



DA 2017-020

**Sector Disposal Authority for Health Services**

DA Type: Sector

## Sector Disposal Authority for Health Services

<b>Disposal Authority No</b>	2017-020
<b>Disposal Authority Type</b>	Sector
<b>Organisation/s</b>	[Health Service Providers]
<b>Disposal Authority Scope</b>	
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	24/05/2021

## Sector Disposal Authority for Health Services

**Authority number: 2017-020**

<b>List of Functions and Activities covered</b>
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Reference	Function	Activity	Page
1	ABORIGINAL HEALTH PROGRAMS		14
2	ACCREDITATION		15
3	COLLECTION MANAGEMENT		15
4	DISPOSAL		17
5	DONATIONS (ORGANS AND TISSUE)		18
6	ENVIRONMENTAL HEALTH		18
6.1		Inspections	19
6.2		Applications, Approvals, Licences and Permits	19
6.3		Monitoring	20
6.4		Analysis and Sampling Results	20
7	EQUIPMENT (HOSPITAL AND MEDICAL)		20
8	FORENSIC SERVICES		21
8.1		Forensic Biology Services	21
8.2		Forensic Pathology Services	24
9	FUNERAL INDUSTRY MANAGEMENT		24

## Sector Disposal Authority for Health Services

**Authority number: 2017-020**

<b>List of Functions and Activities covered</b>
---

Reference	Function	Activity	Page
10	HOSPITAL OPERATIONS SUPPORT		24
10.1		Catering	25
10.2		Cleaning	25
10.4		Laundry and Linen	26
11	LICENSING		27
12	PATHOLOGY SERVICES		28
13	PATIENT TRANSPORT		29
14	PROGRAMS		30
15	RESEARCH MANAGEMENT		31
15.1		Applications	32
15.2		Committees	32
16	TRAINING AND EDUCATION		33
16.3		Student Records	34

# Sector Disposal Authority for Health Services

Authority number: 2017-020

## INTRODUCTION

### 1. ABOUT THIS SCHEDULE

#### 1.1 Important Note

This Retention and Disposal Schedule (Schedule) will be used in combination with both:

- the State Records Office publication *General Disposal Authority for State Government Information* which covers records of activities / categories that are common across State government;
- the State Records Office's *Sector Disposal Authority for Mental Health Services*; and
- the *Patient Information Retention Disposal Schedule* (PIRDS) which covers patient records.

The State Records Office guideline *Records Retention and Disposal Instructions* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

#### **Records relevant to actual or alleged child sexual abuse and other records relating to children**

The final report of the Commonwealth Royal Commission into Institutional Responses to Child Sexual Abuse, released on 15 December 2017, contains several recommendations concerning recordkeeping by government organizations undertaking child-related functions or activities.

Organizations must be mindful of records that document, or may otherwise be relevant to, actual or alleged incidents of child sexual abuse, and the care, supervision, education and treatment of children by government employees, contractors, volunteers and outsourced service providers in contact with children. Such records may be subject to specific retention instructions as issued by the State Records Office.

#### 1.2 Organisation Background

The earliest records relating to public health in Western Australia may be located in the indexes to the Colonial Secretary's Office.

## Sector Disposal Authority for Health Services

### **Authority number: 2017-020**

The Medical Department was established on 1 January 1850 and existed until 1 October 1906.

The Central Board of Health was established on 17 November 1886 by the *Public Health Act 1886*, as the governing authority for the Local Boards of Health. The functions of the Board included conducting health inspections of abattoirs, schools and factories as well as supervising and controlling the sanitary services of all Government buildings throughout the State. The Central Board of Health existed until 31 May 1911. Even though the Central Board of Health still existed, circa 1904 the Board had begun to be referred to as the Public Health Department.

The Public Health Department and the Medical Department (which was mainly concerned with hospitals) amalgamated on 1 October 1906 under the Principal Medical Officer, Dr Lovegrove.

*The Public Health Act 1911* created the Public Health Department of Western Australia on 1 June 1911 under a Commissioner of Public Health, and responsible to a Minister of the Crown. The Public Health Department continued until 30 June 1984.

The Mental Hospitals Department was established on 1 January 1950 and existed until 1 January 1954 when the Mental Health Services Department was established. The Mental Health Services Department continued until 1 July 1984.

Between 1 January 1956 and 1 January 1979 the Medical Department again separated from the Public Health Department, before a brief period of amalgamation prior to 30 April 1981 when the Public Health Department was spilt into the Department of Hospital and Allied Services and the Public Health Department. The Department of Hospital and Allied Services continued until 30 June 1984.

