

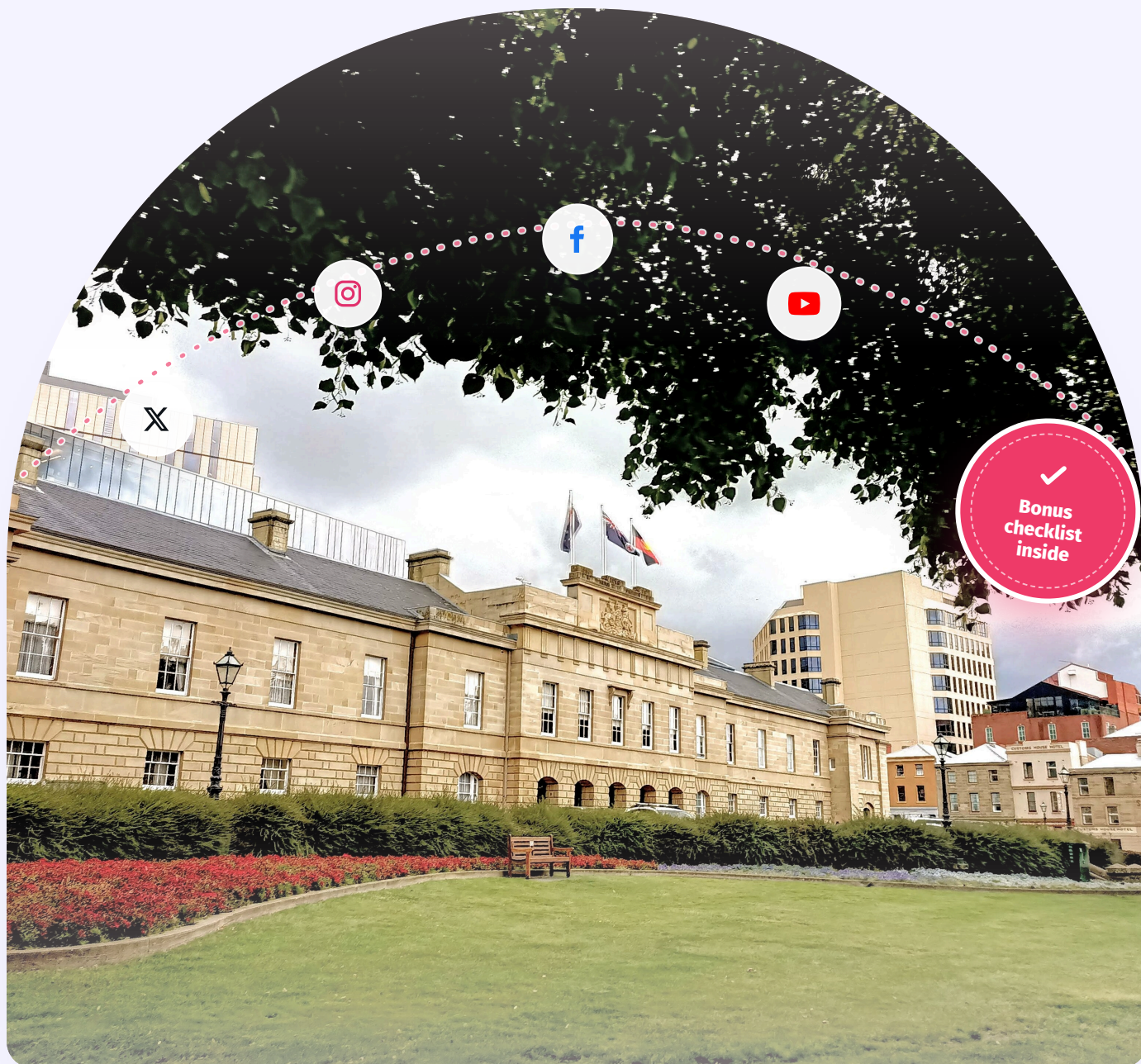
— ARCHIVES ACT 1983 (TAS)

Tasmania

Archiving Social Media: A Guide For Tasmania Government

 TASMANIA LAW ACCESS LAW RETENTION & DISPOSAL CHECKLIST ARCHIVE-READY

Everything your council or agency needs to know about social media recordkeeping: the records Act, the access regime, retention and disposal, and a ready-to-use readiness checklist.



SOCIAL MEDIA ARCHIVING FOR TASMANIAN GOVERNMENT

Tasmanian social media records, ready when an **RTI request** arrives.

Ready to find it, review it and export it. Posts, comments, replies, edits, deletions and associated media on official accounts can be government records when they evidence official business — and when a RTI application arrives, the response duty is statutory. The statutory period governs the decision and notice; locating the complete record set is the operational work needed to make that decision defensibly.

Right to Information Act 2009 No. 70 of 2009 — A public authority must notify its decision on an accepted application as soon as practicable and within 20 working days after acceptance — acceptance is generally receipt, though a fee must first be paid or waived. The period can extend by agreement or, for complex or voluminous applications, with the Ombudsman's approval, and required third-party consultation adds a further 20 working days. Provision of the information itself is dealt with separately under s 18.

THE LEGAL CONTEXT

Social media records carry legal obligations. A reliable archive helps your team meet them.

