

**Disposal Schedule
for
Transport Infrastructure and
Services
of
Department of Infrastructure,
Energy and Resources.**

Disposal Authorisation No. 43

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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 Tasmanian Archive & 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 gisu@education.tas.gov.au, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 43

Title: **Disposal Schedule for Transport Infrastructure and Services
of Department of Infrastructure, Energy and Resources.**

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
2.0	23-02-2016	Christine Woods	Template	All
1.0	14-12-1999	TAHO	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 functional records of Transport, Infrastructure and Services of Department of Infrastructure, Energy and Resources.

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 Archive & Heritage 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.

1.0.0	TRANSPORT MANAGEMENT The development and implementation of policy and legislation relating to the management and use of the transport network.	
1.1.0	POLICY & ADMINISTRATION (TRANSPORT MANAGEMENT)	
1.1.1	Records relating to the formulation of policy and the establishment of precedents including: <ul style="list-style-type: none"> • guidelines for operating services • agreements for travel or portage • sale of Federal airports • financial and non-financial assistance to service providers 	PERMANENT
1.1.2	Routine correspondence, inquiries and provision of routine information.	TEMPORARY Destroy 2 years after action completed.
1.1.3	Records relating to suggestions and complaints from the public in regard to the management and use of the transport network. <i>See 1.1.1 for records which contribute to the formulation of policy or establish precedents.</i>	TEMPORARY Destroy 5 years after action completed.
1.2.0	REVIEWS, STUDIES & RESEARCH PROGRAMS (TRANSPORT MANAGEMENT) <i>See 1.1.0 for records relating to the formulation of research policies and guidelines, and routine documentation.</i>	
1.2.1	Master copies of reports relating to the transport network prepared or commissioned by the Agency.	PERMANENT
1.2.2	Source data which is considered necessary to substantiate report findings, <u>or</u> important for future projects.	PERMANENT
1.2.3	Source data which is <u>not</u> considered necessary to substantiate report findings, <u>or</u> important for future projects.	TEMPORARY Destroy 7 years after project completed.
1.3.0	AIR SERVICES & INFRASTRUCTURE (TRANSPORT MANAGEMENT) The general administration and monitoring of Tasmanian air transport. <i>See 1.1.0 for policy, precedent and routine records.</i>	
1.3.1	Records relating to the administration of air passenger and freight services including: <ul style="list-style-type: none"> • Standards • Fares and rates • Quality of service 	TEMPORARY Destroy 7 years after action completed

I.4.0	MARITIME SERVICES & INFRASTRUCTURE (TRANSPORT MANAGEMENT) The general administration and monitoring of Tasmanian marine and inland water transport. <i>See 1.1.0 for policy, precedent and routine records.</i>	
I.4.1	Records relating to the general administration of private, public and commercial services, including: <ul style="list-style-type: none"> • Standards • Fares and rates • Quality of service 	TEMPORARY Destroy 7 years after action completed
I.4.2	Records of maintenance and surveys relating to Tasmanian ports received from marine authorities.	TEMPORARY Destroy 5 years after action completed.
I.4.3	Records relating to pilotage exemption certificates granted by marine authorities.	TEMPORARY Destroy 3 years after action completed
I.4.4	Records relating to liaison with marine authorities.	TEMPORARY Destroy 5 years after action completed
I.4.5	Records relating to the purchase, administration and operation of ferries and other vessels not owned by the agency. <i>See 2.4.2 and 3.7.1 for ferries owned and/or managed by the agency.</i> <i>See 1.1.0 for policy and routine documentation.</i>	TEMPORARY Destroy 10 years after action completed.
I.5.0	ROAD SERVICES & INFRASTRUCTURE (TRANSPORT MANAGEMENT) The general administration and monitoring of Tasmanian road transport. <i>See 1.1.0 for policy, precedent and routine records.</i>	
I.5.1	Records relating to the general administration of private, public and commercial road services, including: <ul style="list-style-type: none"> • Standards • Fares and rates • Quality of service 	TEMPORARY Destroy 7 years after action completed.
I.6.0	RAIL SERVICES & INFRASTRUCTURE (TRANSPORT MANAGEMENT) The general administration and monitoring of Tasmanian rail transport. <i>See 1.1.0 for policy, precedent and routine records.</i>	
I.6.1	Records relating to the administration of rail services including: <ul style="list-style-type: none"> • Standards • Fares and rates • Quality of service 	TEMPORARY Destroy 7 years after action completed.