On 1 May 1984, the Public Health Department, the Department of Hospital and Allied Services, and the Mental Health Services Department amalgamated as the Health Department of Western Australia.

The Health Department of WA was established on July 1 1984, through the amalgamation of the Public Health, Mental Health and Hospital and Allied Services Departments. These three departments were autonomous in their operations. Functions which did not belong within the mission of the new Health Department were identified and both their functions and resources were expropriated. These functions included:

- Intellectually Handicapped
- Occupational Health
- Clean Air
- Noise abatement

## Sector Disposal Authority for Health Services

### Authority number: 2017-020

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Various administrative reforms and internal restructures have occurred over the years since inception of the department, but the centralised records series have remained intact. The most notable initiatives was a funder/purchaser/provider model of governance which was introduced in 1994.

The Metropolitan Health Services Board (MHSB) was established on 1 July 1997. The Board brought together all publicly funded health services within the metropolitan area under a single authority with the intention of reducing duplication and improving responsiveness and coordination. The MHSB was abolished on 9 March 2001. The MHSB had a separate file series.

A cosmetic change to the name of the agency to DoH was effected on 1 July 2001 following the recommendation of the Machinery of Government Taskforce. The taskforce left specific recommendations for the health portfolio to the Health Administrative Review Committee (HARC) which was established in April 2001 by the Minister for Health. HARC recommended a new structure for the department be established based on the desirability of a single unified government health system.

On 4 February 2010 the Premier announced the creation of a new department, the Mental Health Commission, to lead mental health reform throughout the State. The Commission became effective on 8 March 2010. The Commission was created initially by transferring existing resources of the Mental Health Division of the DoH. Functions which did not belong within the mission of the new Health Department were identified and both their functions and resources were expropriated. These Functions included mental health strategic policy, planning, procurement and performance monitoring and evaluation of services. . Mental health services continue to be provided by a range of providers including Health Service Providers, community mental health services and other non-government and private sector providers.

WA health is now governed by the *Health Services Act 2016*, which came into effect on 1 July 2016. The new legislation represents a significant reform in health, and is designed to modernise the way health services are structured, governed and delivered. It is also to promote better health, better care and better value to all Western Australians.

WA health consists of the following:

- Department of Health;

and separate legal entities as Health Service Providers:

- Child and Adolescent Health Service;
- East Metropolitan Health Service;

## Sector Disposal Authority for Health Services

### Authority number: 2017-020

- North Metropolitan Health Service;
- Pathwest
- South Metropolitan Health Service;
- WA Country Health Service;
- Health Support Services; and
- Quadriplegic Centre

The Department of Health, led by the Director General, provides leadership and management of the health system as a whole, ensuring the delivery of high quality, safe and timely health services. The Health Service Providers are governed by Health Support Boards whose appointed members bring a wealth of experience in the fields of health care, finance, law, and community and consumer engagement. Each Health Service Provider is responsible and accountable for the delivery of safe, high quality, efficient and economical health services to their local areas and communities.

### 1.3 Purpose of this Schedule

This Schedule has been developed to form part of the Recordkeeping Plan of the Department of Health and Health Service Providers as required under section 16(3)(a-c) of the *State Records Act 2000*.

The objectives of this Schedule are to:

- Identify all core business records of the organisation;
- Identify which records are required for permanent retention as State archives and which records can be destroyed; and
- Establish retention periods for records that will be destroyed so that they are kept for appropriate periods to satisfy legal, business or other requirements.



## Sector Disposal Authority for Health Services

**Authority number: 2017-020**

### **1.4 Scope and Implementation of this Schedule**

This Schedule covers and applies to the core-business records of:

- Child and Adolescent Health Service;
- Department of Health;
- East Metropolitan Health Service;
- Health Support Services;
- North Metropolitan Health Service;
- PathWest;
- Quadriplegic Centre;
- South Metropolitan Health Service; and
- WA Country Health Service.

and any offices, including subordinate or regional offices.

This Schedule supersedes RD 2005001 Department of Health. Records already sentenced under RD 2005001 which are still in the custody of the Department of Health or a Health Service Provider will be re-sentenced as necessary in accordance with this Schedule.

This Schedule applies to records in all formats.

Before any records covered in this Schedule are destroyed or transferred to the State Records Office as State archives, they will be reviewed by the relevant authority within each sector agency and authorised for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the organisation's authorised officer, will be retained in accordance with the *General Disposal Authority for State Government Information*.

## Sector Disposal Authority for Health Services

### Authority number: 2017-020

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the State Records Office for further evaluation.

