

**Disposal Schedule  
for  
Tasmanian  
Electoral Commission**

**Disposal Authorisation No. DS 2101**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

Archives legislation

Schedule elements and arrangement

Review of the Schedule

Contacts

### **AUTHORISATION**

### **INTERPRETATION**

Definitions

Coverage

Preservation of records

Permanent records

Temporary records

Destruction of records

Right to Information

Personal Information Protection

Other investigations and inquiries

Records relating to indigenous people

Native title

Registration of destruction

## **FUNCTIONS**

### **01.00.00 PARTY REGISTRATION**

01.01.00 Policy and Administration

### **02.00.00 ENROLMENT**

02.01.00 Policy and Administration

02.02.00 Electoral Rolls

### **03.00.00 PARLIAMENTARY AND LOCAL GOVERNMENT ELECTIONS**

03.01.00 Policy

03.02.00 Nominations

03.03.00 Ballot Papers

03.04.00 Conduct of Elections

03.05.00 Results

03.06.00 Reporting

### **4.00.00 STATUTORY AND NON-STATUTORY ELECTIONS**

04.01.00 Policy and Administration

04.02.00 Conduct of Elections

### **05.00.00 ELECTORAL EDUCATION**

05.01.00 Policy and Administration

### **06.00.00 ELECTORAL BOUNDARIES**

06.01.00 Appointments

06.02.00 Redistribution

## **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 Archives & 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 [GRK@education.tas.gov.au](mailto:GRK@education.tas.gov.au), fax 03 6233 7902, or by phoning 03 6233 7232

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2101**

**Title:** Disposal Schedule for Tasmanian Electoral Commission

**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	01-06-2016	Christine Woods	Template	All
2.0	31-01-2013	Deborah Drinkell	Amendments	All
1.0	13-11-2001	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 Tasmanian Electoral Commission.

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 Archives & 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 (GISU) website.

<b>01.00.00</b>	<b>PARTY REGISTRATION</b> The function of managing the registration and cancellation of registration of political parties in accordance with Electoral Legislation.	
<b>01.01.00</b>	<b>POLICY AND ADMINISTRATION</b>	
01.01.01	Records relating to the registration, review and cancellation of registration of political parties and the updating of party information, including; <ul style="list-style-type: none"> <li>• name and address lists</li> <li>• correspondence</li> <li>• file notes</li> <li>• forms</li> <li>•</li> </ul>	PERMANENT
01.01.02	Routine correspondence relating to party registration not described in 01.01.01 including: <ul style="list-style-type: none"> <li>• enquiries</li> <li>• suggestions</li> <li>• complaints</li> <li>• requests for routine information</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>02.00.00</b>	<b>ENROLMENT</b> The function of managing the enrolment of persons eligible to vote on an electoral roll and the preparation of electoral rolls in accordance with Electoral Legislation. Includes enrolment for: <ul style="list-style-type: none"> <li>• House of Assembly elections</li> <li>• Legislative Council elections</li> <li>• Referenda</li> <li>• Local Government elections</li> </ul> <p>Note: Joint Commonwealth and State enrolment is maintained through the Australian Electoral Commission's roll management system (RMANS). Records used by the AEC are disposed of in accordance with the disposal authorities issued by National Archives of Australia.</p>	
<b>02.01.00</b>	<b>POLICY AND ADMINISTRATION</b>	
02.01.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Enrolment.	PERMANENT
02.01.02	Correspondence relating to enrolment where legal issues arise or legal opinion is sought.	PERMANENT
02.01.03	Routine correspondence relating to enrolment not described in 02.01.02 including: <ul style="list-style-type: none"> <li>• enquiries</li> <li>• suggestions</li> <li>• complaints</li> <li>• requests for routine information</li> </ul>	TEMPORARY Destroy 2 years after action completed.