2.0.0	<p>TRANSPORT ENGINEERING</p> <p>The design, construction, maintenance and general administration of land, sea, and air transport facilities and other non-current assets which are owned and/or managed by the agency including:</p> <ul style="list-style-type: none"> • bridges • wharves • jetties • aerodromes • roads <p><i>See DSI for non-current assets relating to common administrative services</i></p>	
2.1.0	POLICY & ADMINISTRATION (TRANSPORT ENGINEERING)	
2.1.1	Records relating to the formulation of policy and the establishment of precedents.	PERMANENT
2.1.2	Management plans affecting the Agency's assets including submissions or comments from other agencies.	PERMANENT
2.1.3	Management plans <u>not</u> affecting the Agency's assets including submissions or comments from the Transport Division.	TEMPORARY Destroy 5 years after action completed
2.1.4	Routine correspondence, inquiries and provision of routine information.	TEMPORARY Destroy 2 years after action completed.
2.1.5	<p>Records relating to suggestions from the public in regard to transport engineering and asset management.</p> <p><i>See 1.1.1 for records which contribute to the formulation of policy or establish precedents.</i></p>	TEMPORARY Destroy 5 years after action completed.
2.2.0	<p>PROPERTY (TRANSPORT ENGINEERING)</p> <p>Insert scope note to describe the activity</p> <p><i>See 02.01.00 etc. (add see references as required)</i></p>	
2.2.1	<p>Records relating to properties acquired by the agency for projects and facilities including:</p> <ul style="list-style-type: none"> • acquisition • disposal • privatisation property agreements • limited access • fencing agreements • development and planning appeals 	PERMANENT
2.2.2	Records relating to proposed acquisitions of property not proceeded with.	TEMPORARY Destroy 7 years after action completed.
2.2.3	<p>Records relating to the disposal of Crown Land which have been referred to the Agency for comment.</p> <p><i>See 2.2.1 for properties owned by the Agency.</i></p>	TEMPORARY Destroy 5 years after action completed.
2.2.4	Inquiries and associated correspondence relating to the status of properties not on the classified road network.	TEMPORARY Destroy 5 years after action completed.

2.3.0	<p>CONSTRUCTION, MAINTENANCE AND FACILITY ADMINISTRATION (TRANSPORT ENGINEERING)</p> <p>The construction, maintenance and on-going administration of roads, bridges and other transport facilities.</p> <p><i>See 2.1.0 for policy, precedent and routine records.</i></p>	
2.3.1	<p>Project and contract documentation relating to construction and redevelopment including:</p> <ul style="list-style-type: none"> • tender documents • contracts • routine administration <p><i>See 2.3.2 for drawings.</i></p> <p><i>See 2.3.4 for records of continuing facility management.</i></p>	TEMPORARY Destroy 10 years after action completed.
2.3.2	Drawings of projects relating to roads, bridges and other transport facilities.	TEMPORARY Destroy paper format when records have been microfilmed.
2.3.3	Microfilm (master and one duplicate) copies of drawings described in 2.3.2.	PERMANENT
2.3.4	<p>Records relating to the management of specific roads or bridges and other transport facilities including:</p> <ul style="list-style-type: none"> • planning for construction or re-development • stabilisation of land-slip areas • drainage and flooding • maintenance administration • traffic matters • intersections • pedestrian facilities • rest areas • markings & signage • lighting • parking facilities • landscaping • services installation & relocation • safety issues • closure of intersecting streets <p><i>See 2.3.1, 2.3.2 & 2.3.3 for construction projects.</i></p> <p><i>See 2.3.5 & 2.3.6 for records of bridges that have been replaced with pipe culverts.</i></p> <p><i>See 3.5.0 for traffic matters on local private and Municipal roads.</i></p>	Retain in Agency pending further appraisal.
2.3.5	Records relating to bridges of historical significance or unique design that have been destroyed or replaced with a pipe culvert.	PERMANENT
2.3.6	<p>Records relating to bridges (excluding those covered by 2.3.5) which have been replaced with pipe culverts and are now managed under the general road maintenance program rather than as a specific structure.</p> <p><i>See 2.3.4 for road maintenance.</i></p>	TEMPORARY Destroy when reference ceases.

