Disposal Schedule
for
Source Records

Disposal Authorisation No. 2159

Note: this schedule does not cover pre-1950 records
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INTRODUCTION

Archives legislation

State and local government organisations according to the Archives Act 1983 must not dispose of any type or format of record without the approval of the State Archivist. Disposal of records can mean destruction, removal from the agency’s custody, or transfer to the Tasmanian Archive & Heritage Office.

Schedule elements

Reference

Each disposal class is allocated a reference number (for example, 01.01.01). These reference numbers along with the Disposal Schedule number (for example, DA2159) are needed to identify records in the Tasmanian Archive & Heritage Office’s disposal documentation. Reference numbers can be used by agencies when recording disposal authorisation in their recordkeeping system.

Disposal class

A disposal class is a group of records that perform a common function and activity. Disposal classes are described in functional terms and cover records irrespective of their format or medium.

Status

- All source records described in another Disposal Schedule can be destroyed under the authority of this schedule.
- All reproductions with a ‘TEMPORARY’ status must be retained for the period specified in the other schedule (for example, reproductions of receipts must be retained for 7 years according to Disposal Schedule DA2157 05.01.01).
- All reproductions with a ‘PERMANENT’ status must be retained until they are 25 years old and then transferred to the Tasmanian Archive & Heritage Office (for example, reproductions of strategic management policies must be transferred once they are 25 years old according to Disposal Schedule DA2157 16.15.01).

Disposal action

All source records can be destroyed after they have been copied, converted or migrated. However, this is provided that adequate reproductions exist.

Review of the schedule

It is the responsibility of agencies to monitor any administrative, legal or regulatory changes which result in the need to alter this Disposal Schedule. Do not continue to use this schedule if this occurs and contact the State Archivist for advice.
Contacts

Any enquiries relating to this Disposal Schedule should be directed to the Tasmanian Archive & Heritage Office, 91 Murray Street Hobart, grk@education.tas.gov.au or by phone 03 6233 7232.

ACKNOWLEDGEMENT

The Tasmanian Archive & Heritage Office acknowledges the National Archives of Australia General Disposal Authority for source records that have been copied, converted or migrated as a principal source of definitions and conditions contained in this schedule.
TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2159

Title: Disposal Schedule for Source 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.

Ross Latham

STATE ARCHIVIST

Document Development History

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<td>Version</td>
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Amendments in this Release

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<tr>
<td>Coverage and exclusions</td>
<td>na</td>
<td>'Historical artefact' added to list of exclusions</td>
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<tr>
<td>All</td>
<td>na</td>
<td>Wording simplified</td>
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INTERPRETATION

Definitions

**Agency** - means all agencies, authorities, statutory offices, departments, councils and other organisations that are subject to the *Archives Act 1983*.

**Conversion** – means a change in the format of a record while ensuring it retains identical content. Examples include digital imaging of paper records and changing character sets.

**Copying** – means the production of an identical copy within the same type of medium (for example, photocopying or production of electronic backups).

**Historical artefact** – means records that are classified as permanent based primarily on their historical research value (eg. records relating to properties listed on a heritage register, original artworks, proclamations, charters, testimonials, treaties).

**Migration** – means the transfer of digital material from one hardware/software configuration to another, or from one generation of technology to another. The purpose of migration is to preserve the integrity of records and to retain the ability for users to retrieve, display and use them. Migration may occur when hardware and/or software becomes obsolete. It may also be used to move electronic records from one file format to another.

**Reproduction** – means the copied, converted, migrated or reformatted version of a record.

**Source records** – mean documents that have, or will be copied converted or migrated. A source record may be an original record or may itself be a reproduction.

**Temporary records** - mean those records after a minimum retention period can be destroyed according to an authorised Disposal Schedule.

**Permanent records** - mean those records 25 years after the date of their creation must be transferred to the Tasmanian Archive & Heritage Office.

Coverage and exclusions

This *Disposal Schedule for Source Records* – DA No. 2159 covers the disposal of source records:

- that have TEMPORARY status in a current Disposal Schedule and have been copied, converted into another medium or format, or migrated from one system to another.
- that have PERMANENT status in a current Disposal Schedule and have been copied, converted into another medium or format, or migrated from one system to another.

