

**Disposal Schedule
for
Sport and Recreation
Tasmania**

Disposal Authorisation No. DA 2444

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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 , or by phoning 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2444

Title: Disposal Schedule for Sport and Recreation Tasmania

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
1.0	July 2014	Deborah Drinkell	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
		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 the Sport and Recreation Tasmania.

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

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

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

Preservation of records

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

Permanent records

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

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

Temporary records

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

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

Destruction of records

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

Right to Information

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

Personal Information Protection

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

Other investigations or inquiries

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

Records relating to indigenous people

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

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

Native title

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

Registration of destruction

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

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

01.00.00	<p>ATHLETE DEVELOPMENT The function of developing high performance sports programs to optimise the State's elite athletes' international success and their recognition as sporting ambassadors for the State and Australia. Includes the provision of sport science, sport medicine, coaching, rehabilitation, and career and education services. Also includes early identification of potential athletes</p>	
01.01.00	<p>Athlete Management The activities associated with managing the general conditions of athletes.</p>	
01.01.01	<p>Summary record of athletes who attend the Tasmanian Institute of Sport. This includes the following information:</p> <ul style="list-style-type: none"> • Name • Sex • Date of Birth • Sport • Performance Profile • Personal Bests • Group Performance Profile (team based sports only) 	PERMANENT
01.01.02	<p>Individual athlete files. Records may include:</p> <ul style="list-style-type: none"> • Consent forms, • Training statistics, • Training routines and programs. • <p>Also includes records related to medical treatment and testing of individual athletes, which may include but is not limited to:</p> <ul style="list-style-type: none"> • Diet and nutrition, • Physiotherapy, • Medical and psychological test records, • Reports on medical matters to coaches, • Annual medical screening, <p>May also include records associated with reporting and follow-up of athletes considered to be at risk, or exhibiting signs of, such things as eating disorders, depression.</p>	TEMPORARY Destroy 100 years after date action completed
01.02.00	<p>Coaching Activities required for coaches to develop and implement elite training programs for athletes in order to take those athletes to the pinnacle of their sports. Includes coaching by network coaches, who provide specialist expertise to complement existing programs.</p> <p>For individual athlete records see ATHLETE MANAGEMENT</p>	
01.02.01	<p>Training models Records relating to the development and alteration of sports and training models for elite athletes and squads. Records may include:</p> <ul style="list-style-type: none"> • Training Plans 	TEMPORARY Destroy 5 years after date action completed
01.02.02	<p>Reports Reports prepared by the coaches that contain consolidated information on coaching results, the athlete(s) and squad activities, athlete injuries etc.</p>	TEMPORARY Destroy 5 years after date action completed

01.02.03	<p>Coaching Education Programs Records relating to strength and conditioning education programs. Records may include:</p> <ul style="list-style-type: none"> • Training programs • Manuals • Internal workshop materials. 	<p>TEMPORARY Destroy 6 months after date action completed</p>
01.03.00	<p>Education and Career Assistance The activity associated with providing elite athletes with career guidance, education assistance and professional development services</p>	
01.03.01	<p>Student Management Records relating to negotiation and facilitation of suitable education delivery and conditions for athletes who are undertaking study, including correspondence with educational institutions regarding online and distance education, home schooling, and coordination with regard to subject load, attendance and assessment. Records may include:</p> <ul style="list-style-type: none"> • Correspondence • Schedules • Assessment Results 	<p>TEMPORARY Destroy 5 years after date action completed</p>
01.03.02	<p>Employment Opportunities Records relating to communication with employer groups regarding employment opportunities for athletes seeking employment. Records may include:</p> <ul style="list-style-type: none"> • Career Days • Career Counselling • Employer mentoring programs • Course programs 	<p>TEMPORARY Destroy 2 years after date action completed</p>
01.04.00	<p>Sport Science The activity of obtaining information to assist in designing testing and training strategies that integrates into overall performance plans for TIS squads. Includes obtaining information from training and competition assessment across all disciplines of Sport Science; athlete servicing and applied research; technology development, understanding training methodology and general administration requirements. For the individual athletes records see ATHLETE MANAGEMENT</p>	
01.04.01	<p>Consolidated test records constructed from raw data collected during biomechanical and exercise physiological testing of athletes. Records may include:</p> <ul style="list-style-type: none"> • Spread sheets compiled from raw data, • Reports on test performance, and • Original video footage of athletes undergoing biomechanical testing 	<p>TEMPORARY Destroy 25 years after date action completed</p>
01.04.02	Laboratory accreditation	TEMPORARY