### 1.5 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

At the time of publishing there is a freeze on disposal of "Government Records Relating to Children" which applies to all Western Australian state government organisations, local government organisations and outsourced agents creating or maintaining relevant records. These records **must not be destroyed** until further notice. Please consult with your relevant Records Manager for further advice.

### 1.6 Review of this Schedule

Authorised employees of the Department of Health and Health Service Providers will review the structure, coverage and content of this Schedule within five years of its approval and will provide a report to the State Records Office of its review findings.

Any proposed revisions / amendments to this Schedule, or any intention to prepare a new Schedule to replace this one, will be discussed with the State Records Office prior to such activity commencing.

## 2. SPECIFIC MATTERS

## **Sector Disposal Authority for Health Services**

**Authority number: 2017-020**

### **2.1 "Significant" Records**

In this Schedule, each disposal class has usually been assigned one disposal action (e.g. "Required as State archives" or "Destroy").

If a disposal class contains records of both archival and non-archival value, two disposal actions have been assigned and:

- the term "Significant" has been used to identify records of archival value;
- the term "Other" has been used to identify records of non-archival value.

In such cases, the criteria for identifying which records are "Significant" are that the records document matters which:

- Affect the whole-of-government or portfolio function; or
- Concern or affect Corporate Executive activity; or
- Concern major liabilities or obligations of the organisation or the State; or
- Relate to the development of legislation, regulations or government policy; or
- Significantly impact or affect the organisation's functions or structure; or
- Were precedent setting; or
- Involved substantial public debate or controversy; or
- Generated wide community interest; or
- Caused major changes to organisational policy; or
- Involved items or property considered to have cultural heritage value.

### **2.2 Archives Not Transferred to the State Records Office**

## Sector Disposal Authority for Health Services

### Authority number: 2017-020

All State archives identified in this Schedule will be transferred to the State Records Office before they are 25 years old.

### 2.3 Restricted Access Archives

A restricted access archive is "a State archive that is a government record and to which access is restricted until it is of a certain age" (*State Records Act 2000, sect. 3*). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

Any access restrictions that apply to State archives identified in this Schedule are documented in a separate *Restricted Access Justifications* report.

## 3. DEFINITIONS

### 3.1 Definition of Terms

**Action completed:** *means* the business as documented in the record/s has concluded (e.g. a project has been completed, a case has been closed, all matters associated with an investigation or inspection have been finalised or completed). It does NOT mean the date the record/s were last used or accessed.

**Custody:** *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

**Destroy:** *applies to* records identified as having temporary value and which will be destroyed once their retention period has expired.

**Disposal Action:** *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archives" and "Destroy".

**Required as State archives:** *applies to* records identified as having permanent value. State archives are to be transferred to the State Records Office once their retention period has expired (unless the State Records Commission has given approval for the organisation to retain such records).

## Sector Disposal Authority for Health Services

**Authority number: 2017-020**

**Retain in agency:** the disposal action for a class of records identified as NOT being State archives but which are to be retained permanently in-house by the agency for ongoing reference purposes.

## Sector Disposal Authority for Health Services

Authority number: 2017-020

No	Function/Activity	Description	Disposal Action	Custody
1	<b>ABORIGINAL HEALTH PROGRAMS</b>	<p>Programs providing culturally appropriate care, support and advice to Aboriginal and Torres Strait Islander communities to improve their health as individuals as well as groups. Activities to support these goals.</p> <p>Programs primarily relating to Aboriginal health issues.</p> <p>Programs include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Health promotion</li> <li>• Disease prevention and control</li> <li>• Diet and exercise</li> <li>• Home support</li> <li>• Community care</li> </ul> <p><i>See Patient Information Retention and Disposal Schedule for individual patient records.</i></p> <p><i>See Sector Disposal Authority for Health Services <b>PROGRAMS</b> for records relating to programs not focused on Aboriginal health issues.</i></p>		
1.1	<b>Significant programs</b>	<p>Records of significant Aboriginal health programs.</p> <p><i>NOTE: See definition of Significant in the Introduction.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>ABORIGINAL HEALTH PROGRAMS</i>				
1.2	<b>Other programs</b>	Records of programs not included in 1.1	Destroy	Retain 7 years after action completed, then Destroy.
2	<b>ACCREDITATION</b>	<p>Records of evidence by a hospital or health service to demonstrate achievement of accreditation standards. Accreditation is undertaken through an independent external peer assessment. It assesses the services level of performance in relation to specified standards. Standards are utilised to improve the safety and quality of health care.</p> <p>For example : accreditation with National Safety and Quality Health Service Standards and eQuip National Standards.</p>		
2.1	<b>Accreditation</b>	<p>Records of accreditation activities including:</p> <ul style="list-style-type: none"> <li>• Clinical Indicator Results</li> <li>• External Review</li> <li>• Self Assessment Documents</li> <li>• Submissions</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
3	<b>COLLECTION MANAGEMENT</b>	<p>The activities involved in managing and maintaining Art and Object Collections.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• acquisition, storage, control and maintenance</li> </ul>		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>COLLECTION MANAGEMENT</i>				
		<p>and de-accessioning of items within the collection</p> <ul style="list-style-type: none"> <li>• preparation, preservation and conservation, including remedial treatment (repairs) and preventative techniques (such as repacking or rehousing items to prevent damage or deterioration).</li> <li>• environmental control and monitoring</li> </ul> <p><i>See General Disposal Authority for State Government Information 9. ASSET MANAGEMENT--9.1.</i> for records relating to the valuation of assets being managed and maintained in the collection.</p> <p><i>See General Disposal Authority for State Government Information 35. DONATIONS</i> for records relating to donations made to or by the Health Service Provider.</p> <p><i>See General Disposal Authority for State Government Information 43. EXHIBITIONS / DISPLAYS</i> for records relating to the development and conduct of exhibitions or displays of collection artefacts.</p> <p><i>See General Disposal Authority for State Government Information 81. REGISTERS--81.4.</i> for records of the details of assets being managed and maintained in the collection.</p>		
3.1	<b>Collection Development and</b>	Records of the core tasks associated with collection development and management including:	Destroy	Retain 7 years after item disposed of, then