2.4.0	<p>PLANT & EQUIPMENT (TRANSPORT ENGINEERING)</p> <p>The acquisition, maintenance and management of plant and equipment acquired for the specific functions of the Agency including:</p> <ul style="list-style-type: none"> • specialised vehicles • ferries • traffic lights • weigh-bridges <p><i>See 2.1.0 for policy, precedent and routine records.</i> <i>See 3.4.1 for the placement and use of equipment for road safety.</i> <i>See DSI for plant and equipment used for common administrative services.</i></p>	
2.4.1	<p>Replace with disposal class description (</p> <p>Records of the purchase, management, and disposal of plant and equipment including ferries.</p> <p><i>See 2.4.4 for testing and research.</i> <i>See 2.1.0 or 1.1.0 for policy, precedent and routine records.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal.</p>
2.4.2	<p>Records relating to the maintenance of plant and equipment.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after disposal.</p>
2.4.3	<p>Records relating to testing of plant and equipment and associated research.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after disposal of the equipment.</p>
2.4.4	<p>Records relating to the installation and general operation of the State traffic signal network including:</p> <ul style="list-style-type: none"> • signal control equipment • signal site details • malfunctions • removal of signals • network co-ordination 	<p>TEMPORARY</p> <p>Destroy 15 years after action completed.</p>
2.4.5	<p>Records relating to claims for damages to traffic signals where costs have been fully recovered. Records include:</p> <ul style="list-style-type: none"> • copies of police accident reports • traffic engineering maintenance reports • offenders registration • licence details • court documents • repair costs <p><i>See 3.4.4 traffic accident reports</i> <i>See 2.4.7 & 8 for cases where costs have not been recovered.</i></p>	<p>TEMPORARY</p> <p>Destroy immediately on full recovery of costs.</p>
2.4.6	<p>Records relating to the installation and administration of traffic monitoring and surveillance equipment including:</p> <ul style="list-style-type: none"> • speed cameras • 'red light' cameras • 'safe team' cameras • closed circuit television 	<p>TEMPORARY</p> <p>Destroy 10 years after action completed.</p>

<p>2.4.7</p>	<p>Records relating to claims for damages to traffic signals where un-recovered costs of less than \$500 have been written off. Records include:</p> <ul style="list-style-type: none"> • copies of police accident reports • traffic engineering maintenance reports • offenders registration • licence details • court documents • repair costs <p><i>See 3.4.4 traffic accident reports</i> <i>See 2.4.5 cases where costs have been fully recovered.</i> <i>See 2.4.8 cases where un-recovered costs exceed \$500.</i></p>	<p>TEMPORARY Destroy immediately following write off.</p>
<p>2.4.8</p>	<p>Records relating to claims for damages to traffic signals where un-recovered costs exceed \$500. Records include:</p> <ul style="list-style-type: none"> • copies of police accident reports • traffic engineering maintenance reports • offenders registration • licence details • court documents • repair costs <p><i>See 3.4.4 traffic accident reports.</i> <i>See 2.4.5 for cases where costs have been fully recovered.</i> <i>See 2.4.7 cases where costs less than \$500 have been written off.</i></p>	<p>TEMPORARY Destroy 7 years following write off</p>
<p>2.5.0</p>	<p>REVIEWS, STUDIES & RESEARCH PROGRAMS (TRANSPORT ENGINEERING)</p> <p><i>See 2.1.0 for records relating to the formulation of research policies and guidelines and routine documentation.</i></p>	
<p>2.5.1</p>	<p>Master copies of reports relating to engineering and asset management including:</p> <ul style="list-style-type: none"> • environmental impact studies • economic analysis on roads, bridges, etc <p><i>See 2.4.4 for testing of plant and equipment.</i></p>	<p>PERMANENT</p>
<p>2.5.2</p>	<p>Source data, which is considered necessary to substantiate, report findings or is important for future projects.</p>	<p>PERMANENT</p>
<p>2.5.3</p>	<p>Source data which is not considered necessary to substantiate report findings or important for future projects.</p>	<p>TEMPORARY Destroy 7 years after project completed.</p>