<b>02.02.00</b>	<b>ELECTORAL ROLLS</b>	
02.02.01	Annual copy of electoral roll (Snapshot of Electoral Roll taken on 30 <sup>th</sup> June each year)	PERMANENT
02.02.02	Routine correspondence relating to the production, use, distribution and sale of electoral rolls.	TEMPORARY Destroy 2 years after action completed.
<b>03.00.00</b>	<b>PARLIAMENTARY AND LOCAL GOVERNMENT ELECTIONS</b> The function of managing the conduct of elections and referenda. Includes: <ul style="list-style-type: none"> <li>• House of Assembly elections</li> <li>• Legislative Council elections</li> <li>• Referenda</li> <li>• Local Government elections</li> </ul> <p><i>See: 04.00.00 for Statutory and Non-Statutory Elections</i> <i>See: DA 2157 for financial records relating to the conduct of elections.</i></p>	
<b>03.01.00</b>	<b>POLICY</b>	
03.01.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to parliamentary & local government elections.	PERMANENT
<b>03.02.00</b>	<b>NOMINATIONS</b>	
03.02.01	Nomination of candidates forms.	TEMPORARY Destroy after the following election is completed.
<b>03.03.00</b>	<b>BALLOT PAPERS</b>	
03.03.01	Used Ballot papers for: <ul style="list-style-type: none"> <li>• Legislative Council elections</li> <li>• Local Government mayoral or deputy mayoral elections</li> <li>• Local Government elector polls</li> <li>• Referenda</li> </ul>	TEMPORARY Destroy after the election, poll or referendum can no longer be disputed or if disputed, the dispute is resolved.
03.03.02	Ballot papers for House of Assembly elections.	TEMPORARY Destroy after the following election, poll or referendum can no longer be disputed or if disputed, the dispute is resolved.
03.03.03	Ballot papers for Local Government councillor positions elections.	TEMPORARY Destroy after the second following election can no longer be disputed or if disputed, the dispute is resolved.

<b>03.04.00</b>	<b>CONDUCT OF ELECTIONS</b>	
03.04.01	Routine correspondence and administrative records relating to the conduct of elections, referendums and polls including but not necessarily limited to: <ul style="list-style-type: none"> <li>• appointment of returning officers</li> <li>• appointment of polling staff</li> <li>• appointment and abolition of polling places</li> <li>• advertising</li> <li>• hire of premises</li> <li>• polling equipment</li> <li>• transmission and publication of results</li> <li>• enquiries</li> <li>• complaints</li> </ul>	TEMPORARY Destroy after the following election.
03.04.02	Used Scrutineer forms	TEMPORARY Destroy after the election or referendum can no longer be disputed or if disputed, the dispute is resolved.
03.04.03	Used declaration forms, applications for declaration voting and records of postal votes issued for: <ul style="list-style-type: none"> <li>• House of Assembly elections</li> <li>• Legislative Council elections</li> <li>• Referenda</li> </ul>	TEMPORARY Destroy after non-voters process is finalised.
03.04.04	Certified lists of electors for: <ul style="list-style-type: none"> <li>• House of Assembly elections</li> <li>• Legislative Council elections</li> <li>• Referenda</li> </ul>	TEMPORARY Destroy after non-voters process is finalised.
03.04.05	Non-financial records relating to non-voting including consolidated listing of apparent non-voters and multiple voters and penalties imposed.	TEMPORARY Destroy after non-voters process is finalised for the following election.
03.04.06	Financial records associated with non-voter penalties for House of Assembly elections, Legislative Council elections and Referenda.	TEMPORARY Destroy 7 years after action completed
03.04.07	Used and unused material relating to local government elections and elector polls including; <ul style="list-style-type: none"> <li>• completion and return of ballot papers</li> <li>• statements of candidates</li> <li>• envelopes for the return of ballot papers</li> <li>• declaration slips</li> </ul>	TEMPORARY Destroy after the election or poll can no longer be disputed or if disputed, the dispute is resolved.
03.04.08	Master set of instructions relating to local government elections and elector polls including; <ul style="list-style-type: none"> <li>• completion &amp; return of ballot papers</li> <li>• statement of candidates</li> <li>• envelopes for the return of the ballot papers</li> <li>• declaration slips</li> </ul>	TEMPORARY Destroy after the election or poll can no longer be disputed or if disputed, the dispute is resolved.
03.04.09	Records relating to the prosecution of offenders	TEMPORARY Destroy after the following election is completed.
<b>03.05.00</b>	<b>RESULTS</b>	