**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>COLLECTION MANAGEMENT</i>				
	<b>Management</b>	<ul style="list-style-type: none"> <li>• acquisition, storage, control, maintenance and de-accessioning of items within the collection</li> <li>• preparation, preservation and conservation, including remedial treatment (repairs) and preventative techniques (such as repacking or rehousing items to prevent damage or deterioration)</li> <li>• valuation of items and collection audits</li> <li>• environmental control and monitoring</li> </ul>		Destroy.
3.2	<b>Activities and Events</b>	Records of activities and events involving the collection or objects (not exhibitions/displays).	Destroy	Retain 2 years after action completed, then Destroy.
4	<b>DISPOSAL</b>	Records associated with the activities related to the disposal of materials: processing and/or removal to final resting place or transfer to a place for re-use or recovering of waste material.		
4.1	<b>Radioactive Substances</b>	<p>Records regarding disposal of these substances.</p> <p>The registrant is the person (or persons) in whose name a certificate of registration has been issued by the Radiological Council as the owner for particular premises and prescribed x-ray equipment, radioactive substances and/or electronic products.</p>	Destroy	Whilst remaining in possession of the registrant, retain one half life since the last recorded movement of the substance, not less than 6 months or for longer as the Radiological Council may require by writing.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>DISPOSAL</i>				
4.2	<b>Irradiating Apparatus or Electronic Product</b>	Records regarding disposal of these products.	Destroy	Retain 5 years after asset decommissioned, then Destroy.
4.3	<b>Biological Material</b>	Records regarding disposal of these materials.	Destroy	Retain 3 years after action completed, then Destroy.
4.4	<b>Unclaimed bodies</b>	Records regarding disposal of unclaimed bodies.	Retain in agency	Retain in agency
5	<b>DONATIONS (ORGANS AND TISSUE)</b>	<p>Records of activities of the administrative arrangements associated with the removal of specific tissues of the human body from a person who has recently died, or from a living donor, for the purpose of transporting and transplanting them into other persons.</p> <p>See <i>PIRDS</i> for Patient / Medical related information.</p>		
6	<b>ENVIRONMENTAL HEALTH</b>	<p>The function of controlling, monitoring and alleviating environmental factors which may affect public health. Includes improvements in sanitation, drinking water quality, food safety, disease control, dairy safety, meat safety, radiation health, waste management, town planning, hazard control and pollution.</p> <p>Also includes provision for the prosecution of persons or groups who breach the requirements of any acts or regulations related to controlling, monitoring and alleviating environmental factors which may affect public health.</p>		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>ENVIRONMENTAL HEALTH - Inspections</i>				
		<p>Also addresses the health risks arising from the pressures industrial and / or commercial development places on the physical environment.</p> <p>Also includes the issuing of various licences and authorities, the development of policy and educational initiatives to promote best practice and quality management in respect to environmental matters.</p>		
6.1	<b>Inspections</b>	Official examinations to ensure compliance with agreed standards and objectives.		
6.1.1	<b>Significant</b>	Records of significant inspections. NOTE: see definition of "Significant" in the Introduction to this GDA.	Required as State archives	Retain 15 years after action completed, then transfer to the SRO.
6.1.2	<b>Other</b>	Records of inspections not included in section 7.1.1, including routine inspections of facilities, equipment and other items.	Destroy	Retain 7 years after action completed, then Destroy.
6.2	<b>Applications, Approvals, Licences and Permits</b>	Applications, approvals, licences or permits.		
6.2.1	<b>Significant</b>	<p>Significant applications, approvals, licences or permits.</p> <p>Includes:Septic or Alternative Treatment Unit applications - including applications for decommissioning of septic systems.</p>	Required as State archives	Retain 15 years after action completed, then transfer to the SRO.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>ENVIRONMENTAL HEALTH - Applications, Approvals, Licences and Permits</i>				
6.2.2	<b>Other</b>	Other applications, approvals, licenses or permits, not included in section 7.2.1.	Destroy	Retain 7 years after action completed, then Destroy.
6.3	<b>Monitoring</b>	Monitoring the operations and effects of various systems and situations, for reasons such as environmental, public and employee health and safety (e.g. food and water sampling).		
6.3.1	<b>Significant</b>	Significant monitoring or where there may be potential long term impact on public health and safety.	Required as State archives	Retain 15 years after action completed, then transfer to the SRO.
6.3.2	<b>Other</b>	Other monitoring of environmental and other systems and factors, not included in section 7.3.1, such as where there is no long term impact on public health and safety.	Destroy	Retain 7 years after action completed, then Destroy.
6.4	<b>Analysis and Sampling Results</b>	Analysis and Sampling Results for food, water, soil, air and workplaces.		
6.4.1	<b>Significant</b>	Significant Analysis Results and Sampling Results where there may be potential long term impact on public health and safety	Required as State archives	Retain 15 years after action completed, then transfer to the SRO.
6.4.2	<b>Other</b>	Analysis Results and Sampling Results not included in 7.4.1. where there is no long term impact on public health and safety	Destroy	Retain 7 years after action completed, then Destroy.
7	<b>EQUIPMENT (HOSPITAL AND</b>	The function of acquiring, supplying, maintaining, repairing and disposing of hospital and medical equipment, and stores stocked and used by or		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>EQUIPMENT (HOSPITAL AND MEDICAL)</i>				
	<b>MEDICAL)</b>	<p>loaned to clients of the Health Service Provider.</p> <p><i>See General Disposal Authority for State Government Information 2. ACQUISITION / DISPOSAL--2.4.</i> for records relating to the procurement and disposal of equipment.</p> <p><i>See General Disposal Authority for State Government Information 9. ASSET MANAGEMENT--9.1.</i> for records relating to the control and management of equipment.</p> <p><i>See General Disposal Authority for State Government Information 9. ASSET MANAGEMENT--9.2.</i> for records relating to the disposal of equipment.</p>		
7.1	<b>Equipment Loans</b>	Records of equipment loans to clients not recorded in the Client / Patient medical record case file or patient management system/s.	Destroy	Retain 7 years after action completed, then Destroy.
8	<b>FORENSIC SERVICES</b>			
8.1	<b>Forensic Biology Services</b>	The function of the Forensic Biology Department is to provide forensic biology services to the State of Western Australia. Includes all records pertaining to the management system, work requests, processes and case files/notes. Also includes details of forensic samples.		
8.1.1	<b>Case Files</b>	Case files / notes / records	Consult with WA Police before destruction.	Retain in agency 75 years after action completed.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>FORENSIC SERVICES - Forensic Biology Services</i>				
8.1.2	<b>Database</b>	Forensic Laboratory database of requests and results. (Data input from case files etc.)  Electronic Records in accordance with SRC Standard 8. Managing Digital Information	Consult with WA Police before destruction.	Retain in agency 75 years after action completed.
8.1.3	<b>Laboratory Quality Records</b>	Records related to Quality Assurance activities including: <ul style="list-style-type: none"> <li>• Proficiency Tests of equipment and processes</li> <li>• Training records</li> <li>• Calibration checks and certificates</li> <li>• Court testimony monitoring</li> <li>• Temperature monitoring</li> <li>• Equipment maintenance</li> </ul>	Consult with WA Police before destruction.	Retain in agency 75 years after action completed.
8.1.4	<b>Analysis of samples</b>	All records and information that relate to the analysis or testing of samples	Consult with WA Police before destruction.	Retain in agency 75 years after action completed.
8.1.5	<b>Forensic Samples</b>	Forensic Samples:  ie Samples extracted from the exhibits. <ul style="list-style-type: none"> <li>• DNA extracts taken from all samples, exhibits, scene swabs, hair etc.</li> </ul>	Consult with WA Police before destruction.	Retain 75 years after action completed.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>FORENSIC SERVICES - Forensic Biology Services</i>				
		<ul style="list-style-type: none"> <li>• DNA extracts from reference samples (blood buccal swabs, FTA paper, hairs etc.)</li> <li>• Blood cards (patches) prepared from liquid blood samples</li> <li>• Microscope slides provided by Sexual Assault Centre (SARC) as part of the sexual assault examination.</li> <li>• Any microscope slides prepared in the laboratory</li> <li>• Any hairs mounted onto microscopy slides in the laboratory</li> </ul>		
8.1.6	<b>Forensic Exhibits</b>	<p>ie. Samples collected at crime scene sent for analysis.</p> <ul style="list-style-type: none"> <li>• All exhibits (clothing, weapons etc).</li> <li>• Biological samples (eg tissue samples).</li> <li>• Buccal Swabs.</li> <li>• Any samples taken by SARC from sexual assault victims (Except for microscopy smears).</li> <li>• Fingernail clippings or scrapings.</li> </ul>	Retain until completion of testing.	Return to source (typically the WA Police of Forensic Pathology).

