• control of native and feral animals</li> <li>• day-to-day images of site environments</li> <li>• photogrammetry modelling</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• images</li> <li>• exemption certificates</li> <li>• photogrammetry models</li> <li>• correspondence</li> <li>• reports</li> <li>• public notices re fire burns</li> </ul>		
9	<b>HERITAGE PROGRAMS</b>	<p>The function of managing programs that provide visitors and students with an understanding of all sites in ways that embrace their historical, geographical and social contexts.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• site interpretation</li> <li>• education programs</li> <li>• development of conservation training of staff in conservation and heritage related matters</li> </ul> <p>Site interpretation includes:</p> <ul style="list-style-type: none"> <li>• evaluation and interpretation of precincts, buildings and structures</li> <li>• enquiries relating to interpretation on sites</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• planning for and design of interpretive signs, location maps, sound and film recordings, spoken commentary and publications</li> <li>• evaluation of interpretation including visitor surveys</li> </ul> <p>Education program includes:</p> <ul style="list-style-type: none"> <li>• development and management of a curriculum based education program for school groups</li> <li>• development of education activities and resources (e.g. Key to Port Arthur Investigations (KPA), Discovery Box)</li> <li>• input into school curriculum</li> <li>• provision of a range of teacher and student resources</li> </ul> <p>See <b>INFRASTRUCTURE &amp; UTILITIES</b> for the installation and maintenance of interpretative signs.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>INFORMATION MANAGEMENT - Intellectual Property</b> for copyright applications and approvals by and to the Authority.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for conserving and restoring cultural heritage assets and cultural resources at all Authority sites.</p> <p>See <b>TOURISM OPERATIONS</b> for managing all tourism and commercial operations at Authority sites including the</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		provision of all visitor experiences and services across all sites.  See <b>RESEARCH</b> for consumer behaviour, visitor experience and audience related surveys and research.  See <b>TOURISM OPERATIONS</b> for education program confirmation bookings.  See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>PUBLICATION - Production</b> for publication including design and printing of visitor guides, signage, etc.		
9.1	<b>Records of Continuing Value</b>	Records of continuing value documenting: <ul style="list-style-type: none"> <li>• development of the education program and products including samples of final products</li> <li>• planning of and design of interpretive signs including location maps and plans</li> </ul> Records may include but are not limited to: <ul style="list-style-type: none"> <li>• maps and plans</li> <li>• samples of final products (e.g. activity booklets)</li> </ul>	Permanent	Retain as State Archives
9.2	<b>Records of Medium Value</b>	Records of medium value documenting: <ul style="list-style-type: none"> <li>• administration of education program</li> <li>• input into school curriculum</li> <li>• evaluation of interpretation and development of survey methodologies</li> </ul> Records may include but are not limited to: <ul style="list-style-type: none"> <li>• visitor surveys evaluating the education program</li> <li>• interview reports</li> </ul>	Temporary	Destroy 7 years after action completed.
