

**Disposal Schedule**  
**for**  
**Records of Assistance under the**  
***Tasmanian Development Act 1983***

**Disposal Authorisation No. DS 19**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

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

### **AUTHORISATION** page 5

### **INTERPRETATION** page 6

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

## **FUNCTIONS**

### **1.0.0 FINANCIAL ASSISTANCE**

1.1.0	Policy & Administration	page 8
1.2.0	Microfilm Copies of Client Records	page 8
1.3.0	Corporate, Housing and Primary Industry Loans	page 9
1.4.0	War Service Land Settlement (WSLS)	page 10
1.5.0	Closer Settlement	page 10
1.6.0	Guarantees	page 11
1.7.0	Grants	page 11
1.8.0	Business Interest (Shares)	page 11
1.9.0	Premises Leased to Clients	page 12

### **2.0.0 CO-OPERATIVE HOUSING SOCIETIES**

2.1.0	Policy & Administration	page 13
2.2.0	Registration Records	page 13
2.3.0	Lending	page 13

## **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 Tasmanian Archive & Heritage Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. DS 19**

**Title:** **Disposal Schedule for Records of Assistance Provided Under the  
*Tasmanian Development Act 1983***

**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**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>	<b>Sections</b>
3.0	19-04-2016	Christine Woods	Template	All
2.0	17-09-2004	TAHO	Amendments	All
1.0	18-10-1994	TAHO	Initial Release	All

**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
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 Records of Assistance provided under the *Tasmanian Development Act 1983*

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 Tasmanian Archive & Heritage 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 Government Information Strategy Unit website.

<b>1.0.0</b>	<b>FINANCIAL ASSISTANCE</b> Records of financial assistance provided under the <i>Tasmanian Development Authority Act 1983</i> to Individuals, Companies, or Bodies by means of a Loan, Grant, Guarantee or Business interest in the areas of Corporate, Housing and Primary Industries.	
<b>1.1.0</b>	<b>POLICY AND ADMINISTRATION (FINANCIAL ASSISTANCE)</b>	
1.1.1	Records illustrating policy and establishing precedents.	PERMANENT
1.1.2	Routine correspondence including enquiries relating to financial assistance and general administration of lending programs.	TEMPORARY Destroy 5 years after action completed.
1.1.3	Register recording summary account details for Corporate, Housing, Primary Industry, War Service, Closer Settlement loans, Guarantees, Grants, Business Interest and Leased Premises clients.	PERMANENT
<b>1.2.0</b>	<b>MICROFILM COPIES OF CLIENT RECORDS (FINANCIAL ASSISTANCE)</b> Includes client records of Corporate, Primary Industry, War Service, Closer Settlement loans, Guarantees, Grants, Business Interest and Leased Premises.  <b>NOTE – this section only applies to the microfilming of client records which commenced in 1990 and ceased in June 2004.</b> All documents on current loan files (excluding previous volumes) were filmed, therefore, the commencement date of microfilming will vary for each file. Microfilming was replaced with scanning in June 2004.  <i>See classes 1.3.6, 1.4.2, 1.5.2, 1.6.2, 1.7.3, 1.8.2, 1.9.8 for source records of client records which have been microfilmed.</i>	
1.2.1	Original uncut Microfilm containing quarterly updates of client records.	PERMANENT Transfer when microfiche and duplicate copies have been made.
1.2.2	Register listing records contained on original microfilm.	PERMANENT Transfer with 1.2.1
1.2.3	One microfiche copy of client records which have been Paid in Full or written off.	PERMANENT Transfer annually (Note – an alphabetical list of the client records contained in each transfer should be provided to the Tasmanian Archive & Heritage Office on disk or by other specified electronic means.)