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>FORENSIC SERVICES - Forensic Pathology Services</i>				
		<ul style="list-style-type: none"> <li>Liquid blood samples (individual liquid blood samples may be retained onsite for longer periods of time and returned to source in batches).</li> </ul> <p>NOTE: SPECIMENS FROM FORENSIC PATHOLOGY (EG. BLOOD, TISSUE SPECIMENS, SWABS) MAY NOT BE DISPOSED OF UNTIL THE PATHOLOGIST IN CHARGE OF THE CASE HAS SIGNED AN AUTHORITY FOR DISPOSAL OF ITEMS FORM (FBF040)</p>		
8.2	<b>Forensic Pathology Services</b>	<p>Records associated with the activities related to the provision of forensic services for medical investigations into the causes of death across the state.</p> <p>See <i>PIRDS</i> for Forensic Pathology samples.</p>		
8.2.1	<b>Case Files</b>	Case files / notes / records.	Retain in agency	Retain in agency
9	<b>FUNERAL INDUSTRY MANAGEMENT</b>	Records associated with the activities associated with the regulation of burials or cremation of the dead to ensure standards of public health are observed.		
9.1	<b>Cremation Permits</b>	Cremation forms sent to the Chief Health Officer as required by the <i>Cremation Act 1929</i> and specifically the <i>Cremation Regulations 1954</i> .	Destroy	Retain 7 years after action completed, then Destroy.
10	<b>HOSPITAL OPERATIONS SUPPORT</b>	Services to support the safe and efficient running of a hospital or health service.		