9.3	<b>Records of Short Term Value</b>	Records of short term value documenting: <ul style="list-style-type: none"> <li>• arrangements for education tours and school visits</li> <li>• bookings for school visits</li> </ul>	Temporary	Destroy 2 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• enquiries about interpretation</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• bookings</li> </ul>		
10	<b>INFRASTRUCTURE &amp; UTILITIES</b>	<p>The function of managing, and maintaining non-heritage infrastructure, buildings, structures, facilities and utilities at all sites and properties under the Authority's jurisdiction.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• maintenance and installation of non-heritage assets</li> <li>• water supply and monitoring sewerage services</li> <li>• electrical services</li> <li>• fibre-optic cable</li> <li>• fire suppression system</li> <li>• waste management</li> <li>• pest control</li> <li>• security</li> <li>• regulatory applications and approvals including planning permits</li> <li>• compliance with standards and legislation</li> </ul> <p>Non-heritage assets include:</p> <ul style="list-style-type: none"> <li>• buildings</li> <li>• bridges</li> <li>• sheds</li> <li>• hostels</li> <li>• jetties</li> <li>• visitor centres</li> <li>• carparks</li> <li>• roads</li> <li>• tracks</li> <li>• fences</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• walkways</li> <li>• signage</li> <li>• landscape furniture</li> </ul> <p>See <b>ENVIRONMENT</b> for the management of, and infrastructure requirements associated with the landscape, gardens, plantings, flora and fauna.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for infrastructure works undertaken to protect the Authority's sites and heritage buildings and structures.</p> <p>See <b>HERITAGE PROGRAMS</b> for managing programs that provide visitors and students with an understanding of all Authority sites in ways that embrace their historical, geographical and social contexts including site interpretation.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>FINANCIAL MANAGEMENT - Accounting</b> for records of financial transactions including invoices.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>EQUIPMENT &amp; STORES</b> for records documenting the acquisition, supply, maintenance, repair and disposal of equipment and stores.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>FLEET MANAGEMENT</b> for fleet management</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		including cars, electric vehicles ('Wombat'), utilities, and tractors.		
10.1	<b>Records of Continuing Value</b>	Records of continuing value documenting: <ul style="list-style-type: none"> <li>• water quality studies</li> <li>• maps and plans of facilities including spatial data</li> <li>• services upgrade studies and recommendations</li> <li>• Records may include but are not limited to:                             <ul style="list-style-type: none"> <li>• maps and plans</li> <li>• spatial data</li> <li>• reports</li> <li>• correspondence</li> </ul> </li> </ul>	Permanent	Retain as State Archives
10.2	<b>Records of Long Term Value</b>	Records of long term value documenting: <ul style="list-style-type: none"> <li>• capital works including construction of non-heritage structures</li> <li>• installation of non-heritage assets and services</li> </ul> Records may include but are not limited to: <ul style="list-style-type: none"> <li>• work schedules</li> <li>• work orders</li> <li>• file notes</li> <li>• correspondence</li> </ul>	Temporary	Destroy 15 years after decommissioning of asset.
10.3	<b>Records of Medium Value</b>	Records of medium value documenting minor works, and regular and responsive maintenance of non-heritage assets and services including: <ul style="list-style-type: none"> <li>• water supply</li> <li>• water testing</li> <li>• cleaning</li> <li>• pest control</li> <li>• waste management</li> <li>• fuel supply</li> </ul>	Temporary	Destroy 7 years after action completed or expiry of permit.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• environmental reporting</li> <li>• identification of hazardous material</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• work schedules</li> <li>• work orders</li> <li>• file notes</li> <li>• reports</li> <li>• key registers</li> <li>• correspondence</li> <li>• electrical testing (test &amp; tag)</li> <li>• water supply quality testing reports</li> <li>• water supply use permits</li> </ul>		
10.4	<b>Records of Short Term Value</b>	<p>Records of short term value including:</p> <ul style="list-style-type: none"> <li>• monthly Environment Protection Authority Tasmania (EPA) fuel storage related Statistical Inventory Reconciliation (SIR) compliance reports</li> <li>• Tasmania Fire Service reports</li> </ul>	Temporary	Destroy 2 years after action completed.
11	<b>INSURANCE</b>	<p>The function of insuring the Authority against loss arising from occurrences such as incidents, accidents and injury to employees, Board members and the public.</p> <p>Includes insurances relating to:</p> <ul style="list-style-type: none"> <li>• personal accident</li> <li>• public products liability</li> <li>• industrial special risk</li> <li>• directors and employees personal liability</li> <li>• public liability</li> <li>• motor vehicles</li> <li>• workers compensation</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMPENSATION - Claims</b> for claims for injury or damage to property incurred by the public.</p> <p>See <b>BOARD &amp; GOVERNANCE</b> for administering the Port Arthur Historic Site Management Authority (PAHSMA) Board and managing the responsibilities of the Board of Directors.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and management of contractors and consultants.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>LEGAL SERVICES - Advice</b> for legal advice.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMPENSATION - Cases</b> for workers compensation claims for injured employees.</p> <p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for valuations of curatorial collection items.</p>		
11.1	<b>Records of Medium Value</b>	<p>Records of medium value documenting insurance matters including:</p> <ul style="list-style-type: none"> <li>• determinations of amounts of cover</li> <li>• renewals</li> <li>• policy endorsements</li> <li>• liaison with insurers and brokers</li> <li>• insurance investigations</li> <li>• advice from and to relating to insurance</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of policy documents</li> <li>• correspondence</li> <li>• renewal documents</li> </ul>	Temporary	Destroy 7 years after action completed or expiry of policy.