03.05.01	Returning Officer's summary of results including scrutiny sheets for <ul style="list-style-type: none"> <li>• House of Assembly elections</li> <li>• Legislative Council elections</li> <li>• Referenda</li> </ul>	PERMANENT
03.05.02	Returning Officer's summary of results including scrutiny sheets for local government elections and elector polls.	TEMPORARY Destroy after the following election.
03.05.03	Copies of Certificates of Election for local government elections.	PERMANENT
<b>03.06.00</b>	<b>REPORTING</b>	
03.06.01	Copy of election reports as published.	PERMANENT
03.06.02	Returns of expenses for Legislative Council elections and electoral advertising returns for local government elections.	TEMPORARY Destroy 15 months after election is declared.
<b>04.00.00</b>	<b>STATUTORY AND NON-STATUTORY ELECTIONS</b> The function of managing statutory elections (excluding Parliamentary and Local Government elections) and elections for non-statutory organisations including enterprise agreement ballots.  <i>See 03.00.00 for Parliamentary and Local Government elections</i> <i>See DA 2157 for financial records relating to the conduct of elections.</i>	
<b>04.01.00</b>	<b>POLICY AND ADMINISTRATION</b>	
04.01.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Statutory & Non-Statutory Elections.	PERMANENT
04.01.02	Routine correspondence including enquiries for, and the provision of, general information.	TEMPORARY Destroy 2 years after action completed.
<b>04.02.00</b>	<b>CONDUCT OF ELECTIONS</b>	
04.02.01	Routine correspondence and administrative records relating to the conduct of elections.	TEMPORARY Destroy after the following election or after 2 years whichever is the earlier.
04.02.02	Ballot papers and voter declarations.	TEMPORARY Destroy after the period specified in the rules of the election, or if not specified, 3 months after the election is declared.
<b>05.00.00</b>	<b>ELECTORAL EDUCATION</b> The function of developing, establishing and conducting electoral education to increase community awareness of the electoral process.	

<b>05.01.00</b>	<b>POLICY AND ADMINISTRATION</b>	
05.01.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to Electoral Education.	PERMANENT
05.01.02	A master set of all significant electoral educational campaign material. Including, but not limited to: <ul style="list-style-type: none"> <li>• electoral information sheets</li> <li>• historical results</li> <li>• educational programs.</li> </ul>	PERMANENT
05.01.03	Electoral educational campaign material not described in 05.01.02.	TEMPORARY Destroy 2 years after action completed.
05.01.04	Routine correspondence and administrative records including; <ul style="list-style-type: none"> <li>• enquires</li> <li>• provision of routine information</li> <li>• arrangements for printing</li> <li>• arrangement for the conduct of education programs</li> <li>• distribution of promotional material</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>06.00.00</b>	<b>ELECTORAL BOUNDARIES</b> The function of determining the redistribution of electoral boundaries in accordance with the <i>Legislative Council Electoral Boundaries Act 1995</i> .	
<b>06.01.00</b>	<b>APPOINTMENTS</b> The activities associated with appointing members of Redistribution Tribunals.	
06.01.01	Records relating to appointment of members of Redistribution Tribunals.	PERMANENT
<b>06.02.00</b>	<b>REDISTRIBUTION</b> The activities associated with the redistribution of electoral boundaries.	
06.02.01	Records of the determinations made by the Redistribution Tribunal	Transfer to the Parliament in accordance with the <i>Legislative Council Electoral Boundaries Act 1995</i> .
06.02.02	Records of public hearings. Including: <ul style="list-style-type: none"> <li>• transcripts</li> <li>• written submissions</li> <li>• other supporting documentation.</li> <li>•</li> </ul>	TEMPORARY Destroy after the following redistribution is completed.
06.02.03	Records relating to the redistribution of boundaries not described in 06.02.01.	TEMPORARY Destroy after the following redistribution is completed.