



# **ARCHIVES OFFICE OF TASMANIA**

DISPOSAL SCHEDULE

for

SHORT-TERM VALUE RECORDS

Disposal Authorisation No. 2158

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## **DISPOSAL SCHEDULE**

## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government agencies, 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 Archives Office.

The broad ranging nature of the definition of a record in the *Archives Act 1983* clearly encompasses all records created by government agencies, regardless of how trivial, transient or unimportant some of these records may be.

### **Schedule elements**

#### ***Reference***

All headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in Archives 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 described as being of short-term value are listed as disposal classes in this schedule. Examples of the types of records which are covered by each disposal class have been included.

#### ***Status***

All records described in disposal classes in this schedule have 'TEMPORARY' status and can be destroyed under the authority of this schedule.

#### ***Disposal Action***

All records identified in this schedule will have a disposal action which specifies when the records may be destroyed. The most common disposal action in this schedule is "destroy when reference ceases", authorising the destruction of records when all business needs to refer to the records have ceased.

### **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 Archives Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Archives Office of Tasmania, 91 Murray Street, Hobart (email [aot@education.tas.gov.au](mailto:aot@education.tas.gov.au), fax 03 6233 7471), or by phoning 03 6233 7232.

**ARCHIVES OFFICE OF TASMANIA**

**DISPOSAL AUTHORISATION No. 2158**

**Title:** Disposal Schedule for Short-term Value Records

***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.

Ian Pearce  
STATE ARCHIVIST

Date: 29 August 2003; amended 11 June 2009

# INTERPRETATION

## Definitions

**Agency** is used throughout this schedule to refer to all agencies, authorities, statutory offices, departments, councils and other organisations that are subject to, and defined in, the *Archives Act 1983*.

**Duplicate records** include identical copies of records made within the same type of medium (eg. copied from paper to paper, microfilm to microfilm); those that extract information which is already held elsewhere; and backup copies of electronic records.

**Ephemeral records** are those records which are of a trivial nature or low value and have a brief currency. These records are generally only needed for a few hours or a few days.

**Short-term value records** are those records which are of such short-term value that they do not support or contribute to the business functions of the agency.

**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 *Disposal Schedule for Short-term Value Records – DA No. 2158* authorises the disposal of records created by agencies that have little or no continuing value, and has been approved by the State Archivist under Section 20(2)(b) of the *Archives Act 1983*.

This schedule covers duplicate, ephemeral and other short-term records that 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. These records may be created or received in a variety of formats or media eg. printed, electronic, graphic, audio or image.

This schedule **does not cover pre-1950 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Records of Common Administrative Functions – DA No. 2157* covers records of administrative functions, which are created by most agencies.

The *Disposal Schedule for Source Records – DA No. 2159* covers the disposal of source records that have ‘temporary’ status in a current disposal schedule; or have ‘permanent’ status in a current disposal schedule and been created after 1 January 2000; and have been either copied, converted into another medium or format, or migrated from one system to another.

Records not covered by these schedules, or other authorised disposal schedules should be disposed of according to the procedures for unscheduled records (see Archives Office [State Records Guideline No. 2](#)).

## 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.

## **Temporary records**

All records identified in this schedule have 'TEMPORARY' status and 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 '**Destroy when reference ceases**' which authorises the destruction of records when all business needs to refer to the records have ceased.

## **Destruction of records**

The destruction method chosen for the records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the organisation to ensure that the identified records are actually destroyed, and that this process is confidential and secure.

**It is expected that destruction under this schedule will be a normal administrative practice and it is not necessary to make an entry in the *Register of Records Destroyed*.**

The following issues should be considered before destruction of any documents.

### ***Freedom of information***

Freedom of Information legislation prescribes rights and processes for access to documents held by government organisations. 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.

### ***Investigations and 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 which fall within this category are not to be destroyed and should be the subject of consultation with the Archives 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.

Reference	Disposal class	Status and Disposal Action
01.00.00	<p><b>SHORT-TERM VALUE RECORDS</b>  Records of such short-term value that they do not support or contribute to the business functions of the organisation.  These include:</p> <ul style="list-style-type: none"> <li>• records of a trivial nature</li> <li>• records which duplicate (or extract) information which is already held elsewhere</li> <li>• records with little or no administrative, fiscal, evidential, cultural, or no known historical, value.</li> </ul>	
01.01.01	<p>Records received from outside sources that are kept solely for reference.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• unsolicited letters or promotional material which offer goods or services</li> <li>• anonymous letters</li> <li>• invitations to functions</li> <li>• price lists</li> <li>• catalogues</li> <li>• advertising material</li> <li>• statistical information</li> <li>• instructions and circulars</li> <li>• letters of appreciation</li> <li>• seasonal greetings</li> <li>• external publications (including annual reports, government gazettes)</li> </ul>	<p>TEMPORARY  Destroy when reference ceases</p>
01.01.02	<p>Agency 'for information' copies of Cabinet documents.</p> <p><i>See the Disposal Schedule for Common Administrative Functions - DA No. 2157 for cabinet submissions.</i></p>	<p>TEMPORARY  Destroy in accordance with Cabinet Office instructions.</p>
01.01.03	<p>Agency copies of Executive Council Minutes.</p> <p><i>See the Disposal Schedule for Common Administrative Functions - DA No. 2157 for submissions made to the Executive Council.</i></p>	<p>TEMPORARY  Destroy when reference ceases.</p>