Reference	Function/Disposal Class	Description	Status	Disposal Action
12	<b>MARKETING</b>	<p>The function of developing and delivering the Marketing Strategy for all sites.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• consumer marketing</li> <li>• travel trade promotions</li> <li>• corporate communications</li> <li>• media and public relations</li> <li>• promotion of sites through national, state and regional tourism organisations</li> <li>• supporting the tourism industry as an accredited tourism attraction</li> <li>• management of donations and sponsorships</li> </ul> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>FINANCIAL MANAGEMENT - Accounting</b> for financial transactions and taxation records relating to donations and sponsorships.</p> <p>See <b>PLANS</b> for planning documents including the Marketing Strategy.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for cultural donations (e.g. bricks, cultural documents) or for the Resource Centre (e.g. books, copies of photos).</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS</b> for public talks, involvement in community projects and study visits.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See <b>TOURISM OPERATIONS</b> for managing all tourism and commercial operations at the Authority sites including the provision of all visitor experiences and services across all sites.</p> <p>See <b>for legal deposit</b> NED (National eDeposit) legal deposit guidelines for lodging print, digital and audio-visual publications, including government publications.</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>PUBLICATION - Production</b> for publication including design and printing of promotional material.</p>		
12.1	<b>Records of Continuing Value</b>	<p>Records of continuing value that:</p> <ul style="list-style-type: none"> <li>• demonstrate how sites have been promoted over time</li> <li>• provide records of contributions to state and national tourism growth and partnerships</li> <li>• demonstrate increase in number of visitors and tourism industry as an accredited tourism attraction</li> <li>• provides records of contributions to local, State and National tourism awards</li> <li>• demonstrate market changes and trends over time</li> <li>• demonstrate changes in marketing methods</li> <li>• promotion and onsite activities for cruise ship arrivals</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• the Authority websites</li> <li>• final submissions for local, State and National tourism awards</li> <li>• receipt of tourism industry accreditation</li> </ul>	Permanent	Retain as State Archives

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• representative example of finished promotional material, brochures and advertisements</li> <li>• photography, media stories and video clips</li> <li>• trade contacts, consumer and stakeholders data</li> <li>• copies of presentations to trade events and tourism organisations</li> </ul>		
12.2	<b>Records of Medium Value</b>	<p>Records of medium value documenting:</p> <ul style="list-style-type: none"> <li>• development of submissions for National, State and local tourism awards</li> <li>• external awards received by the</li> <li>• reviews received from external organisations</li> <li>• applications and renewals for tourism accreditation</li> <li>• trade, consumer and stakeholder contact information</li> <li>• financial donations from organisations/individuals</li> <li>• financial donations made by the Authority to organisations/individuals including donations to sponsor community events, etc.</li> <li>• appointments and meetings with trade show participants</li> <li>• commercial filming and photography applications</li> <li>• visiting Journalists documentation and articles</li> <li>• social media advertising and blogs</li> <li>• contributions to external websites</li> <li>• editorial input into published material</li> <li>• multi-media advertising</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• promotional material including printed collateral and digital advertisements (pamphlets, flyers, etc.)</li> <li>• applications to attend trade shows</li> <li>• records of appointments and meetings held with trade show</li> <li>• public notices</li> </ul>	Temporary	Destroy 7 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• media releases</li> <li>• contacts/mailing lists</li> <li>• photographs and video footage</li> <li>• correspondence</li> </ul>		
12.3	<b>Records of Short Term Value</b>	<p>Records of short term value that support marketing activities including:</p> <ul style="list-style-type: none"> <li>• external data and reports</li> <li>• marketing trends research</li> <li>• signage and banners</li> </ul> <p><b>Note:</b> a representative example to be retained in the Resource Centre as part of the Corporate Collection.</p>	Temporary	Destroy 2 years after action completed.