Archives Act 1983 (Tas). State and local government authorities must keep the records of their business and may only dispose of them with the authorisation of the State Archivist. The State Archivist issues guidelines and retention and disposal schedules that relevant authorities must follow.

Retention in Tasmania. Retention follows the function the content documents, not the platform. Social media records are kept under the same disposal schedule as the business activity they evidence. Confirm the applicable class with the Office of the State Archivist or your legal adviser.

Primary sources

- **Archives Act 1983 (Tas)**
- **Right to Information Act 2009 (Tas)**
- **Office of the State Archivist**
- **Ombudsman Tasmania — how long does it take to get a decision?**

Reviewed against current official sources: 30 August 2026 · General information, not legal advice.

The Tasmania framework

Four things shape the social media record in Tasmania: the records Act, the access regime, retention and disposal, and the consequences of getting disposal wrong.

RECORDS ACT

Archives Act 1983 (Tas)

Archives Act 1983 No. 76 of 1983

Office of the State Archivist guidance links a social media recordkeeping guideline (currently marked under review) stating that social media applications used for government business may contain State records; duplicate information already captured elsewhere may not require separate capture.

ACCESS TO INFORMATION

Right to Information Act 2009 (Tas)

Right to Information Act 2009 No. 70 of 2009

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RETENTION & DISPOSAL

Disposal schedules issued by the Office of the State Archivist

Retention and disposal authorities

Retention follows the function the content documents, not the platform. Social media records are kept under the same disposal schedule as the business activity they evidence.

CONSEQUENCES

Unauthorised disposal can attract 50 penalty units

Archives Act 1983 (Tas) s 20

Section 20 of the Archives Act 1983 prohibits the destruction, disposal, transfer, damage or alteration of a State record — maximum 50 penalty units — except as authorised by law, written State Archivist permission or an approved practice or procedure. RTI decisions not notified in time fall into the Act's deemed-refusal and Ombudsman review framework.

If it was posted, commented on, edited or deleted on an official channel — it can be a government record when it evidences official business.

Who oversees the record

The authorities that set the recordkeeping standards, publish the social media guidance and review how requests are handled in Tasmania.

RECORDS AUTHORITY

Office of the State Archivist (Tasmanian Archives, Libraries Tasmania)

Information Management Framework

Sets the recordkeeping standards and publishes the guidance that applies to official social media in Tasmania. Your retention and disposal decisions are made under its authorities.

OVERSIGHT

Ombudsman Tasmania

www.ombudsman.tas.gov.au

Reviews how RTI applications are handled, including complaints about delay or refusal — which makes a findable, exportable record the easiest way to keep a request routine.

WHO IS COVERED

Public authorities · Councils

'Public authority' expressly includes a council (RTI Act s 5(1)(c)).

WHAT TO CAPTURE

Posts, comments, edits, deletions and media

Preserve original content with its context: conversation relationships, timestamps, available metadata and version history. A screenshot may omit metadata, edits, deletions and conversation relationships — a capture that keeps the thread and the changes is easier to rely on later.

Without a complete archive, **responding with confidence** to a request, audit or inquiry gets harder every day.

— READY TO GET STARTED

Social Media Records **Readiness Checklist.**

A social media archive is a critical part of your recordkeeping strategy — one shared source of truth for your records, legal, IT and communications teams.

**Get the right people involved.**

Bring together records, communications, legal, governance and IT.

**Understand what laws apply.**

Know your records Act, access regime and retention authorities.

**Know your formats.**

Preserve original content, context, metadata, links and attachments.

**Think about privacy.**

Protect personal information and control access appropriately.

**Know which accounts are in scope.**

Identify every account used to conduct official business.

**Define what needs to be captured.**

Include posts, comments, replies, edits, deletions and media.

**Set your retention rules.**

Sentence records under your retention and disposal authority.

**Capture edits and deletions.**

Preserve content even after it changes or disappears.

**Plan for information requests.**

Make records easy to search, retrieve and export.

**Protect record integrity.**

Maintain authentic, complete and defensible records.

**Control access to your archive.**

Set clear permissions and maintain an audit trail.

**Test your process regularly.**

Make sure you can find and export records when needed.

Captured. Searchable. Defensible.

Ready to see how Brolly supports the capture, search, integrity and export steps on this list? Turn the page.

Keep the social record ready before the request arrives.

Social content can change or disappear long before an information request is received. Brolly gives authorised teams a searchable archive of supported content from connected official accounts, preserving available context so records can be found, reviewed and exported when needed.



"A bit of work now is going to save a whole lot of hurt in the future. If TAHO came knocking we'd have to trawl through Facebook and Twitter for hours and hours and screenshot or snip everything out of there to satisfy their reviews. But we've got this sorted now."

Jonathan Mallinson, Digital Communications Coordinator — TasWater

[Read the TasWater story →](#)

GOVERNMENT ORGANISATIONS THAT USE BROLLY

dpfem.tas.gov.au
Department of Police, Fire and Emergency Management



**Homes
Tasmania**

Building homes, creating communities.

- ✓ **Capture supported posts, comments, edits & deletions automatically**
- ✓ **Search and export response-ready record sets with metadata intact**
- ✓ **Nothing disposed of without your instruction**

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Captured. Searchable. Defensible.