**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>HOSPITAL OPERATIONS SUPPORT - Catering</i>				
10.1	<b>Catering</b>	Catering services including: <ul style="list-style-type: none"> <li>• Preparation and provision of food to hospital and health service patients, staff and visitors.</li> <li>• Operation and maintenance of kitchen and food serving areas.</li> </ul> Records include, but may not be limited to: <ul style="list-style-type: none"> <li>• Meal lists</li> <li>• Nutrition information</li> <li>• Dietary requirements</li> </ul>		
10.1.1		Planning and organisation of catering.	Destroy	Retain 7 years after action completed, then Destroy.
10.1.2		Day to day catering including individual meals.	Destroy	Retain 2 years after action completed, then Destroy.
10.2	<b>Cleaning</b>	Cleaning of hospital and health service buildings and facilities.  Records include, but may not be limited to: <ul style="list-style-type: none"> <li>• Cleaning checklists</li> </ul>		
10.2.1		Planning and organization of cleaning.	Destroy	Retain 7 years after

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>HOSPITAL OPERATIONS SUPPORT - Cleaning</i>				
				action completed, then Destroy.
10.2.2		Day to day cleaning records, including cleaning checklists.	Destroy	Retain 2 years after action completed, then Destroy.
10.3	<b>Infection Control / Sterilisation</b>	Infection control and sterilisation. Including: <ul style="list-style-type: none"> <li>• Hospital Sterilising Units (HSSU)</li> <li>• Central Sterilising Supply Departments (CSSD)</li> </ul> Records include, but may not be limited to: <ul style="list-style-type: none"> <li>• Testing</li> <li>• Reports</li> <li>• Processing statistics</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
10.4	<b>Laundry and Linen</b>	Collection, laundering and distribution of linen to hospital and health services.  Records include, but may not be limited to: <ul style="list-style-type: none"> <li>• Collection and distribution checklists</li> <li>• Machine calibrations</li> </ul>		
10.4.1		Planning and organisation of laundry and linen services, including calibrations and testing.	Destroy	Retain 7 years after action completed, then