**Do not** destroy source records if:

- They are pre-1950 records. The disposal of those records should be managed according to the procedures for unscheduled records (see the Tasmanian Archive & Heritage Office Recordkeeping Advice 10: Disposal of Unscheduled Records)
- they are historical artefacts (eg. records relating to properties listed on a heritage register, original artworks, proclamations, charters, testimonials, treaties). Please contact the Tasmanian Archive & Heritage Office if you need further assistance in identifying such records (email GRK@education.tas.gov.au or phone 6233 7232).
- they are required or likely to be required in judicial proceedings
- they are required or likely to be required by government inquiries or investigations
- they are required or likely to be required by applications for access under Right to Information
- they are required or likely to be required by applications for access under other legislation
While reproductions may be acceptable for the conduct of legal proceedings, the destruction of any relevant record may lead to claims of impropriety and impact on the outcome of the investigation or action.

The Electronic Transactions Act 2000 facilitates electronic communications. The Evidence Act 2001 lays down the requirements for admissibility of evidence for records created or maintained in electronic systems. It should be noted that the provisions of these two acts do not override the provision in the Archives Act 1983 for the disposal of State 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.

This includes any records that an agency has managed by a cloud computing service provider. Agencies should conduct a thorough risk assessment before entering into any arrangement with a cloud computing service provider. Agencies must ensure that robust contractual arrangements are in place before moving any records to a service provider. It is essential that agencies monitor how well your organisation’s information management objectives are being met by the cloud computing services used, and check for any unacceptable risks that might emerge. For more detailed guidance on cloud computing please refer to State Records Guideline no 17 – ‘Managing the recordkeeping risks associated with cloud computing’.

**Conditions**

Reproductions must be retained for the period specified in the relevant Disposal Schedule. Reproductions with a PERMANENT status must be retained in the agency for 25 years after creation of the source record then transferred to the Tasmanian Archive & Heritage Office.

This Disposal Schedule only applies if reproductions have the required degree of authenticity, integrity, reliability and useability necessary to replace the source records.

Before destroying source records, agencies must ensure reproductions have met the following conditions of authenticity, integrity, and reliability.

**Reproduction standards**

Agencies must ensure that:

- the reproductions have the degree of authenticity, reliability, integrity and useability necessary to meet the purposes of the source records
- the reproductions are complete and reproduce the information contained in the source records as accurately as possible
- the reproductions can be taken to be true copies

**Conversion process**

Agencies must ensure that:

- all material intended to be reproduced is captured
- quality and verification procedures are in place
- errors and defects are corrected
Disposal Schedule for Source Records

- documentation of the process is comprehensive

**Management of the reproductions**

Agencies must ensure that:
- the reproductions are captured into a recordkeeping system prior to the destruction of the source records
- the context, meaning and accessibility of the record is maintained
- backup arrangements are maintained
- migration strategies exist to move the records from one hardware/software configuration to another, or from one generation of technology to another

**Destruction of records**

Choose a destruction method that is appropriate to the record’s format. Ensure the records are actually destroyed and the process is confidential and secure.

In the agency’s Register of Records Destroyed:
- destruction of source records **does not** need to be recorded
- destruction of reproductions of temporary records **does** need to be recorded
<table>
<thead>
<tr>
<th>Reference</th>
<th>Disposal Class</th>
<th>Status and Disposal Action</th>
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<tr>
<td>01.01.00</td>
<td><strong>Source records</strong>&lt;br&gt;Records described in a current Disposal Schedule that have been either&lt;br&gt;- copied&lt;br&gt;- converted into another medium or format, or&lt;br&gt;- migrated from one system to another&lt;br&gt;&lt;br&gt;Note:&lt;br&gt;Reproductions must have the required degree of authenticity, integrity, reliability and useability necessary to replace the source records.&lt;br&gt;Reproductions of temporary records must be retained for the period specified in the relevant Disposal Schedule. Reproductions of permanent records will, in due course, be transferred to the Tasmanian Archive &amp; Heritage Office.</td>
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<td>01.01.01</td>
<td>Source records having temporary status in an authorised Disposal Schedule which are not listed in the exclusions to this schedule (see ‘Coverage and exclusions’ p6)</td>
<td>TEMPORARY&lt;br&gt;Destroy after records have been copied, converted or migrated, provided adequate reproductions exist.</td>
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<td>Source records having permanent status in an authorised Disposal Schedule which are not listed in the exclusions to this schedule (see ‘Coverage and exclusions’ p6)&lt;br&gt;&lt;br&gt;Note: The reproductions must be retained until they are 25 years old and then transferred to the Tasmanian Archive &amp; Heritage Office.</td>
<td>TEMPORARY&lt;br&gt;Destroy after records have been copied, converted or migrated, provided adequate reproductions exist.</td>
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