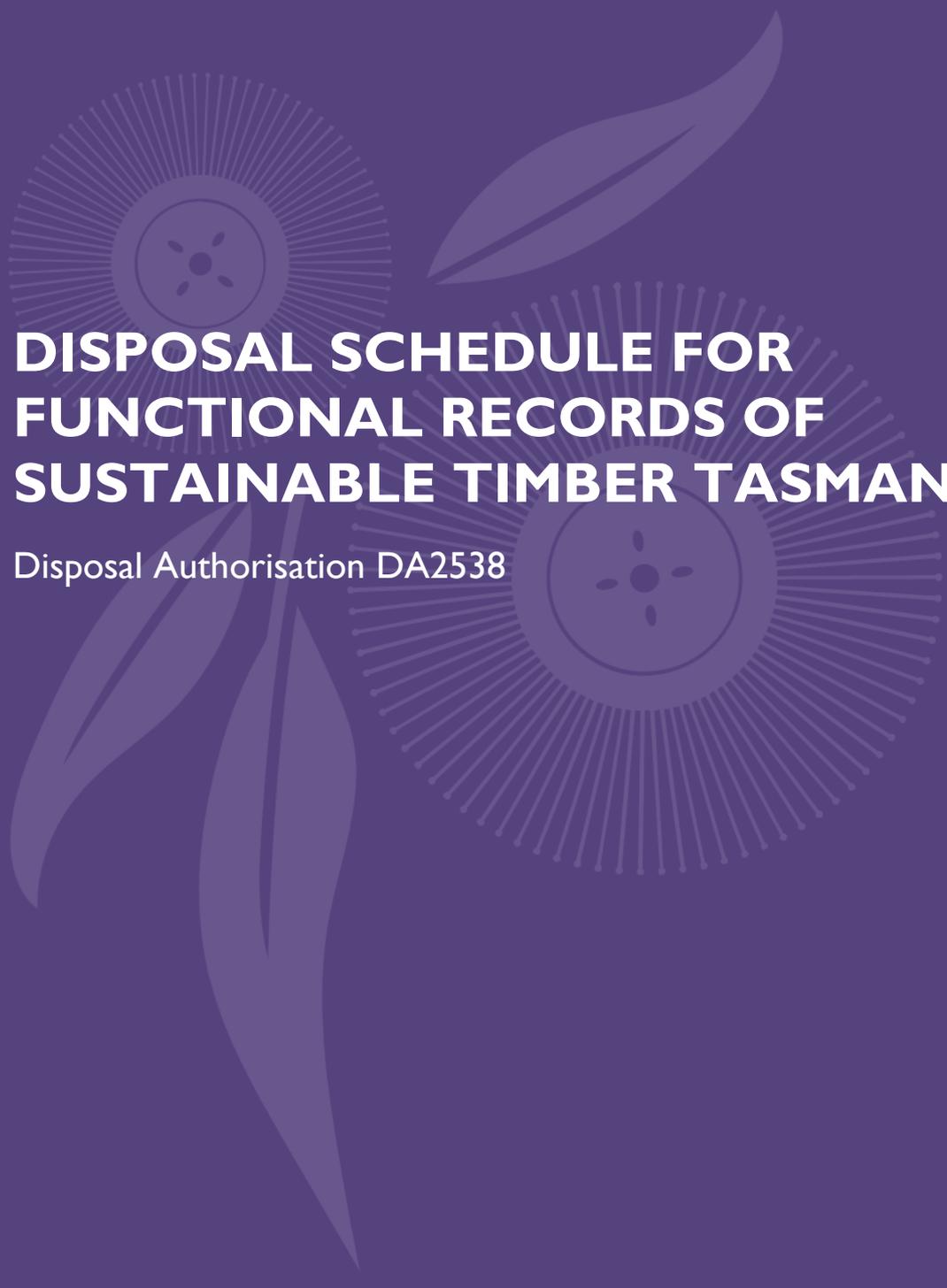


**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR  
FUNCTIONAL RECORDS OF  
SUSTAINABLE TIMBER TASMANIA**

Disposal Authorisation DA2538

**Version 1.0**

**October 2021**

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## Authorisation

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

**Ross Latham**

**State Archivist**

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<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	26-Oct-2021	Authorised release

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# Overview

## 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. 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 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 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 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 minimum 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 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

# 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 **Sustainable Timber 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 (DA2158)* 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 Archives 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.