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	<p>Records maintained for the purpose of laboratory accreditation and as required under the AIS National Sport Science Quality Assurance Program (NSSQA).</p> <p>Records may include:</p> <ul style="list-style-type: none">• Equipment calibration logs,• Laboratory environment condition test results,• Testing equipment instruction manuals, testing equipment maintenance logs, operating• Procedures, test protocols,• Laboratory equipment bookings,• Equipment tracking logs,• Records of staff certifications, and• Laboratory procedures manuals	<p>Destroy 10 years after date action completed</p>
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<p>01.05.00</p>	<p>Strength and Conditioning Services The activity of providing training and support services to athletes through an athlete development model. The athlete development model can incorporate areas of speed, agility, endurance, strength, stability, flexibility and injury prevention, management and rehabilitation. The athlete model can be developed using current modelling practices used within the sporting industry which may include incorporating:</p> <ul style="list-style-type: none"> • Sport-specific programs • Programming concepts • Technology development • Understanding current training methodology • Considering program administration. <p>For individual athlete records see ATHLETE MANAGEMENT</p>	
<p>01.05.01</p>	<p>Gymnasium Accreditation Records maintained for the purpose of gymnasium accreditation under the AIS National Sport Science Quality Assurance Program (NSSQA). Records may include:</p> <ul style="list-style-type: none"> • Equipment calibration logs, • Equipment instruction manuals, • Equipment maintenance logs, operating procedures, • Equipment tracking logs, • Records of staff certifications, and • Gymnasium procedures manuals. 	<p>TEMPORARY Destroy 10 years after date action completed</p>
<p>01.05.02</p>	<p>Strength testing Consolidated records relating to strength testing of athletes. Records may include;</p> <ul style="list-style-type: none"> • Reports to coaches and the Australian Institute of Sport. <p>For individual athlete records see ATHLETE MANAGEMENT</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>01.05.03</p>	<p>Athlete strength and conditioning programs Records relating to the development of strength and conditioning programs, including program records and communications with coaches and athletes about program requirements. Records may include;</p> <ul style="list-style-type: none"> • Resistance Training Program • Cardiovascular and speed/agility Programs <p>For individual athlete records see ATHLETE MANAGEMENT</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>01.05.04</p>	<p>Rehabilitation models Records relating to development of rehabilitation models for athletes who sustain major sporting injuries. Includes</p> <ul style="list-style-type: none"> • Research material, • Routine correspondence and • Rehabilitation models developed for specific injuries such as anterior cruciate ligament (ACL) and shoulder injuries. <p>For individual athlete records see ATHLETE MANAGEMENT.</p>	<p>TEMPORARY Destroy 2 years after date action completed</p>
<p>01.05.05</p>	<p>Information and advice Records relating to provision of information or advice to athletes, coaches or the public about strength and conditioning services. Records may include:</p>	<p>TEMPORARY Destroy 2 years after date action completed</p>

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	<ul style="list-style-type: none">• Information• Advice• Brochures• Fact Sheets	
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<p>01.06.00</p>	<p>Talent Identification and Development The activity of systematically identifying athletically talented individuals and preparing them for participation in domestic sporting competition and, potentially, national and international competition. Identification includes testing by school physical education teachers, sports coaches, general testing, sport-specific testing and interview. Testing criteria, benchmarks and programs are set by the National Sporting Association for the sport.</p>	
<p>01.06.01</p>	<p>Potential elite athletes – selected Records relating to potential elite athletes selected through talent search programs to participate in specialised training programs. Records include;</p> <ul style="list-style-type: none"> • Consent for testing forms, • Anthropometrical testing records, • Raw data analysis, • Ongoing athlete monitoring records, • Sport-specific and laboratory test results. 	<p>TEMPORARY Destroy 25 years after date action completed</p>
<p>01.06.02</p>	<p>Potential elite athletes – not selected Records relating to potential elite athletes who are tested through talent search programs, but are not selected to participate in specialised training programs. Records include</p> <ul style="list-style-type: none"> • Consent for testing forms, • Anthropometrical testing records, • Raw data analysis, • Ongoing athlete monitoring records, • Sport-specific and laboratory test results. 	<p>TEMPORARY Destroy 5 years after date action completed</p>
<p>01.06.03</p>	<p>Records relating to the development and review of Talent Search program models, including research materials, routine correspondence and actual models.</p>	<p>TEMPORARY Destroy 5 years after date action completed</p>
<p>02.00.00</p>	<p>FINANCIAL ASSISTANCE The management of grants to clubs, not-for-profit organisations, state sporting organisations, state active recreation providers, local government and community organisations, offered by Sport and Recreation Tasmania. This includes ongoing programs or on a case by case basis. The activities associated with financial assistance include the development of the assistance such as developing the guidelines and eligibility criteria to the receipt and assessment of applications.</p> <p>The Financial Assistance function is managed in the following process order:</p> <ul style="list-style-type: none"> • Governance – the overarching principles that are created outlining what the Department is trying to achieve with these packages and how they will evaluate all submissions for all packages equally. • Development – how each individual financial assistance package will operate • Assessment – The decision documents that are created as a result of reviewing all the applications that are submitted as a collective for each package. (The individual applications will go on the case files under Management). • Review – reviewing the effectiveness of financial assistance packages <p>Management – the individual case file management of each application</p>	
<p>02.01.00</p>	<p>Assessment The task of assessing financial assistance proposals and their respective proponents against the governance frameworks.</p>	