13	<b>PLANS</b>	<p>The function of developing, approving and implementing statutory and secondary plans relating to all functions.</p> <p>Statutory Plans include:</p> <ul style="list-style-type: none"> <li>• Statutory Management Plan (SMP)</li> <li>• Examples of secondary Plans include:</li> <li>• Emergency Management Plan</li> <li>• Marketing Strategy</li> <li>• Tourism Operations Plan</li> <li>• Carrying Capacity Plan</li> <li>• Landscape Management Plan</li> <li>• Archaeology Management Plan</li> <li>• Port Arthur Streetscape Management Plan</li> <li>• Corporate Plan</li> <li>• Information Communication Technology (ICT) Strategy</li> </ul> <p>See <b>POLICY &amp; PROCEDURES</b> for the development and implementation of policy including work procedures (tertiary plans) that outline the Authority's operational approach.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		See DA 2158 Disposal Schedule for Short-term Value Records for records that are used solely in the preparation of plans including working papers, background notes, reference material and non-significant drafts of plans not circulated for comment.		
13.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting:</p> <ul style="list-style-type: none"> <li>• the development and revision of the Statutory Management Plan (SMP)</li> <li>• the development and revision of secondary plans</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• final versions of plans</li> <li>• significant drafts</li> </ul>	Permanent	Retain as State Archives
13.2	<b>Records of Medium Value</b>	<p>Records of medium value documenting the development and revision of plans.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• final versions of plans</li> <li>• significant drafts</li> <li>• drafts circulated for comment</li> <li>• comments on circulated drafts</li> <li>• business cases or proposals for new or revised plans</li> </ul>	Temporary	Destroy 7 years after superseded.
14	<b>POLICY &amp; PROCEDURES</b>	<p>The function of developing, approving and implementing policy (including tertiary plans or work procedures) and procedures for all Authority functions.</p> <p>See DA 2158 Disposal Schedule for Short-term Value Records for records that are used solely in the preparation of policy or procedures including working papers, background notes, reference material and drafts not circulated for comment.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		See <b>PLANS</b> for developing, approving and implementing statutory and secondary plans relating to all Authority functions.		
14.1	<b>Records of Continuing Value</b>	Records of continuing value including: <ul style="list-style-type: none"> <li>• final versions of approved policy including work procedures (tertiary plans)</li> <li>• draft versions of policy circulated for comment</li> <li>• comments resulting in changes to final policy</li> </ul>	Permanent	Retain as State Archives
14.2	<b>Records of Medium Value</b>	Records of medium value documenting: <ul style="list-style-type: none"> <li>• the development, review and implementation of policy including work procedures (tertiary plans)</li> <li>• the development, review and implementation of procedures and instructions</li> </ul> Records may include but are not limited to: <ul style="list-style-type: none"> <li>• draft versions of policy not circulated for comment</li> <li>• final versions of procedures and instructions</li> <li>• notification of changes to, or the implementation of new or revised policy, procedures or instructions</li> <li>• correspondence</li> </ul>	Temporary	Destroy 7 years after procedures are superseded or approval of final policy.