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>HOSPITAL OPERATIONS SUPPORT - Laundry and Linen</i>				
				Destroy.
10.4.2		Day to day laundry and linen records, including collection and distribution.		
10.5	<b>Mortuary</b>	<p>Care of the deceased and management of the body on admission to and discharge from the mortuary.</p> <p>Records include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Daily check sheets</li> <li>• Deceased transfer cards</li> <li>• Mortuary registers</li> </ul> <p><i>See Patient Information Retention and Disposal Schedule for individual patient records and death registers.</i></p>	Destroy	Retain 7 years after action completed, then Destroy.
11	<b>LICENSING</b>	<p>Records associated with the activity of providing and managing health licensing procedures as required by legislation.</p> <p>Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Anatomy Act</li> <li>• Private Hospitals</li> <li>• Human Reproductive Technology</li> </ul>		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>LICENSING</i>				
		<ul style="list-style-type: none"> <li>• Radiation Safety</li> <li>• Tobacco Products</li> <li>• Pesticide Operators</li> </ul>		
11.1	<b>Significant</b>	Records associated with the issuing of significant licenses .  <i>NOTE: See definition of Significant in the Introduction.</i>	Required as State archives	Retain 10 years after Licence Expires, then transfer to the SRO.
11.2	<b>Other</b>	Records relating to Licensing not included in section 12.1	Destroy	Retain 15 years after Licence Expires, then Destroy.
12	<b>PATHOLOGY SERVICES</b>	The function of providing routine pathology services to clients. Specific laboratory records not included elsewhere.		
12.1	<b>Laboratory Quality Records</b>	All pathology laboratory quality control, quality assurance and quality management records.	Destroy	Retain 7 years after action completed, then Destroy.
12.2	<b>Laboratory Equipment Maintenance</b>		Destroy	Retain for life of equipment plus 4 years, then Destroy.
12.3	<b>Laboratory Methods/Procedures (manuals)</b>		Destroy	Retain 4 years after the method/procedure has been superseded or replaced by a new

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>PATIENT TRANSPORT</i>				
13	<b>PATIENT TRANSPORT</b>	<p>The provision of metropolitan and country ambulance services including road transport, fixed wing aeromedical transport and emergency rescue helicopter services.</p> <p>These services include the provision of :</p> <ul style="list-style-type: none"> <li>• Primary response: emergency response, assessment, first aid or treatment at the response location and transportation to a hospital;</li> <li>• Inter Hospital Patient Transfers (IHPT): including both emergency and non-emergency transportation between healthcare facilities or to the aeromedical transport provider;</li> <li>• Patient Assisted Travel Scheme (PATS); and</li> <li>• Secondary transport services originating in a healthcare facility.</li> </ul> <p><i>See Patient Information Retention and Disposal Schedule for individual patient records.</i></p> <p><i>See General Disposal Authority for State Government Information <b>6. AGREEMENTS / CONTRACTS</b> for management of contracts with ambulance service providers including standards and performance measures.</i></p>		unrelated methodology.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>PATIENT TRANSPORT</i>				
13.1	<b>Patient Transport</b>	Records include but may not be limited to: <ul style="list-style-type: none"> <li>• Transport Order Form / Booking form</li> <li>• Extension of Transport Order Form</li> <li>• MR184 WACHS Inter-hospital Clinical Handover Form (original is placed on the patient's medical file)</li> <li>• Neonatal transfer form</li> <li>• Mental Health Transport Risk Assessment (original is placed on the patient's medical file).</li> <li>• Interstate Patient Travel Scheme (IPTS) Application Form</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
14	<b>PROGRAMS</b>	Programs providing care, support and advice to the community to improve their health as individuals as well as groups. Activities to support these goals.  Programs include, but may not be limited to: <ul style="list-style-type: none"> <li>• Health promotion</li> <li>• Disease prevention and control</li> <li>• Diet and exercise</li> <li>• Home support</li> </ul>		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>PROGRAMS</i>				
		<ul style="list-style-type: none"> <li>Community care</li> </ul> <p><i>See Patient Information Retention and Disposal Schedule for individual patient records.</i></p> <p><i>See Sector Disposal Authority for Health Services</i>  <b>ABORIGINAL HEALTH PROGRAMS</b> for records relating to programs focused on Aboriginal health issues.</p>		
14.1	<b>Significant programs</b>	Records of significant programs.  <i>NOTE: See definition of Significant in the Introduction.</i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
14.2	<b>Other programs</b>	Records of programs not included in 15.1	Destroy	Retain 7 years after action completed, then Destroy.
15	<b>RESEARCH MANAGEMENT</b>	The function of managing research which is funded by internal or external grants, including the application of WA Department of Health standardised set of procedures, policies and forms for the review and approval of research.  <i>See General Disposal Authority for State Government Information</i> <b>19.COMMITTEES / BOARDS--19.1.</b> Records relating to the establishment and management of Boards and Committees including Ethics and Advisory bodies with oversight of research activities		