3.0.0	TRANSPORT SERVICES Provision of services to the users of the Tasmanian transport network.	
3.1.0	POLICY AND ADMINISTRATION (TRANSPORT SERVICES)	
3.1.1	Records relating to the formulation of policy and the establishment of precedents.	PERMANENT
3.1.2	Records relating to transport and traffic issues in development proposals for private, State and local government property including: <ul style="list-style-type: none"> planning schemes sub-division approvals from Councils 	TEMPORARY Destroy 7 years after action completed
3.1.3	Records of meetings and liaison with local and State authorities relating to traffic engineering techniques and the control of traffic flow.	TEMPORARY Destroy 7 years after action completed
3.1.4	Notices from local authorities of intention to open or close roads and associated correspondence.	TEMPORARY Destroy 7 years after action completed.
3.1.5	Routine correspondence, inquiries and provision of information excluding records relating to drivers licensing. <i>See 3.3.11 for routine correspondence re drivers licensing.</i>	TEMPORARY Destroy 2 years after action completed.
3.1.6	Records relating to suggestions from the public in regard to transport services.	TEMPORARY Destroy 5 years after action completed.
3.1.7	Records relating to permission to access client information held by the Agency.	TEMPORARY Destroy 10 years after action completed.
3.2.0	ACCESS & EQUITY (TRANSPORT SERVICES) The provision of services and concessions to special and disadvantaged clients including: <ul style="list-style-type: none"> students clients with disabilities pensioners isolated residents <i>See 3.1.0 for policy, precedent and routine records.</i>	
3.2.1	Records relating to applications for, and the administration of, concessions and special services where the concession permit is surrendered or the driver is deceased. Records include: <ul style="list-style-type: none"> suppressed fares airfare concessions <i>See 3.2.2 & 3.2.3 for student transport & concessions.</i> <i>See 3.2.5 for records of current concessions.</i>	TEMPORARY Destroy 6 months after permit surrendered or death of driver.
3.2.2	Records relating to the administration of student transport including: <ul style="list-style-type: none"> correspondence with schools reviews of bus routes & services contract administration 	TEMPORARY Destroy 7 years after action completed.
3.2.3	Applications for passes for student concessions and free travel and associated correspondence.	TEMPORARY Destroy 2 years after action completed.

3.2.4	Records of payments to service providers including: <ul style="list-style-type: none"> • top-up claims for concession payments 	TEMPORARY Destroy 7 years after action completed.
3.2.5	Records relating to applications for, and the administration of, concessions and special services including: <ul style="list-style-type: none"> • suppressed fares • airfare concessions <p><u>See 3.2.2 & 3.2.3 for student transport & concessions.</u> <u>See 3.2.1 for records relating to deceased drivers or surrendered concession permits.</u></p>	TEMPORARY Destroy 7 years after action completed.
3.3.0	DRIVERS LICENSING (TRANSPORT SERVICES) Licensing of drivers to operate vehicles. <u>See DS 1 for financial records of licence transactions.</u> <u>See 3.1.0 for policy, precedent and routine records.</u>	
3.3.1	Declarations in support of applications including: <ul style="list-style-type: none"> • proof of identity • date of birth • loss of licence • change of address • pension concession • licence not received 	TEMPORARY Destroy after verification and recording of the application in the computer system.
3.3.2	An original application for issue and renewal of driver's licences and learners licences. <u>See 3.3.3 for microfilm copies.</u> <u>See 3.3.4 for restricted licences.</u> <u>See 3.3.5 for instructor's licences.</u>	TEMPORARY Destroy when microfilming completed.
3.3.3	Master copies of uncut microfilm of applications described in 3.3.2.	TEMPORARY Destroy 12 years after action completed.
3.3.4	Approved applications and renewals for restricted driver's licences.	TEMPORARY Destroy when licence expires.
3.3.5	Applications and renewals for instructor drivers licences including: <ul style="list-style-type: none"> • correspondence • triennial examinations 	TEMPORARY Destroy 7 years after action completed.
3.3.6	Applications for extensions of drivers licences excluding learner drivers. <u>See 3.3.2 for learner drivers.</u>	TEMPORARY Destroy 1 month after extension lapses.
3.3.7	Correspondence relating to misunderstood medical questions on applications for renewal of drivers' licences.	TEMPORARY Destroy when reference ceases.
3.3.8	Licences which are surrendered or returned to the agency.	TEMPORARY Destroy following issue of new licence <u>or</u> following notification of surrender or death of licence holder.