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02.01.01	<p>Records created that evaluate the financial assistance proposals and their respective proponents. This also includes the outcome of the evaluation and if the proposal is approved or denied. Records include:</p> <ul style="list-style-type: none"> • Ministerial • Selection Reports • Briefing Notes <p>For applications that were successful use MANAGEMENT.</p>	PERMANENT
02.01.02	<p>Records received by the department during the application process for financial assistance that was not proceeded with. Records include:</p> <ul style="list-style-type: none"> • Application form • Completed plan template • Financial statements <p>For applications that were successful use MANAGEMENT.</p>	TEMPORARY Destroy 5 years after date action completed
02.02.00	<p>Development The development of a grant. This includes the objective and purpose and how the assistance will be administered as well as documenting the benefit to the Tasmanian economy or community.</p>	
02.02.01	<p>A summary register of financial assistance programs (grants). Summary Register may include:</p> <ul style="list-style-type: none"> • Program Name • Objectives and Outcomes • Start Date • End Date 	PERMANENT
02.02.02	<p>Records created to outline the purpose and management of each Financial Assistance package. Records include:</p> <ul style="list-style-type: none"> • Background about the Grant – clear link to Government Policy/Strategy • Objective/Aim • Applicant/Project Eligibility • Ineligibility • Funding outline • Timeframe • Assessment Criteria • Application Process • Terms and Conditions • Disclaimer <p>Monitoring and Evaluation Guidelines</p>	TEMPORARY Destroy 7 years after date action completed
02.02.03	<p>Records produced during the development phase of the financial assistance package. Includes justification of the package.</p>	TEMPORARY Destroy 2 years after date action completed
02.03.00	<p>Governance Documentation that is created to guide both the development of financial assistance programs as well as the provision of financial assistance on a case by case basis.</p>	

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02.03.01	<p>Records documenting the methodology used to make informed decision making when assessing and providing financial assistance to the private sector. Records include:</p> <ul style="list-style-type: none"> • Frameworks • Guidelines • Financial Assistance Principles 	PERMANENT
02.04.00	<p>Management The monitoring and ongoing facilitation of approved financial assistance. This includes the management of the funding agreement which is a legally enforceable agreement in writing, setting out the terms and conditions regarding the establishment and administration of the financial assistance.</p>	
02.04.01	<p>Financial assistance documentation that is created and/or received to assist with the overall management of grants administered by the agency which are greater than \$50 000 that have a high risk assessment. Records include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Financial Statements • Grant Drawdown Application • Grant Closure documentation • Grant Deed • Funding Agreement • Correspondence <p>Acquittal and Closure Reports</p>	PERMANENT
02.04.02	<p>Financial assistance documentation that is created and/or received to assist with the overall management of a grant that is greater than \$50 000 and has a medium to low risk assessment. Records include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Correspondence • Financial Statements • Grant Drawdown Application • Grant Closure documentation • Grant Deed • Funding Agreement • Acquittal and Closure Reports. 	TEMPORARY Destroy 25 years after date action completed
02.04.03	<p>Financial assistance documentation that is created and/or received to assist with the overall management of a grant. This includes financial assistance that is less than \$50 000. Records include:</p> <ul style="list-style-type: none"> • Contract • Schedule of repayments • Correspondence • Financial Statements • Grant Drawdown Application • Grant Closure documentation • Grant Deed • Funding Agreement • Acquittal and Closure Reports 	TEMPORARY Destroy 15 years after date action completed
02.05.00	<p>Review Reviewing the financial assistance packages to ensure the outcomes are being realised and to ensure that the assistance is being administered efficiently, effectively and fairly.</p>	

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02.05.01	Records documenting the findings of a grant program review. Records include: <ul style="list-style-type: none">• Evaluation documentation• Reports	TEMPORARY Destroy 7 years after date action completed
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