## 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 an 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

## 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 use 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)*, the report of the 'Stolen Children' National Inquiry, 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 Office of the State Archivist.

## 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 on the Office of the State Archivist.

## Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p><b>Forest Custodianship and Plantation Property Management</b></p> <p>The function of understanding and managing the growth and health of forests upon land zoned for permanent timber production, the property management of that land and other land under the agency's control, and managing public access and use. Includes:</p> <ul style="list-style-type: none"> <li>• planning and policy development, including public consultation processes</li> <li>• attaining and maintaining relevant certifications against the relevant standards, such as Forest Management System Certification against the Australian Standard for Sustainable Forest Management, Environmental Management System Certification against the International Standard for Environmental Management etc.</li> <li>• research into the forest ecosystem, timber production and land management (whether by the agency or by other research bodies)</li> <li>• measurement and data collection, including flora and fauna surveys, pest and disease distribution assessments, and timber inventory plot measurements. Includes aerial and on-ground photography used to capture visual records of forest custodianship and plantation property management activity.</li> <li>• protection of threatened species, heritage sites (including indigenous), waterways and maintaining water quality, and/or other sensitive sites or components of the ecosystem within the forest that may be affected by agency practices</li> <li>• access and infrastructure management, including the construction of roads, gates, fences and other infrastructure</li> <li>• fire preparedness</li> <li>• tourism site management eg Dismal Swamp and Tahune Airwalk (legacy function)</li> <li>• public use and community safety, including records of public reaction and feedback</li> <li>• issuing permits, licences and other permissions eg for firewood collection or hunting, tourism such as guided bush walks, apiary sites etc.</li> <li>• incident management</li> <li>• audits of management practices and outcomes, including those required under certification scheme standards.</li> </ul> <p>In addition to native forest areas on land zoned for permanent timber production, plantations may be established on areas of private land leased for the purposes of timber production.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 13.00.00 PROPERTY MANAGEMENT</b> for records of the construction and maintenance of buildings and facilities, including temporary buildings located within forest coupes or depots.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157)</b> for records of planning and policy in relation to community relations, general occupational health and safety, equipment and stores, and land and property management (including leases).</p>	

Reference	Description	Status And Disposal Action
	<p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157)</b> for records of the administration of a tourism site, such as facility maintenance, cleaning, customer enquiries, marketing, media release, staff rostering and site OH&amp;S.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 11.00.00 OCCUPATIONAL HEALTH AND SAFETY</b> for records of employee occupational health and safety activities, including accident and claim records.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 02.00.00 COMPENSATION</b> for records of claims made by members of the public.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 06.00.00 FLEET MANAGEMENT</b> for records of fleet vehicle operations and maintenance.</p> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 13.00.00 PROPERTY MANAGEMENT--13.16.00 Leasing</b> for records of leasing land to or from other parties, including records of all negotiations and variations within a lease period.</p>	
	<p><b>Significant Records</b></p> <p>Records of continuing value documenting the forest custodianship and plantation property management function. Includes:</p> <ul style="list-style-type: none"> <li>• final approved plans and policies for strategic objectives, operations and practices</li> <li>• final reports which summarise public consultation processes and their results</li> <li>• final reports to executive management on the review and analysis of operations, practices, incidents (including bushfires and their management), and public reaction</li> <li>• formal correspondence concerning the outcome of certification applications (including renewals), including notices of the achievement of certification, also known as certificates of registration, reports detailing performance against the relevant standard, and recommendations for further work where certification was not achieved.</li> <li>• forestry research and measurement datasets</li> <li>• forestry research and data collection project register, including projects run by other organisations either in partnership or under collaborative arrangement with the agency</li> <li>• archaeological and heritage site (including indigenous) survey reports (irrespective of whether the site surveyed was found to be of significance or not)</li> <li>• threatened species survey reports (irrespective of whether a threatened species was located in the area surveyed or not)</li> <li>• master reference set* of aerial and on-ground photographs and other audio-visual recordings which record sites of significance, waterways, location and/or range of threatened species, or any</li> </ul>	<p><b>PERMANENT</b></p> <p>Retain as State archives</p>

