

**Disposal Schedule  
for  
Schools Registration Board**

**Disposal Authorisation No. 2422**

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### **FUNCTION AND ACTIVITIES**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

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

### **Review of the schedule**

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

### **Contacts**

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

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2422**

**Title:** Disposal Schedule for Schools Registration Board

**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>
1.0	June 2013	Deborah Drinkell	Initial Release	All

**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
		This is the first release of this document.

## **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 Schools Registration Board.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

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

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

## **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other Investigations and inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

Reference	Disposal class	Status and Disposal Action
<b>01.00.00</b>	<p><b>SCHOOLS REGISTRATION BOARD</b></p> <p>The function of the Schools Registration Board is to assess and determine applications for the registration of new non-government schools and to ensure that existing non-government schools comply with the educational standards determined by the Minister for Education and Skills, through reviews of these schools' registration applications.</p>	
<b>01.01.00</b>	<p><b>Advice (Schools Registration Board)</b></p> <p>The activities associated with offering opinions and advice to the Ministers and government agencies and authorities on the functions of the Schools Registration Board. Includes the process of advising and legal advice received from in-house consultants and external sources including the Solicitor-General's Office.</p>	
01.01.01	<p>Records documenting the provision of advice to the Minister or other Government agencies on controversial public issues, advice and interpretations of legislation related to non-government schools. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice (submissions)</li> </ul> <p><i>See DA2157 07.17.01 for cabinet submissions prepared by the agency.</i></p> <p><i>See 01.06.00 for Registration Reviews</i></p>	PERMANENT
01.01.02	<p>Records documenting the provision of advice in relation to the Schools Registration Board on issues that are not described in 01.01.01. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.02.00</b>	<p><b>Appointments (Schools Registration Board)</b></p> <p>The activities associated with the nomination, appointment, resignation or terminations and remuneration of members of the Schools Registration Board.</p>	
01.02.01	<p>Records documenting the nomination, appointment, resignation or terminations and remuneration of Board members</p> <p><i>See DA2157 for payment method and details of remuneration</i></p> <p><i>See 01.06.00 for Registration Review Panel Members</i></p>	PERMANENT

<b>01.03.00</b>	<b>Board Meetings ( Schools Registration Board)</b>	
	The activities associated with meetings of the Schools Registration Board held to formulate, discuss, update and resolve matters pertaining to the management of the Board. Includes arrangements, agendas and taking of minutes.	
01.03.01	Master set of minutes, agenda papers of the Schools Registration Board meetings.	PERMANENT
01.03.02	Records relating to the conduct of meetings including notice of meetings, confirmation of board papers and routine correspondence, catering and accommodation arrangements.	TEMPORARY Destroy when reference ceases
	<b>Legislation (Schools registration Board)</b>	
	The process of making laws. Includes, State, Australian Government and overseas Acts, Bills and subsections of Acts and amendments to each.  <i>See DA2157</i>	
<b>01.04.00</b>	<b>Publications (Schools Registration Board)</b>	
	The preparation of Schools Registration Board publications for distribution.	
01.04.01	Master copies of Schools Registration Board publications. <ul style="list-style-type: none"> <li>• Schools Registration Board Handbook</li> <li>• Final version of Schools Registration Board Annual Report</li> </ul>	PERMANENT
<b>01.05.00</b>	<b>Registration (Schools Registration Board)</b>	
	Registration applications for non-government schools to operate a school or a campus of a school which provides educational instruction up to and including the final year of secondary education.  <i>See 01.06.00 for Registration Reviews</i>	
01.05.01	Records relating to the assessment of applications to be registered with the Schools Registration Board of Tasmania and approved for registration. Records may include: <ul style="list-style-type: none"> <li>• Initial applications for registration</li> <li>• Registration of existing schools</li> <li>• Significant matters regarding the schools ongoing registration</li> </ul>	PERMANENT
01.05.02	Records relating to the assessment of applications to be registered with the Schools Registration Board of Tasmania that is not approved for registration.	TEMPORARY Destroy 25 years after action completed
<b>01.06.00</b>	<b>Reviews (Schools Registration Board)</b>	
	The activities involved in the conduct of reviews carried out by Review Panels to advise the Schools Registration Board on the appropriateness or otherwise of the registration of existing schools.	

	<i>Note: Records relating to a cancellation of Registration of non-government schools is included in the review process.</i>	
01.06.01	Copy of Registration, final Review Report and Registration Certificate	PERMANENT
01.06.02	Documents provided by the school to support the review of the registration process	TEMPORARY Destroy 10 years after action complete
<b>01.07.00</b>	<b>School Directory (Schools Registration Board)</b> Non-Government School Directory	
01.07.01	Annual listing of Registered non-government schools	PERMANENT
<b>01.08.00</b>	<b>Standards (Schools Registration Board)</b> The standards used by the Schools Registration Board are determined by the Minister for Education and are the requirements that schools must meet and maintain to be registered with the Schools Registration Board of Tasmania <ul style="list-style-type: none"> <li>• the proposed curriculum of that school</li> <li>• the qualifications required of teachers at that school</li> <li>• the facilities to be provided at that school</li> <li>• the minimum number of students to attend that school</li> <li>• the kinds of students to attend that school</li> <li>• the enrolment and attendance procedures of that school</li> <li>• the financial viability of the school</li> <li>• the proposed arrangements for the governance and administration of the school</li> <li>• the likely impact of the registration of the school on existing schools in the same geographical area</li> <li>• the proposed grievance process</li> <li>• any other prescribed matter</li> </ul> <p><i>See: Publications for Schools Registration Board Handbook</i></p>	
01.08.01	Final versions of standards used to determine the requirements for registration as a non-government school	PERMANENT
01.08.02	Records documenting the development of standards required for registration as a non-government school	TEMPORARY – Destroy 7 years after action complete