15	<b>RESEARCH</b>	The function of managing and conducting research for the continued understanding of the Port Arthur Historic Sites and the successful management of their heritage values. Ongoing research at the Port Arthur Historic Site aims to facilitate research by Authority staff, academics, conservation organisations, students and other members of the public.  Includes research relating to: <ul style="list-style-type: none"> <li>• historical and archaeological investigations</li> <li>• convict history</li> </ul>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• human colonisation</li> <li>• physiological and cultural change</li> <li>• health and wellbeing during the colonial period</li> <li>• consumer behaviour</li> <li>• settlement planning</li> <li>• technological adaptation and innovation</li> <li>• environmental impacts including those of climate change</li> <li>• scientific research relating to the habitat ecology of endangered or threatened fauna</li> <li>• cultural heritage assets</li> <li>• conservation techniques and methods</li> <li>• visitor experience and audience</li> <li>• corporate organisation and administration</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• research outputs including the Convict Database Project data</li> <li>• partnerships and associations with external organisations including internships</li> <li>• management of research data</li> <li>• research enquiries and responses</li> <li>• management of details of volunteers who participated in research projects that have cultural and heritage value</li> <li>• outputs of conferences and other events that have ongoing research value</li> </ul> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for enquiries and responses of a general nature relating to heritage assets and infrastructure.</p> <p>See <b>MARKETING</b> for marketing trends research.</p> <p>See <b>APRIL 28, 1996 INCIDENT</b> for the 1996 collection.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See <b>CULTURAL HERITAGE ASSET MANAGEMENT</b> for conserving and restoring cultural heritage assets and cultural resources at all Authority sites including collections with research potential.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>INFORMATION MANAGEMENT - Intellectual Property</b> for copyright applications and approvals by and to the Authority.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Conferences</b> for conferences organised or hosted by the Authority.</p> <p>See <b>CULTURAL HERITAGE &amp; INFRASTRUCTURE ADMINISTRATION &amp; PLANNING</b> for preserving, administering and planning the management of cultural heritage assets and infrastructure at all Authority sites.</p> <p>See <b>HERITAGE PROGRAMS</b> for surveys evaluating the education program.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>PUBLICATION - Production</b> for publication including design and printing. Includes articles and reports for professional journals.</p> <p>See <b>for legal deposit</b> NED (National eDeposit) legal deposit guidelines for lodging print, digital and audio-visual publications, including government publications.</p>		
15.1	<b>Records of Continuing Value</b>	<p>Records of continuing value documenting outputs of research and research projects.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• databases including the Convict Database</li> <li>• survey reports</li> <li>• survey data represented in spreadsheets, graphs, tables</li> </ul>	Permanent	Retain as State Archives - Consult with Tasmanian Archives prior to transfer re need to retain in agency.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• transcripts of primary source records (some as responses to external research enquiries) including transcriptions of convict records</li> </ul>		
15.2	<b>Records of Medium Value</b>	<p>Records of medium value documenting:</p> <ul style="list-style-type: none"> <li>• development of research projects</li> <li>• development and management of partnerships and associations with external organisations including internships</li> <li>• external research enquiry correspondence</li> <li>• Records may include but are not limited to:</li> <li>• correspondence</li> <li>• communications with external research organisations such as universities</li> <li>• communications with students and interns</li> <li>• communications with family history researchers</li> </ul>	Temporary	Destroy 15 years after action completed.