<b>1.3.0</b>	<b>CORPORATE, HOUSING AND PRIMARY INDUSTRY LOANS (FINANCIAL ASSISTANCE)</b>  <i>See 1.1.3 for electronic Register of summary account details. See 1.1.2 for records relating to the administration of the lending program. See 1.4.0 for War Service land Settlement See 1.5.0 for Closer Settlement See 1.6.0 for Guarantees See 1.7.0 for Grants See 1.8.0 for Business Interest See 1.9.0 for Premises leased to Clients See 2.0.0. for Co-Operative Housing Societies</i>	
1.3.1	Client records documenting loan assistance provided to major Primary Industry and Corporate clients including loan applications, supporting documentation, loan approvals, interest rate determinations and routine information.	PERMANENT
1.3.2	Client records documenting loan assistance provided to Primary Industry and Corporate clients not described in 1.3.1.	TEMPORARY Destroy 7 years after loan is paid in full or written off.
1.3.3	Client records documenting loan assistance provided to Housing clients including loan applications, supporting documentation, loan approvals, interest rate determinations and routine information.	TEMPORARY Destroy 7 years after loan is paid in full.
1.3.4	Client records documenting loan assistance provided to builders for the construction of housing under the Home Ownership Building Industry Scheme or Commonwealth Home Ownership Grants Scheme.	TEMPORARY Destroy 7 years after loan is paid in full.
1.3.5	Records of applications for loans, grants and guarantees where the applications were withdrawn or rejected, including the application, loans committee decision, supporting documentation and routine information.	TEMPORARY Destroy 7 yrs after the date of notification of withdrawal or rejection.
1.3.6	Source records of client records described in 1.3.1, 1.3.2, 1.3.3, 1.3.4, & 1.3.5 where reproductions are created, maintained and managed in accordance with TAHO reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.
1.3.7	Working papers relating to primary industry loan applications which have been withdrawn or rejected.	TEMPORARY Destroy 12 months after notification of withdrawal or rejection.
1.3.8	Personal guarantees which are evoked	TEMPORARY Destroy 7 years after loan is paid in full.
1.3.9	Personal guarantees which are not evoked	Transfer to the Office of the Crown Solicitor when loan is paid in full or written off.
1.3.10	Copies of Insurance Policies or Certificate of Currency for a property or business for which there is a current loan.	TEMPORARY Destroy when loan is paid in full or written off.
1.3.11	Memorandum of Mortgage	Transfer to the Office of the Crown Solicitor or forward to the client when loan is paid in full.

1.3.12	Certificate of Title.	Transfer to the Office of the Crown Solicitor when loan is paid in full (for forwarding to the client or Second Mortgagee).
<b>1.4.0</b>	<b>WAR SETTLEMENT LAND SETTLEMENT (WSLS) (FINANCIAL ASSISTANCE)</b> Records of rural properties owned by the Commonwealth and administered by Tasmanian Development and Resources which are granted in perpetuity to ex - servicemen at a predetermined concessional rental fee. The tenant can purchase the property by payment of the option price plus any rental due or sell their leasehold interest (Fee Farm Title).  <i>See 1.1.2 for records relating to the administration of the lending program. See 1.1.0 for records illustrating policy, establishing precedents and routine correspondence. See 1.1.3 for electronic register of summary account details. See Disposal Schedule for Common Administrative Functions DA No. 2157 for legislation.</i>	
1.4.1	Client records documenting financial assistance provided to clients including tenancy agreement, rental fee and financial statements.	PERMANENT
1.4.2	Source records of client records described in 1.4.1 where reproductions are created, maintained and managed in accordance with AOT reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.
1.4.3	Certificates of Title to Land for WSLS properties. (called Fee Simple Title or Freehold).	Transfer to owner or mortgagee when property is purchased. If Tasmania Development And Resources is the mortgagee, transfer to owner when loan is paid in full.
1.4.4	Certificates of Title to Equity in WSLS Properties (called Fee Farm Title or Leasehold Interest)	Transfer to owner when loan is paid in full.
<b>1.5.0</b>	<b>CLOSER SETTLEMENT (FINANCIAL ASSISTANCE)</b> Records of rural properties which are owned by Tasmanian Development and Resources and leased to the client initially as a Development Lease (offering concessional interest rates and terms on a year by year basis) and then as a Settlement lease (a ten year term) after which time the client must purchase the property.  <i>See 1.1.0 for records illustrating policy, establishing precedents and routine correspondence. See 1.1.3 for electronic register of summary account details. See Disposal Schedule for Common Administrative Functions DA No. 2157 for legislation. See 1.1.2 for records relating to the administration of the lending program.</i>	
1.5.1	Client records documenting financial assistance provided to clients including tenancy agreement, rental fee and financial statements.	PERMANENT
1.5.2	Source records of records described in 1.5.1 where reproductions are created, maintained and managed in accordance with TAHO reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.
1.5.3	Certificates of Title for Closer Settlement Properties.	Retain in Agency until property is purchased, at which time documents should be transferred to owner.