Reference	Description	Status And Disposal Action
	<p>other aspect of forest custodianship and/or changes to the terrain and its use over time.</p> <ul style="list-style-type: none"> <li>• notifications to and correspondence with relevant authorities concerning: damage, destruction or vandalism of threatened species sites or protected zones, including suspected theft of flora or fauna eg eggs or chicks removed from a nest; damage, destruction or vandalism of heritage sites, including the unauthorised removal of artefacts; waterway contamination or other notifiable water quality incidents/impacts</li> <li>• maps of coupes showing the location of access infrastructure within the terrain</li> <li>• incident management and investigation where a fatality or permanent injury resulted, or substantial damage to property and assets was sustained, or which resulted in a change to policy**</li> <li>• final audit reports to executive management where the topic of the audit concerns forest custodianship and management practices</li> <li>• a register of contracts.</li> </ul> <p>* A master reference set of photographs and other audio-visual recordings is one which has been compiled and curated as a visual record to augment other permanent records by illustrating the agency's plans, policies and practices in action in the field. Not all photographs taken by STT staff in the course of their work will be selected for inclusion in the master reference set of photographs.</p> <p>** Includes incidents which are assessed as having major or extreme severity under agency protocols for incident investigation and consequences. These categories also include incidents which have the potential to lead to a loss of certification if corrective actions cannot be implemented within the time frame stipulated by the certification body; which cause environmental damage or contamination with effects lasting for a year or more, or for which civil or criminal penalties may apply.</p>	
	<p><b>Medium-term Records</b></p> <p>Records of medium-term value documenting the forest custodianship and plantation property management function. Includes records of:</p> <ul style="list-style-type: none"> <li>• final approved plans for operational practices such as controlled burns, installing infrastructure, undertaking harvests etc</li> <li>• final approved procedures for operational practices</li> <li>• detailed submissions received as part of a public consultation process</li> <li>• research agreements and memorandum of understanding with research partners and other organisations with whom collaboration is sought</li> </ul>	<p>TEMPORARY</p> <p>Destroy 20 years after action completed</p>

Reference	Description	Status And Disposal Action
	<ul style="list-style-type: none"> <li>• field observations (survey or collection forms, books and notes) where the information collected is summarised and/or captured into research or other data collections</li> <li>• requests and correspondence with other research organisations regarding use of research data, progress of joint projects and other collaborations etc</li> <li>• photographs and other audio-visual recordings which are not part of an agency master reference set, but which support current operations and planning</li> <li>• construction or installation of access infrastructure such as roads, fences, signage and gates</li> <li>• bushfire incident action plans and supporting documentation where the key details have been summarised in final reports to executive management together with analysis and findings</li> <li>• specialised fire management fleet and equipment specification/design and sourcing eg portable fire pumps, helicopter operated torches for controlled burn ignition etc</li> <li>• summary register of all public alerts issued by the agency regarding closure of areas due to safety concerns. Includes forest operations that may be dangerous for an unprotected passerby or seasonal risks such as bushfire, high snowfall, extreme weather etc.</li> <li>• summary register of public reaction eg compliments, complaints, disputes and community action</li> <li>• detailed records of public reaction or enquiries which require an individually tailored response from the agency to address specific concerns raised by a stakeholder</li> <li>• summary register of permits and permissions issued to members of the public for regulated activities such as firewood collection or hunting</li> <li>• incident management where there was a minor injury to an employee or member of the public, or moderate damage to property or assets sustained, or which required change to procedures/operational practices, but not to policy*</li> <li>• audit inputs such as data/statistics or procedural/process information collected about operations and their analysis and review, including those conducted as part of a certification process (either to attain certification or as a requirement once certified to retain certification)</li> <li>• signed contracts, negotiations, arrangements and correspondence with other parties, including agreements with other industry parties that utilise agency services for eg fire management, road building etc.</li> </ul> <p>* Includes incidents which are assessed as having minor or moderate severity under agency protocols for incident investigation and consequence. These categories include incidents</p>	

