

Disposal Schedule for Source Records

Disposal Authorisation No. 2159

Note: This schedule does not cover pre-1960 records

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INTRODUCTION

Archives legislation

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

Schedule elements and arrangement

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

- **Reference**

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

- **Disposal classes**

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

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

- **Status**

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

- **Disposal action**

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

Review of the schedule

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

Contacts

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

Acknowledgements

The Tasmanian Archive & Heritage Office wishes to acknowledge the National Archives of Australia *General Disposal Authority for source records that have been copied, converted or migrated* as a principal source of definitions and conditions contained in this schedule.

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2159

Title: **Disposal Schedule for Source Records**

Authorisation:

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham
State Archivist

Document Development History
Build Status

Version	Date	Author	Reason	Sections
4.0	01-07-2015	Christine Woods	Template	All
3.0	10-08-2012	David Bloomfield	Year 2000 cut-off removed	All
2.0	08-10-2007	David Benjamin	Year 2000 cut-off added	All
1.0	29-08-2003	Tina Howard	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers source records.

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

Reproductions must be retained for the period specified in the relevant Disposal Schedule. Reproductions with a PERMANENT status must be retained in the agency for 25 years after creation of the source record then transferred to the Tasmanian Archive & Heritage Office, if authorisation to destroy the permanent value source record is obtained in response to an application under *Guideline 8 Digitisation and Disposal of Source Records*.

This Disposal Schedule only applies if reproductions have the required degree of authenticity, integrity, reliability and useability necessary to replace the source records.

Before destroying source records, agencies must ensure reproductions have met the following conditions of authenticity, integrity, and reliability.

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.

Reproduction standards

Agencies must ensure that:

- the reproductions have the degree of authenticity, reliability, integrity and useability necessary to meet the purposes of the source records
- the reproductions are complete and reproduce the information contained in the source records as accurately as possible
- the reproductions can be taken to be true copies

Conversion process

Agencies must ensure that:

- all material intended to be reproduced is captured
- quality and verification procedures are in place
- errors and defects are corrected
- documentation of the process is comprehensive

Management of the reproductions

Agencies must ensure that:

- the reproductions are captured into a recordkeeping system prior to the destruction of the source records
- the context, meaning and accessibility of the record is maintained
- backup arrangements are maintained
- migration strategies exist to move the records from one hardware/software configuration to another, or from one generation of technology to another

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

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.

Agencies wishing to dispose of source records of permanent value records, must first meet the requirements of *Guideline 8 Digitisation and Disposal of Source Records*, including making application to the Tasmanian Archive & Heritage Office for destruction authorisation. No source records of permanent value may be destroyed until authorisation is received by 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 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.

<p>01.00.00</p>	<p>SOURCE RECORDS</p> <p>Records described in a current Disposal Schedule that have been either:</p> <ul style="list-style-type: none"> • copied • converted into another medium or format, or • migrated from one system to another <p><i>NOTE:</i> <i>Reproductions must have the required degree of authenticity, integrity, reliability and useability necessary to replace the source records, as outlined in Guideline 8 Digitisation and Disposal of Source Records.</i></p> <p><i>Reproductions of temporary records must be retained for the period specified in the relevant disposal Schedule. Permanent records (whether reproductions or original source records) will be transferred to the Tasmanian Archive & Heritage Office, pending the outcome of the destruction application.</i></p>	
<p>01.01.01</p>	<p>Source records having temporary status in an authorised disposal Schedule which are not listed in the exclusions to this schedule (see Coverage, page 6).</p>	<p>TEMPORARY Destroy after records have been copied, converted or migrated, provided adequate reproductions exist.</p>
<p>01.01.02</p>	<p>Source records having permanent status in an authorised Disposal Schedule which are not listed in the exclusions to this schedule (see Coverage, page 6), and that have received formal authorisation from TAHO in accordance with the digitisation requirements of <i>Guideline 8 Digitisation and Disposal of Source Records</i>.</p>	<p>TEMPORARY Destroy after records have been copied, converted or migrated, provided adequate reproductions exist.</p>