# Record Keeping in Response to Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability Requests

Information for past Communities Tasmania funded providers in relation to records

If your organisation has ever received funding from the Department of Communities Tasmania (or the Department of Health and Human Services prior to July 2018) then you have obligations in relation to record keeping, specifically obligations under funding agreement:

* Clause 14 - Records, Reports and Acquittals
* Clause 28 – Confidential Material and Information

The Office of the State Archivist (OSA) is responsible for administering the *Archives Act 1983*, which 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.

Further, the OSA has advised that all records relevant to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (the Disability Royal Commission) **must be identified and preserved** until the inquiry and any subsequent actions are completed.

It is recommended that all organisations read the [Retention and Disposal Schedule 2499 (DA2499)](https://www.informationstrategy.tas.gov.au/Publications/Document%20Library%20%20RDS/Disability%20and%20Community%20Services%20Records.pdf) which covers the functional records of Disability and Community Services within the Department of Communities Tasmania, and includes those produced by service providers funded to deliver disability or community services and/or programs.

As at October 2019, the Disability Royal Commission has yet to advise what kinds of records will be required through the Commission process. Familiarising yourself with the OSA requirements and your organisation’s obligations with regards to record keeping is the best preparation for the Disability Royal Commission’s future information requests.

For any queries in relation to the retention of records, please contact:

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