<b>1.6.0</b>	<p><b>GUARANTEES (FINANCIAL ASSISTANCE)</b></p> <p>Guarantees provided to assist a business by guaranteeing repayment of money lent or the performance of any obligation including supply of goods or work to be performed are completed.</p> <p><i>See 1.1.3 for electronic register of summary account details.</i>  <i>See 1.3.6 for unsuccessful applications for guarantees.</i></p>	
1.6.1	Client records documenting financial assistance provided to clients including supporting documentation and routine information.	PERMANENT
1.6.2	Source records of records described in 1.6.1 where reproductions are created, maintained and managed in accordance with AOT reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.
1.6.3	Copies of Insurance Policies or Certificate of Currency for a property or business for which there is a current guarantee.	TEMPORARY Destroy when loan is paid in full or on the completion of supply of goods of work.
<b>1.7.0</b>	<p><b>GRANTS (FINANCIAL ASSISTANCE)</b></p> <p>Grants provided to assist in the development, expansion or retention of business undertakings or for research in developing a business. Includes payroll tax relief, training assistance and payment of relocation costs.</p> <p><i>See 1.1.3 for electronic register of summary account details.</i>  <i>See 1.3.6 for unsuccessful applications for grants.</i></p>	
1.7.1	Client records documenting grant assistance provided to clients including supporting documentation and routine information.	PERMANENT
	<i>See 1.7.2 for minor grants.</i>	
1.7.2	Records documenting minor financial assistance granted for a specified purpose such as: <ul style="list-style-type: none"> <li>attendance at training courses</li> <li>development of brochures etc.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
1.7.3	Source records of records described in 1.7.1 & 1.7.2 where reproductions are created, maintained and managed in accordance with TAHO reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.
<b>1.8.0</b>	<p><b>BUSINESS INTEREST (FINANCIAL ASSISTANCE)</b></p> <p>Tasmanian Development and Resources interest acquired in a business undertaking to assist with the development of the Tasmanian economy. Includes the purchase of shares in a company.</p> <p><i>See 1.1.3 for electronic register of summary account details.</i></p>	
1.8.1	Client records documenting financial assistance provided to clients including supporting documentation and routine information.	PERMANENT
1.8.2	Source records of records described in 1.8.1 where reproductions are created, maintained and managed in accordance with TAHO reproduction conditions.	TEMPORARY Destroy after records have been copied, converted or migrated.