Reference	Description	Status And Disposal Action
	<p>which have the potential to attract a non-compliance notice from the certification body, have a localised detrimental effect on the environment lasting for a short (weeks) duration, or which require a notification to and/or investigation by a regulator.</p>	
	<p><b>Short-term Records</b></p> <p>Records of short-term value documenting the forest custodianship and plantation property management function. Includes records of:</p> <ul style="list-style-type: none"> <li>• drafts and working papers compiled during the process of producing plans, policies or procedures</li> <li>• arrangements for public meetings, forums and other elements of public consultation. Includes arrangements to advertise and invite submissions or participation in public consultation processes.</li> <li>• drafts and working papers compiled during the process of applying for, or renewing, certifications</li> <li>• arrangements for field surveys and data collection, including alerting other work groups to suspend operations in a particular area until the survey can be carried out eg where it is predicted that a threatened species will be present and work must halt until its range and location can be confirmed for future protection; or where there is a risk to data collectors in the field if operations continue at the same time etc</li> <li>• briefings and roster arrangements for those field surveys or data collection activities that utilise volunteers or specialist visitors that must be managed or supported while on agency managed property for the purposes of occupational health and safety</li> <li>• arrangements for aerial and on-ground photography and other audio-visual recordings, including booking service providers and arranging clearance for flights</li> <li>• routine maintenance and repair of access infrastructure</li> <li>• tickets and bookings for tourism sites managed by the agency</li> <li>• reports made to law enforcement or other regulatory agencies concerning criminal activity, breaches of permits or permissions, unsafe behaviour by the public etc that are discovered/occur on agency managed land</li> <li>• records of public reaction or enquiries which receive a pro forma response</li> <li>• applications, supporting documentation, decisions and any correspondence regarding permits and permissions</li> <li>• incident management and investigations where the incident <b>did not</b> result in an injury, or substantial damage to property or infrastructure, or a change to policy or procedures*</li> <li>• audit arrangements and bookings.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

Reference	Description	Status And Disposal Action
	* Includes incidents which are assessed as having insignificant consequence to the agency under protocols for incident investigation and consequences.	
<b>02.00</b>	<p><b>Timber Production Management</b></p> <p>The function of managing the production of timber from growth through to harvest. Includes:</p> <ul style="list-style-type: none"> <li>• coupe modelling and yield calculations</li> <li>• production planning</li> <li>• seed accrual and nursery operations</li> <li>• seeding and planting</li> <li>• control of pests and diseases that may impact production eg browsing by wildlife, leaf defoliation, weeds</li> <li>• crop trimming or thinning</li> <li>• harvesting, grading and processing</li> <li>• log transport operations, including collection and delivery.</li> </ul>	
02.01	<p><b>Significant Records</b></p> <p>Records of continuing value documenting the timber production management function.</p> <p>Includes records that summarise and report to executive management, external bodies or governing agencies on:</p> <ul style="list-style-type: none"> <li>• the analysis and forecasting of forest operations, including the nomination of coupes ready for harvesting and any sites of significance/threatened species ranges located in or near these</li> <li>• timber production operations, including seeding, maintaining and harvesting coupes</li> <li>• transport and storage statistics</li> <li>• operational risks and issues</li> <li>• public reaction, compliments, complaints, demonstrations etc regarding timber production operations.</li> </ul>	<p>PERMANENT</p> <p>Retain as State archives</p>
02.02	<p><b>Long-term Records</b></p> <p>Records of long-term value that document the timber production management function.</p> <p>Includes detailed records of forest operations, including analysis, planning and forecasting data and documents (eg coupe database) and operational result and activity data and documents (eg forest operations database).</p>	<p>PERMANENT</p> <p>Retain in organisation</p>
02.03	<b>Medium-term Records</b>	TEMPORARY