16	<b>TOURISM OPERATIONS</b>	<p>The function of managing all tourism and commercial operations at sites including the provision of all visitor experiences and services.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• food and beverage services</li> <li>• guiding for day and night tours</li> <li>• cruise ship related activities and tours</li> <li>• visitor experiences</li> <li>• product and experience development and provision</li> <li>• retail sales</li> <li>• the use of sites for events</li> <li>• support for local community events</li> <li>• organisation of and participation in events</li> </ul> <p>See <b>MARKETING</b> for promotion of Authority sites through national, state and regional tourism organisations.</p>		

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>TECHNOLOGY &amp; TELECOMMUNICATIONS</b> for the management of systems and databases (not data).</p> <p>See <b>PLANS</b> for the development of the Tourism Plan.</p> <p>See <b>HERITAGE PROGRAMS</b> for visitor interpretation and understanding of Authority sites as well interpretive aspects and scripts of plays.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>FINANCIAL MANAGEMENT - Accounting</b> for financial transactions including invoicing.</p> <p>See <b>CONTRACT MANAGEMENT</b> for contracts and agreements and management of contractors and consultants.</p> <p>See <b>HERITAGE PROGRAMS</b> for the school Education Program online forms requesting a school booking.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>EQUIPMENT &amp; STORES - Stocktake</b> for records documenting the stocktake of equipment and stores.</p>		
16.1	<b>Records of Continuing Value</b>	<p>Records of continuing value including:</p> <ul style="list-style-type: none"> <li>• records of product and experience development and implementation</li> <li>• copies of presentations given at events</li> <li>• photographic records of events</li> <li>• visitor statistics including tours, harbour cruises and cruise ships statistics</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> </ul>	Permanent	Retain as State Archives

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• photographs, slides, negatives</li> <li>• spreadsheets containing statistical information of visitor numbers</li> <li>• menus</li> </ul>		
16.2	<b>Records of Medium Value</b>	<p>Records of medium value documenting:</p> <ul style="list-style-type: none"> <li>• cruise ships and other visiting vessel products (special tours etc.)</li> <li>• plays including scheduling, costings, contractual arrangements</li> <li>• Authority involvement in the Three Capes Track project</li> <li>• tours and guiding (ghost, guided, specialist and audio)</li> <li>• electric vehicle ('Wombat') used for transporting visitors on-site</li> <li>• marketing and advertising of events</li> <li>• event partnership arrangements</li> <li>• equipment hire for events</li> <li>• events speaker/presenter/artist details</li> <li>• licenses and special permits for food and beverage and outlets</li> <li>• safety compliance inspections</li> <li>• registration of business names</li> <li>• retail and souvenir products</li> <li>• retail stock management</li> <li>• participation in the Tasmanian Visitor Information Network including commissions and brochure information</li> <li>• arrangements for visiting dignitaries and visitors provided with free of charge entry to sites</li> <li>• including protocol, security and catering</li> <li>• visitor feedback including comments, complaints, visitor surveys, mystery shopper surveys and social media reviews</li> </ul>	Temporary	Destroy 7 years after action completed.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<ul style="list-style-type: none"> <li>• site statistics provided to the Australian Bureau of Statistics (ABS) including Quarterly Business Indicator Survey</li> </ul> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• business cases</li> <li>• schedules</li> <li>• costing records</li> <li>• tour scripts</li> <li>• permits</li> <li>• licences, e.g. liquor license</li> <li>• media releases</li> <li>• curriculum vitae</li> <li>• hire agreements</li> <li>• advertisements</li> <li>• medial releases</li> <li>• supplier and contact lists</li> <li>• stock orders</li> <li>• sales data</li> <li>• stocktake reports</li> <li>• mail order forms</li> <li>• completed surveys</li> </ul>		
16.3	<b>Records of Short Term Value</b>	<p>Records of short term value documenting:</p> <ul style="list-style-type: none"> <li>• ticketing and collection of site entry fees including free of charge tickets (FOC), tickets of leave, vouchers and Three Capes Track ticketing</li> <li>• bookings and ticketing records maintained in the booking system (currently JRS)</li> <li>• catering at sites including partnerships with on-site operators (e.g. Port Arthur Cruises)</li> <li>• Three Capes Track bookings and sales</li> <li>• ghost tour participation</li> </ul>	Temporary	Destroy after superseded or 1 year after administrative use ceases.

Reference	Function/Disposal Class	Description	Status	Disposal Action
		<p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• booking forms including education program confirmation bookings</li> <li>• correspondence</li> <li>• menu item recipes</li> <li>• internal catering forms</li> <li>• food temperature records</li> <li>• catering costings</li> <li>• restaurant diary</li> <li>• daily summaries</li> <li>• restaurant diary</li> <li>• restaurant bookings</li> <li>• accommodation bookings</li> <li>• ghost tour certificates</li> <li>• photographic images taken on paranormal ghost tours</li> <li>• correspondence</li> </ul>		

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