<b>1.9.0</b>	<p><b>PREMISES LEASED TO CLIENTS (FINANCIAL ASSISTANCE)</b></p> <p>Properties owned by Tasmanian Development and Resources which are leased to business enterprises to assist with their development by providing concessional rental rates during the development stage, or as an incentive to establish the business enterprise in Tasmania. A working capital loan or other financial assistance may also be provided.</p> <p>Major tenants are those that make a major commitment to establish the business in Tasmania or receive substantial assistance to develop the business or remain operating in Tasmania.</p> <p><i>See classes 1.3.0 -1.8.0 for records dealing with financial assistance to the client in terms of a loan, grant, guarantee or business interest.</i></p> <p><i>See Disposal Schedule for Common Administrative Functions (DA 2157) for records relating to premises owned or leased by the agency for its own use.</i></p> <p><i>See 1.1.3 for electronic register of summary account details.</i></p>	
1.9.1	Registered deeds and certificates of title.	<p>TEMPORARY</p> <p>Retain in Agency until property is sold when documents should be transferred to new owner.</p>
1.9.2	Records relating to the sale and purchase of land and buildings including policy documents, legal documents, negotiations and contracts.	PERMANENT
1.9.3	<p>Records of building construction and major repairs and maintenance projects including consultant's reports, planning documents, certified plans, surveys, specifications and drawings.</p> <p><i>See 1.9.9, 1.9.10, 1.9.11 and 1.9.12 for contracts.</i></p>	PERMANENT
1.9.4	<p>Records relating to the construction and installation of utilities, e.g. air conditioning, ventilation, heating, lighting, electricity, computer cabling etc., including plans and specifications.</p> <p><i>See 1.9.9, 1.9.10, 1.9.11 and 1.9.12 for contracts.</i></p>	PERMANENT
1.9.5	Records relating to the administration of premises leased by clients including minor maintenance, security, property valuations, client maintenance, copies of client insurance policies and routine correspondence	<p>TEMPORARY</p> <p>Destroy 7 years after premise is sold or demolished.</p>
1.9.6	<p>Records documenting the lease of premises to major tenants (see 1.9.0 for definition of major tenant).</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• lease agreements</li> <li>• supporting client financial statements</li> </ul>	PERMANENT
1.9.7	<p>Records documenting the lease of premises to tenants not described in 1.9.6.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• lease agreements</li> <li>• supporting client financial statements</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after lease expires.</p>
1.9.8	Source records of records described in 1.9.6 & 1.9.7 where reproductions are created, maintained and managed in accordance with AOT reproduction conditions.	<p>TEMPORARY</p> <p>Destroy after records have been copied, converted or migrated.</p>
1.9.9	Contract registers.	PERMANENT
1.9.10	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> <li>• records of financial transactions</li> </ul>	<p>TEMPORARY</p> <p>Destroy 13 years after expiry of contract.</p>

1.9.11	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <p><i>See 1.9.10 for contracts under seal.</i></p>	TEMPORARY Destroy 7 years after expiry of contract.
1.9.12	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy / service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>2.0.0</b>	<b>CO-OPERATIVE HOUSING SOCIETIES</b> Records of financial assistance provided under the Commonwealth State Housing Agreement to Co-operative Housing Societies for the purpose of lending money to low income earners for the purchase of housing. Also includes the guarantee of funds by the Treasurer to the Societies and the subsidy of funds borrowed by the society from external sources.	
<b>2.1.0</b>	<b>POLICY AND ADMINISTRATION (CO-OPERATIVE HOUSING SOCIETIES)</b>	
2.1.1	Records relating to policy and administration of the Co-operative Housing Societies including government guarantees for funds, amalgamation of Societies and the transfer of administration to another agency.	PERMANENT
2.1.2	Register of Co-operative Housing Societies including details of registration documents and guarantees and details of monies lent to societies.	PERMANENT
2.1.3	Routine correspondence including general inquiries from Co-operative Housing Societies.	TEMPORARY Destroy 5 years after action completed.
<b>2.2.0</b>	<b>REGISTRATION RECORDS (CO-OPERATIVE HOUSING SOCIETIES)</b>	
2.2.1	Registration records including deed of agreement, application to register or incorporate a society, special resolutions, list of directors, agreements for additional funds and related correspondence.	PERMANENT
<b>2.3.0</b>	<b>LENDING (CO-OPERATIVE HOUSING SOCIETIES)</b>	
2.3.1	Records documenting financial dealings with Co-operative Housing Societies including bank statements, balance sheets, interest rate determinations, discharge of mortgage requests and supporting documentation.  <i>See 2.1.3 for routine correspondence.</i>	TEMPORARY Destroy 7 years after dissolution of the society.
2.3.2	Insurance Policies and Certificates of Currency for Co-operative Housing Society clients.	TEMPORARY Destroy after loan is paid in full.
2.3.3	Memorandum of Mortgage	Transfer to the society's solicitor for forwarding to the client when loan is paid in full.
2.3.4	Certificate of Titles	Transfer to the society's solicitor for forwarding to the client when loan is paid in full.
2.3.5	Working papers of the Registrar of Co-operative Housing Societies including inspection reports, copies of balance sheets.	TEMPORARY Destroy 1 year after action completed.