3.3.9	Completed data cards for licences that include licence details and signature.	TEMPORARY Destroy when licence is produced.
3.3.10	<p>Case records of licensed drivers and passenger vehicle certificate holders including:</p> <ul style="list-style-type: none"> • correspondence • suspension or disqualification information • inquiries relating to traffic infringement notices • medical examinations • doctor’s certificates • character checks • seat belt and safety helmet exemptions • motorcycle exemptions <p><i>See 3.3.14 for case records of deceased drivers and surrendered licences/certificates.</i></p>	TEMPORARY Destroy 7 years after action completed including any legal action.
3.3.11	<p>Routine correspondence, inquiries and the provision of routine information including:</p> <ul style="list-style-type: none"> • interstate inquiries • misplaced or stolen licences 	TEMPORARY Destroy 1 year after action completed.
3.3.12	Instructions to change electronic record contained in motor registry system including copies of Tasmania Police traffic infringement notices notifying loss of demerit points by licensed drivers.	TEMPORARY Destroy 2 years after action completed.
3.3.13	Agency copies of drivers licence test papers.	TEMPORARY Destroy 6 months after assessment.
3.3.14	<p>Case records of licensed drivers and passenger vehicle certificate holders where the licence/certificate is surrendered or the driver is deceased. Records include:</p> <ul style="list-style-type: none"> • correspondence • suspension or disqualification information • inquiries relating to traffic infringement notices • medical examinations • doctor’s certificates • character checks • seat belt and safety helmet exemptions • motorcycle exemptions <p><i>See 3.3.10 for current case records.</i></p>	TEMPORARY Destroy 2 years after licence surrendered or death of driver.
3.4.0	<p>ROAD SAFETY (TRANSPORT SERVICES) Improvement of driver skills and behaviour and road standards</p> <p><i>See 3.1.0 for policy, precedent and routine records</i></p>	
3.4.1	<p>Records relating to methods of improving road safety by the placement and use of equipment and signage including:</p> <ul style="list-style-type: none"> • traffic lights • surveillance equipment • monitoring • rail crossings lights <p><i>See 2.4.5 for installation of traffic signals.</i></p>	TEMPORARY Destroy 15 years after action completed.

3.4.2	Records relating to investigations on fatal accident locations including: <ul style="list-style-type: none"> • engineering reports <p><i>See 3.6.1 for black spot studies.</i> <i>See 4.5.7 for inspection reports of vehicles involved.</i></p>	TEMPORARY Destroy 15 years after action completed.
3.4.3	'Fatal Accidents Books' which include: <ul style="list-style-type: none"> • date • location • names of deceased persons • drivers name • blood alcohol readings • copies of newspaper clippings 	PERMANENT
3.4.4	Traffic accident records including: <ul style="list-style-type: none"> • microfilm of police traffic accident reports • traffic accident databases <p><i>See 3.4.5 for original copies of traffic accident reports.</i></p>	Retain in Agency pending further appraisal.
3.4.5	Copies of Police traffic accident reports.	TEMPORARY Destroy when microfilming completed.
3.4.6	Records relating to the implementation of road safety programs for public education and school based education.	TEMPORARY Destroy 10 years after action completed.
3.4.7	Records relating to research and development of road safety programs and issues.	PERMANENT
3.4.8	Records of speed limits on roads and the dates of changes to regulatory signs.	TEMPORARY Destroy 15 years after action completed.
3.5.0	<p>TRAFFIC MATTERS (TRANSPORT SERVICES)</p> <p>The management of traffic movement on local private roads and municipal roads, including:</p> <ul style="list-style-type: none"> • road markings • intersections • rail crossings • sign erection • line markings • power poles • junctions • parking • sight obstructions • bikeways • school zones • bus interchanges • guard rails • rallies • street furniture • parking permits • pedestrian crossings and variations <p><i>See 3.4.1 for the road safety signals and signage.</i> <i>See 2.3.4 for traffic matters on the roads owned or managed by the agency.</i></p>	
3.5.1	Records relating to the management of traffic matters on local private and municipal roads.	TEMPORARY Destroy 15 years after action completed.

3.5.2	Correspondence with councils (and related records) concerning work programs on municipal roads including: <ul style="list-style-type: none"> • notices of works carried out 	TEMPORARY Destroy 15 years after action completed.
3.6.0	REVIEWS, STUDIES & RESEARCH PROGRAMS (TRANSPORT SERVICES) <i>See 3.1.0 for records relating to the formulation of research policies and guidelines, and routine documentation.</i>	
3.6.1	Master copies of reports prepared or commissioned by the Agency including: <ul style="list-style-type: none"> • reviews of services & routes (excluding school services) • black spot studies <i>See 3.2.2 for reviews of school bus services and routes.</i>	PERMANENT
3.6.2	Source data which is considered necessary to substantiate report findings, <u>or</u> important for future projects	PERMANENT
3.6.3	Source data which is <u>not</u> considered necessary to substantiate report findings, <u>or</u> important for future projects.	TEMPORARY Destroy 7 years after project completed.
3.7.0	FERRY AND SHIPPING SERVICES (TRANSPORT SERVICES) The provision of ferry and shipping services that are owned, operated or managed by the Agency. <i>See 3.1.0 for records relating to the formulation of research policies and guidelines, and routine documentation.</i>	
3.7.1	Operational records relating to ferry and other shipping services owned and/or managed by the agency, including: <ul style="list-style-type: none"> • complaints and inquiries • timetable and ticketing systems • fares • instructions • priority boarding <i>See 2.4.2 for purchase and disposal.</i> <i>See 1.4.5 for services not operated by the agency.</i> <i>See 3.1.1 for records which contribute to the formulation of policy or establish precedents.</i>	TEMPORARY Destroy 10 years after action completed.

