

Information Management Advice 15 Transfer and Provision of Access to Cabinet Records

Introduction

Cabinet documents include records that are circulated by the Cabinet Office of the Department of Premier and Cabinet and documents circulated by other agencies responsible for the administration of cabinet committees.

Cabinet documents are defined as:

- *official records, or copies of records of deliberations or decisions of the Cabinet*
- *records, or copies of records, proposed by a Minister for the purpose of being submitted to the Cabinet for consideration*
- *records containing information about a deliberation or decision of the Cabinet*

Transfer to TAHO

Cabinet records are managed by the Cabinet Office in the Department of Premier and Cabinet.

The Cabinet Office ensures that one complete set of Cabinet records and Cabinet Office working papers are retained for transfer to the Tasmanian Archive and Heritage Office (TAHO), usually after each State election if there has been a change of government.

Duplicate copies will be retrieved by the Cabinet Office from Ministerial offices and other locations as part of this process or destroyed by Ministerial office staff who will advise the Cabinet Office of this. These duplicate records have been authorised for destruction by the State Archivist. The destruction of these records is arranged by the Cabinet Office or the relevant Ministerial office.

If it is considered appropriate by the Cabinet Office some records identified for retention may also be transferred to TAHO if there has not been a change of government.

Access to Cabinet records transferred to TAHO

Public access to Cabinet records held at TAHO is restricted until the records are 25 years old (*Archives Act 1983 s. 15*)

Successive Tasmanian Governments have adopted the convention that Cabinet documents (like Ministerial records) are confidential to the government which created them.

Requests for access within the 25 year period are dealt with in the following way

- Requests for access to Cabinet records less than 25 years old should be directed to the Secretary, Department of Premier and Cabinet.
- Access to archived Cabinet papers is not granted without the approval of the person who was Premier at the time that the record was created.
- If the person who was Premier at the time is dead or not legally capable then the approval would be sought from the current leader of the appropriate political party which formed the government at the time.
- If access is approved and records are to be made available at TAHO, the Secretary, Department of Premier and Cabinet will advise the State Archivist in writing. If access is at the Cabinet Office the records will be retrieved according to normal TAHO processes.

Further Advice

For more detailed advice, please contact:

Government Information Strategy Unit
Tasmanian Archive and Heritage Office
91 Murray Street
HOBART TASMANIA 7000
Telephone: 03 6165 5581
Email: gisu@education.tas.gov.au

Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

Document Development History

Build Status

Version	Date	Author	Reason	Sections
2.0	February 2015	Christine Woods	Template	All
1.0	26/09/2005	AOT	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

Issued: September 2005

State Archivist