Reference	Description	Status And Disposal Action
	<p>Records of medium-term value documenting the timber production management function. Includes records of:</p> <ul style="list-style-type: none"> <li>• development and maintenance of forest practice plans, production plans, and other planning documentation regarding forest operations required under an Act</li> <li>• authorities to operate, instructions and task allocations</li> <li>• plans for sowing/seeding, germination surveys, planting, thinning or pruning, and nursery operations</li> <li>• pest and disease identification, monitoring* and decision-making regarding the utilisation of a control method</li> <li>• notifications or reports to any external regulatory body regarding events, decisions, and/or proposed or completed operational activity eg information about the presence/activity and numbers of browsing animals, and decisions regarding a control method that are required to be reported to the Department of Primary Industries, Parks, Water and Environment.</li> <li>• correspondence with stakeholders eg owners or residents of neighbouring properties regarding upcoming operations</li> <li>• operational reporting and review documentation which is summarised or substantially captured in reports to executive management.</li> </ul> <p>*Records of in-field assessment of disease spread or pest activity eg surveys results, head counts, amount and intensity of damage etc should be considered to be field measurement data and captured under class 1.2.</p>	<p>Destroy 20 years after action completed</p>
02.04	<p><b>Short-term Records</b></p> <p>Records of short-term value of documenting timber production management. Includes records of:</p> <ul style="list-style-type: none"> <li>• seed purchase and supply arrangements</li> <li>• log collection and delivery dockets</li> <li>• authorities to harvest, transport and/or deliver</li> <li>• timber storage manifests</li> <li>• bookings and arrangements with pest and disease control services eg to cull feral animals causing extensive damage, or to provide aerial spraying services etc.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

03.00	<p><b>Sales, Supply and Industry Support</b></p> <p>The function of managing post-harvest sale and supply of timber and timber products to consumers. Includes activities that showcase quality timber, or that provide specialty timbers for woodcraft and household use. Includes:</p> <ul style="list-style-type: none"> <li>• domestic sales and trade management, including sales agreements, negotiations and variations</li> <li>• international sales and export management</li> <li>• supply and transport management, including the management of port and cargo storage facilities at Burnie and Bell Bay</li> <li>• industry development including the design and construction of new supply chain facilities in partnership with industry partners eg the 'Berth 7' timber loading and processing facility expansion located at the port in Bell Bay</li> <li>• managing showcase and specialty supply outlets eg Island Specialty Timbers, a business enterprise of Sustainable Timber Tasmania that sources and retails specialty timbers from harvest or salvage operations to a variety of woodcraft customers, including the Wooden Boat Centre.</li> <li>• trialling and investigating other modes of earning an income from timber production eg a pilot carbon credits program that sells carbon credit units gained during timber growth phases.</li> </ul> <p><b>See Disposal Schedule for Common Administrative Functions v4 (DA2157) 05.00.00 FINANCIAL MANAGEMENT</b> for records of financial transactions, including international payments and currency conversion.</p>	
03.01	<p><b>Significant Records</b></p> <p>Records of continuing value which document the sales, supply and industry support function. Includes records of:</p> <ul style="list-style-type: none"> <li>• customer contract registers</li> <li>• strategic plans for industry support and diversification of earnings</li> <li>• final reports on projects to expand capacity, diversify, support industry etc</li> <li>• final reports on market modelling and responses to market factors eg impact of changes in international politics and relationships with trading partner countries.</li> </ul>	<p><b>PERMANENT</b></p> <p>Retain as State archives</p>
03.02	<p><b>Medium-term Records</b></p> <p>Records of medium-term value which document the sales, supply and industry support function. Includes records of:</p> <ul style="list-style-type: none"> <li>• international sales contracts and trading agreements, including supporting documentation and records of negotiations, variations and other correspondence between the parties on contractual matters</li> <li>• detailed market modelling used for business decision making (includes any raw data provided by industry partners which is nominated as being commercial in confidence under data sharing agreements)</li> </ul>	<p><b>TEMPORARY</b></p> <p>Destroy 20 years after action completed</p>

	<ul style="list-style-type: none"> <li>project management and implementation of diversification of earnings projects, including planning, periodic reporting and resource allocation.</li> </ul>	
03.03	<p><b>Short-term Records</b></p> <p>Records of short-term value which document the sales, supply and industry support function. Includes records of:</p> <ul style="list-style-type: none"> <li>domestic sales contracts and trading agreements, including supporting documentation and records of negotiations, variations and other correspondence between the parties on contractual matters</li> <li>retail sales and supply to the public or specialist craftspeople, including register receipts and till reconciliations</li> <li>transport arrangements and bookings, delivery dockets and cargo manifests</li> <li>copies of project documentation for projects to build new, expand or renovate port and other transport, storage or processing facilities where the agency is not the primary developer.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>