4.0.0	VEHICLE MANAGEMENT The regulation and management of vehicles using the transport network.	
4.1.0	POLICY & ADMINISTRATION (VEHICLE MANAGEMENT)	
4.1.1	Records relating to the formulation of policy and the establishment of precedents.	PERMANENT
4.1.2	Routine correspondence, inquiries and the provision of routine information.	TEMPORARY Destroy 2 years after action completed
4.1.3	Instructions to change electronic records contained in motor registry system.	TEMPORARY Destroy 2 years after action completed
4.1.4	Records relating to suggestions from the public in regard to vehicle management.	TEMPORARY Destroy 5 years after action completed.
4.1.5	Records relating to permission to access client information held by the Agency excluding access for safety recalls. <i>See 4.5.10 for records of access for safety recall information.</i>	TEMPORARY Destroy 10 years after action completed.
4.2.0	PERMITS (VEHICLE MANAGEMENT) <i>See 4.3.0 for public vehicle licence permits.</i> <i>See 4.1.0 for policy, precedent and routine records</i>	
4.2.1	Registers of permits	TEMPORARY Destroy 20 years after final entry
4.2.2	Copies of permits for over-dimensional vehicles and associated correspondence.	TEMPORARY Destroy 4 years after permit expires.
4.2.3	Copies of permits issued to vehicle operators for the use of flashing warning lights and associated correspondence.	TEMPORARY Destroy 2 years after permit expires
4.2.4	Copies of permits for movement of unregistered vehicles and associated correspondence.	TEMPORARY Destroy 1 year after permit expires
4.2.5	Copies of permits for motorcycle towing and associated correspondence.	TEMPORARY Destroy 5 years after permit expires
4.2.6	Copies of permits for rail preferred goods and log trucks (RORVLL) and associated correspondence.	TEMPORARY Destroy 5 years after permit expires.

4.3.0	PUBLIC VEHICLE LICENSING (PVL) (VEHICLE MANAGEMENT) The issue of licences to operate public vehicles including: <ul style="list-style-type: none"> • cart • carrier • coach • omnibus • cab • hire and drive • aircraft <p><i>See 4.1.0 for policy, precedent and routine records.</i></p>	
4.3.1	Records of appointments to the Public Vehicle Licensing Tribunal	PERMANENT
4.3.2	Records relating to decisions (approved and refused) on public vehicle licence applications. <i>See 4.3.6 for Tribunal decisions.</i>	TEMPORARY Destroy 7 years after action completed
4.3.3	Records relating to the issue of licences including: <ul style="list-style-type: none"> • inspection reports • applications 	TEMPORARY Destroy 7 years after cancellation or expiration of licence.
4.3.4	Copies of renewal reminder forms for licences.	TEMPORARY Destroy 1 year after action completed.
4.3.5	Copies of permits (including PVL permits) and associated correspondence for: <ul style="list-style-type: none"> • temporary change to conditions of an existing licence • exemptions from the requirement to be licensed under regulation 23 of the <i>Traffic Act 1925</i> • exemptions to use the 'licence wholly out of licensed area' regulation 29(2) of the <i>Traffic Act 1925</i> 	TEMPORARY Destroy 7 years after action completed.
4.3.6	Records of the Public Vehicle Licensing Tribunal including: <ul style="list-style-type: none"> • records of proceedings • Tribunal decisions 	TEMPORARY Destroy 7 years after action completed.
4.4.0	VEHICLE REGISTRATIONS (VEHICLE MANAGEMENT) The registration of vehicles using the Tasmanian transport network. <i>See DSI for financial records of registration transactions.</i> <i>See 4.1.1 for policy records</i>	
4.4.1	Records relating to stamp duty exemptions and cancellations.	TEMPORARY Destroy 7 years after action completed.
4.4.2	Applications for annual rebates for: <ul style="list-style-type: none"> • vehicles used by pensioners • vehicles used for agricultural or horticultural purposes • members of veteran, vintage and historical vehicle clubs 	TEMPORARY Destroy 1 year after application is recorded on computer system.
4.4.3	Correspondence relating to rebates for pensioners including TPI and Senior Cardholders. <i>See 4.4.2 for applications for rebates.</i> <i>See 4.1.1 for policy and precedent records.</i>	TEMPORARY Destroy 7 years after action completed.