Reference	Disposal class	Status and Disposal Action
01.01.04	<p>Records received from internal sources that are kept solely for reference.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• circulation copies of internal circulars, the master of which has already been captured into the agency recordkeeping system</li> <li>• duplicate copies of agency publications</li> <li>• summaries or extracts from records held in the agency recordkeeping system</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>
01.01.05	<p>Records created solely for reference purposes where the original/source record is managed in the agency recordkeeping system.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• duplicates or exact copies</li> <li>• duplicate copies of organisation procedure manuals, guidelines and instructions</li> <li>• duplicate copies of organisation plans</li> <li>• computer printouts</li> <li>• abstracts or copies of formal financial records maintained for convenient reference</li> <li>• reference copies of microfilm or microfiche</li> <li>• reference copies of film or video recordings</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>

Reference	Disposal class	Status and Disposal Action
01.01.06	<p>Records that are used solely in the preparation of other records.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• working papers, background notes and reference material used to prepare or complete other documents</li> <li>• drafts of reports or correspondence, not circulated to other staff in the organisation and of which a final draft has been produced and captured into the agency recordkeeping system</li> <li>• drafts of documents relating to matters of minor importance</li> <li>• annual reports of branches or divisions that are incorporated in the organisation's annual report</li> <li>• spreadsheets or word processing documents which are incorporated into correspondence or a report</li> <li>• budget calculations that are incorporated in the agency budget</li> <li>• audio recordings that are used in the preparation of other records</li> </ul> <p><b>Note:</b> <i>This class does not include drafts, working papers and background notes relating to the development of internal policy or significant projects or recordings of formal proceedings. See the relevant disposal schedules for these records.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.01.07	<p>Documents containing personal information and copies of personal documents, acquired by the organisation, which are not required on a continuing basis to support the business transactions to which they relate.</p> <p>These may include documents such as:</p> <ul style="list-style-type: none"> <li>• copies of birth certificates</li> <li>• copies of drivers licences</li> <li>• copies of marriage certificates</li> <li>• copies of references</li> <li>• copies of qualifications</li> <li>• change of address notices</li> <li>• record of conviction checks</li> <li>• credit card authorisations</li> </ul>	<p>TEMPORARY Destroy when reference ceases, <b>or return to the person concerned.</b></p>

Reference	Disposal class	Status and Disposal Action
01.01.08	<p>Records documenting informal communications which do not support, or contribute to the business functions of the agency.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• 'with compliments' slips</li> <li>• cover notes</li> <li>• informal messages (including telephone, voicemail, email and post-it notes )</li> <li>• e-mail messages of a personal nature</li> <li>• subscription listserv messages</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>
01.01.09	<p>Records documenting requests for, and the provision of, information that is readily available to the public or authorised for unlimited public access.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• requests for the provision of promotional material</li> <li>• requests for copies of publications including the annual report</li> <li>• requests for the provision of routine information</li> </ul> <p><i>See the Disposal Schedule for Common Administrative Functions - DA No. 2157 for requests made under Freedom of Information.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.01.10	<p>Appointment timetabling records.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• appointment diaries</li> <li>• electronic meeting schedules</li> <li>• electronic calendars</li> <li>• office or desk calendars</li> </ul> <p><b>Note:</b> - <i>This class does not cover diaries that are used to record significant matters such as notes of discussions and meetings, case notes etc.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>

Reference	Disposal class	Status and Disposal Action
01.01.11	<p>Records of bookings made for the use of equipment, vehicles and property including meeting rooms etc.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• booking registers</li> <li>• schedules</li> <li>• diaries</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>
01.01.12	<p>Back-up copies of records that are created for business continuity purposes where the original/source record is managed in the agency records or information systems.</p> <p><b>Note:</b> - <i>The back-up copies may be created by the agency or by a service provider under an agreement with the agency. This authority also covers the disposal of the back-up copies created by service providers.</i></p>	<p>TEMPORARY Destroy when the contingency period (as determined by the agency risk management analysis) has expired.</p>