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH MANAGEMENT - Applications</i>				
		<p>See General Disposal Authority for State Government Information <b>48.GRANT FUNDING</b> For records relating to grants provided or received by the Health Service Provider for the purpose research including applications of significant and other grants.</p> <p>See General Disposal Authority for State Government Information <b>85.RESEARCH</b> For records relating to research of an operational, routine, non-clinical nature.</p> <p>See General Disposal Authority for State Government Information <b>94. SURVEYS / STATISTICS</b> for records relating to data and statistics created and maintained during research activities.</p>		
15.1	<b>Applications</b>	Records of research applications and applications for financial assistance to pursue research activities.		
15.1.1	<b>Successful Applications</b>	Records relating to the provision of financial assistance to pursue research into clinical practices and patient care standards, outcomes etc. Includes applications, notifications, receipts and reimbursements.	Destroy	Retain 7 years after action completed, then Destroy.
15.1.2	<b>Unsuccessful Applications</b>	Records relating to unsuccessful applications for internal or external research grants.  Includes applications, notifications.	Destroy	Retain 2 years after action completed, then Destroy.
15.2	<b>Committees</b>	Records of the establishment of Boards, Committees and Sub-Committees with oversight of research		



**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH MANAGEMENT - Committees</i>				
		Ethics and Advisory functions.		
15.2.1	<b>Ethics &amp; Advisory Committees</b>	Ethics & Advisory Committees	Required as State archives	Retain 5 years, then transfer to the SRO.
15.2.2	<b>Other Committees</b>	Records of other Boards, Committees, Sub-Committees and Working Groups where the Health Service Provider does not have a coordinating or secretarial role.	Destroy	Retain 5 years after action completed, then Destroy.
16	<b>TRAINING AND EDUCATION</b>	Training and education services provided or delivered by health service providers.		
16.1	<b>Registered Training Organisation</b>	<p>Activities relating to the agency operations as a Registered Training Organisation (RTO).</p> <p>Examples include :</p> <ul style="list-style-type: none"> <li>• Documentation for strategies for qualifications/course development;</li> <li>• Annual Declaration of Compliance;</li> <li>• Validation of assessment practices;</li> </ul> <p>Records of qualifications of the trainers/assessors.</p>	Destroy	Retain 15 years after action completed, then Destroy.
16.2	<b>Vocational Accreditation</b>	Liaison/engagement with vocational accreditation bodies (such as Royal College of General Practitioners (RACGP), Pharmaceutical Council etc) and the employer regarding course development, training and assessment.	Destroy	Retain 15 years after action completed, then Destroy.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND EDUCATION - Student Records</i>				
16.3	<b>Student Records</b>	Student training and education records including: <ul style="list-style-type: none"> <li>• Records of Recognition of Prior Learning;</li> <li>• Certification Documentation provided to the learner;</li> <li>• Register of qualifications and statement of attainment;</li> <li>• Attendance rolls; and</li> <li>• Records of assessment and/or training record books.</li> </ul>		
16.3.1	<b>Student Records - Australian Qualifications Framework Certification Documentation</b>	Records of Student training and education records related to the Australian Qualifications Framework (AQF).	Destroy	Retain 30 years after action completed, then Destroy.
16.3.2	<b>Student Records - Other</b>	Records of other Student training and education records not related to the Australian Qualifications Framework.	Destroy	Retain 7 years after action completed, then Destroy.
16.4	<b>Significant Training Records, including School of Nursing Records</b>	Records of significant training activities including courses, workshops, training programs, presentations and materials developed and presented to participants. Also includes Records of students and courses of the Government School of Nursing and the Western Australian School of Nursing.	Required as State archives	Retain 25 years after Course Completed, then transfer to the SRO.

**Authority number: 2017-020**

No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND EDUCATION</i>				
		NOTE: The WA School of Nursing (WASON) records is a defunct series of records. WASON operated between 1975 and 1994.		
16.5	<b>Other Training Records</b>	Records of other training activities including courses, workshops, training programs, presentations and materials developed and presented to participants.	Destroy	Retain 7 years after action completed, then Destroy.