4.4.4	Applications for new motor vehicle registrations (including restricted) from October 1991.	TEMPORARY Destroy when microfilming completed.
4.4.5	Microfilms (uncut master and one duplicate) of applications for new motor vehicle registrations (including restricted) from October 1991.	Retain in agency pending further appraisal.
4.4.6	Records relating to the notification and payment of motor vehicle registration renewals.	TEMPORARY Destroy 1 year after action completed
4.4.7	Correspondence relating to restricted motor vehicle registrations. <i>See 4.4.4 and 4.4.8 for registration applications.</i>	TEMPORARY Destroy on cancellation of restricted registration
4.4.8	Applications for duplicates of lost registration certificates.	TEMPORARY Destroy 1 year after action completed
4.4.9	Applications and renewals of general identification marks (trade plates).	TEMPORARY Destroy 1 year after non-renewal
4.4.10	Notices of disposal of vehicles (notification of sale and of the name of new owner).	TEMPORARY Destroy 2 years after action completed
4.4.11	Notices of transfer of ownership of vehicles (notification by new owner of details and purchase price).	TEMPORARY Destroy when microfilming completed.
4.4.12	Microfilm (master and one duplicate) copies of notices described in 4.4.11.	Retain in agency pending further appraisal.
4.4.13	Records relating to disputed registration ownership/transfers including: <ul style="list-style-type: none"> • complaints from registered owners • replies from interested parties • correspondence with legal advisers • details of registration printout 	TEMPORARY Destroy 7 years after action completed
4.4.14	Records relating to interstate trade vehicles.	TEMPORARY Destroy 2 years after action completed.
4.4.15	Records relating to exemptions from motor tax (usually charitable organisations).	TEMPORARY Destroy 4 years after last exemption application.
4.4.16	Applications to register, vary or cancel a security interest in a motor vehicle.	TEMPORARY Destroy 1 year after expiry or cancellation of security interest.
4.4.17	Inquiries and requests for routine information relating to vehicle registrations.	TEMPORARY Destroy 1 year after action completed
4.4.18	Records relating to the sale of number plates including: <ul style="list-style-type: none"> • copy of receipt of sales • correspondence from collectors 	TEMPORARY Destroy 2 years after action completed.
4.4.19	Records relating to the manufacture and destruction of number plates.	TEMPORARY Destroy 7 years after action completed.

4.4.20	Records relating to issue of customised number plates including: <ul style="list-style-type: none"> personalised sporting service conditional corporate selected collectors commercial consulate 	TEMPORARY Destroy 5 years after action completed
4.4.21	Records relating to the failure to transfer vehicle ownership.	TEMPORARY Destroy 2 years after action completed
4.4.22	Records relating to cancelled contracts on customised number plates.	TEMPORARY Destroy 2 years after action completed.
4.4.23	Records relating to the common expiry date of vehicle registrations for companies.	TEMPORARY Destroy 2 years after action completed.
4.5.0	<p>VEHICLE INSPECTIONS & MODIFICATIONS (VEHICLE MANAGEMENT)</p> <p>The inspection of vehicles and related activities including:</p> <ul style="list-style-type: none"> vehicle modifications vehicles involved in accidents inspection of private, public and commercial vehicles roadside inspection discontinuance orders 'type approvals' system <p><i>See 4.1.0 for policy, precedent and routine records</i></p>	
4.5.1	Records relating to the development of vehicle inspection stations which proceed as an operational site.	TEMPORARY Destroy 10 years after site ceases to be operational.
4.5.2	Records relating to research of sites for vehicle inspection stations which do not proceed.	TEMPORARY Destroy 2 years after action completed.
4.5.3	Notification of police officers authorised to undertake vehicle inspections.	TEMPORARY Destroy 2 years after lapse of authority.
4.5.4	Records relating to vehicles detected or suspected of being in an un-roadworthy condition including: <ul style="list-style-type: none"> defect orders issued by police or transport officers discontinuance orders notice of discontinuance 	TEMPORARY Destroy 1 years after action completed.
4.5.5	Records relating to the inspection of new or re-registered vehicles including: <ul style="list-style-type: none"> inspection reports correspondence complaints <p><i>See 4.5.6 & 4.5.7 for inspection reports of vehicles involved in accidents.</i> <i>See 4.5.8 for inspection reports on modified vehicles.</i></p>	TEMPORARY Destroy 5 years after action completed.
4.5.6	Inspection reports requested by the police on vehicles involved in non-fatal accidents and associated correspondence. <p><i>See 3.4.4 & 3.4.5 for police traffic accident reports.</i></p>	TEMPORARY Destroy 15 years after action completed

