

# Office of the State Archivist

16 APRIL 2021

## Retention of records of relevance to the Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings

TO

All relevant Tasmanian Government organisations covered by the *Archives Act 1983* (Tas), and other organisations that hold relevant Tasmanian government records because of outsourcing.

STATEMENT

Retain all records of relevance to the Tasmanian Government's responses to child sexual abuse in institutional settings, until the end of the Commission of Inquiry and any resulting reviews, appeals or actions.

PURPOSE

The Commission of Inquiry (the Commission) is to investigate the Tasmanian Government's responses to child sexual abuse in institutional settings.

This retention notice ("disposal freeze") will support Tasmanian Government organisations meet the requirements of the Commission by ensuring no existing records of relevance are destroyed.

This retention notice applies to all records that could be reasonably expected to be relevant to the Commission. This includes records relating to the policies, practices and procedures used by the organisation when responding to, or reducing the risk or impact of, child sexual abuse in institutional contexts. It also includes records of allegations, incidents, investigations, and actions taken by the organisation.

Whilst similar to the current notice I issued for the national Royal Commission into Institutional Responses to Child Sexual Abuse, this notice is specific to the terms identified in the [\*Order Under the Commissions of Inquiry Act 1995\*](#).

Investigations or inquiries in progress override authorised disposal schedules or destruction authorities issued by the State Archivist. This means that you cannot dispose of any records that may be relevant until further notice.

#### ACTION REQUIRED

1. Identify any records that may be relevant to the Commission of Inquiry.
2. Provide advice to your employees (including volunteers, contractors, etc) and service providers on how the Commission and this retention notice will impact on retention of and access to relevant records.
3. Keep relevant records until further notice.
4. Update relevant policies and procedures.
5. Provide a contact from your organisation for ongoing liaison with the Office of the State Archivist until the end of the Commission of Inquiry and any resulting reviews, appeals or actions.

#### HOW THE OFFICE OF THE STATE ARCHIVIST WILL HELP

- We can provide advice to help identify, keep and maintain knowledge about relevant records.
- You may find our *How to Identify Records* and *Record Types* tools in our [Royal Commission Toolkit](#) useful.
- Please contact us if you have any questions. Email [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au) or phone 03 6165 5581.

#### AUTHORISATION

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



**Ross Latham**  
**State Archivist**