4.5.7	<p>Inspection reports on vehicles involved in fatal accidents including:</p> <ul style="list-style-type: none"> • affidavits by transport inspectors • requests for copies of affidavits <p><i>See 3.4.2 for investigations on fatal accident locations</i> <i>See 3.4.4. & 3.4.5 for police traffic accident reports.</i></p>	TEMPORARY Destroy 15 years after action completed.
4.5.8	<p>Applications and approvals for modifications to vehicles including:</p> <ul style="list-style-type: none"> • engineering certificates • inspection reports 	TEMPORARY Destroy 5 years after action completed.
4.5.9	Records relating to registration approval to motor dealers for new model vehicles.	TEMPORARY Destroy 1 year after action completed.
4.5.10	Records relating to motor vehicle companies requesting customer search for safety recall inspections on vehicles.	TEMPORARY Destroy 2 years after action completed.
4.6.0	<p>VEHICLE OFFENCES (VEHICLE MANAGEMENT) The investigation and prosecution of breaches of the regulations relating to vehicles using the Tasmanian transport network.</p> <p><i>See 4.1.0 for policy, precedent and routine records.</i></p>	
4.6.1	Records relating to legal action taken by the Agency for breaches of the <i>Traffic Act</i> .	TEMPORARY Destroy 7 years after action completed
4.6.2	Records of legal action taken by another party against, or involving, the agency in relation to the <i>Traffic Act</i> .	TEMPORARY Destroy 15 years after action completed.
4.6.3	Records relating to the prosecution of vehicle owners. <i>See 4.6.1 for breaches of the Traffic Act.</i>	TEMPORARY Destroy 2 years after action completed.
4.6.4	Records relating to illegal operators (persons without a licence or permit).	TEMPORARY Destroy 10 years after action completed.
4.6.5	Copies (including inspectors' copies) of traffic infringement notices (TINS) and associated documentation.	TEMPORARY Destroy 2 years after action completed.
4.6.6	Notification and copies of certificates of vehicle over-dimensions sent to other government agencies.	TEMPORARY Destroy 1 year after action completed.
4.7.0	<p>VEHICLE STANDARDS AND SPECIFICATIONS (VEHICLE MANAGEMENT) The development and implementation of State and national vehicle standards and specifications for vehicles parts, equipment, and additional features including:</p> <ul style="list-style-type: none"> • Australian Design Rules • Standards Australia • National Roads Transport Commission (NRTC) • AUSTROADS • Federal Office of Road Safety • regulations re bicycles <p><i>See 4.1.0 for policy, precedent and routine records.</i></p>	
4.7.1	<p>Records relating to the development of standards, rules and regulations for vehicles including:</p> <ul style="list-style-type: none"> • standards developed in conjunction with national authorities 	PERMANENT

4.7.2	Copies of standards, rules and regulations issued by other government authorities.	TEMPORARY Destroy when superseded.
4.7.3	Records of public consultation in the development of standards, rules and regulations including: <ul style="list-style-type: none"> standards developed in conjunction with national authorities. 	TEMPORARY Destroy 5 years after action completed.
4.7.4	Records relating to inquiries about specifications for specific parts, equipment or additional fixtures of vehicles.	TEMPORARY Destroy 5 years after action completed.
4.8.0	VEHICLE TRIALS & OPERATIONS (VEHICLE MANAGEMENT) Trials of vehicle operations on the road network to determine suitability for Tasmanian operation. <i>See 4.1.0 for policy, precedent and routine records</i> <i>See DS1 for records relating to the development of cabinet submissions and copies of cabinet decisions.</i> <i>See 4.9.0 for general research or reviews relating to vehicle management.</i>	
4.8.1	Records relating to trails including: <ul style="list-style-type: none"> issue of special permits to participants trial reports technical specifications <i>See 4.8.2 for applications.</i>	PERMANENT
4.8.2	Applications to conduct trials of vehicle operations and associated correspondence.	TEMPORARY Destroy 5 years after action completed
4.9.0	REVIEWS, STUDIES & RESEARCH PROGRAMS (VEHICLE MANAGEMENT) <i>See 4.1.0 for records relating to the formulation of research policies and guidelines, and routine documentation.</i> <i>See 4.8.0 for records of vehicle trials.</i>	
4.9.1	Master copies of reports prepared or commissioned by the agency relating to vehicle management.	PERMANENT
4.9.2	Source data which is considered necessary to substantiate report findings, <u>or</u> important for future projects.	PERMANENT
4.9.3	Source data which is <u>not</u> considered necessary to substantiate report findings, <u>or</u> important for future projects.	TEMPORARY Destroy 7 years after project completed.