

Australian Capital Territory

Territory Records (Records Disposal Schedule – Population Health Care Management and Control Records) Approval 2009 (No 1)

Notifiable instrument NI2009—209

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Population Health Care Management and Control Records) Approval 2009 (No 1)

2. Approval

I approve the Records Disposal Schedule – Population Health Care Management and Control Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
1 May 2009



Records Disposal Schedule Population Health Care Management and Control Records

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INTRODUCTION

The *Records Disposal Schedule - Population Health Care Management and Control Records* is the official authority for the disposal of records relating to Population Health Care Management and Control Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Population Health Care Management and Control records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements,

administrative need or agency directives. **An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.**

The *Records Disposal Schedule - Population Health Care Management and Control Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Population Health Care Management and Control records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Population Health Care Management and Control Records:

- covers all Population Health Care Management and Control records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Epidemiological Studies (Confidentiality) Act 1992

Freedom of Information Act 1989

Health (Fees) Determination 2006 (No 2)

Health (Fees) Determination 2007 (No 1)

Health Act 1993

Human Rights Commission Act 2005

Intoxicated People (Care and Protection) Act 1994

Public Sector Management Act 1994

Supervised Injecting Place Trial Act 1999

Territory Records Act 2002

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda, etc.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Events

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, Christmas Pageants, Carols by Candlelight, etc.

Exhibitions

The activities associated with using agency material in displays for the purpose of informing or educating the target audience, or promoting the activities, services, projects or programs of the agency.

Grant Funding

The activities associated with the application for and receipt of grants.

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

RECORDS DISPOSAL SCHEDULE

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.004.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of speeches, presentations and papers presented at conferences on population health care management and control programs and strategies arranged by the agency.	Retain as Territory Archives

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes to policy, procedures or to the operations of the agency. Includes advice relating to injury, illness and disease mitigation, lifestyles and low risk behaviours, population health and strategic health care, radiation safety, environmental health, communicable disease and immunisation issues and other population drug distribution programs.	Retain as Territory Archives
180.005.002 ■■■■■■■■■■■■■■■■■■■■	The receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 2 years after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to operational audits of population health care management and control programs and strategies that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives
180.013.002 ■■■■■■■■■■■■■■■■■■■■	Final internal and external audit reports on population health care management and control programs and strategies. Includes final reports from audits conducted by the ACT Auditor-General's Office that do not result in substantial changes to policy or have a significant impact on operations.	Destroy 5 years after action completed
180.013.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits on population health care management and control programs and strategies.. Includes: <ul style="list-style-type: none">● liaison with the auditing body● notes taken at opening and exit interviews● draft report● comments	Destroy 5 years after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.014.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the delegation of powers and functions relating to population health care management and control programs and strategies. <i>[A delegation passes the power to the delegate and permits the delegate to exercise the power in his or her own name and not on behalf of another].</i>	Destroy 7 years after delegation expires
180.014.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting authorisations relating to population health care management and control programs and strategies. <i>[An authorisation is that the person authorised exercises the power in the name of and on behalf of the person who gave the authorisation the delegator retains responsibility for its exercise].</i>	Destroy 7 years after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of external or internal committees formed to manage or advise on population health care management and control programs and strategies. Includes final version of documents: <ul style="list-style-type: none"> • establishing the committee; • terms of reference; • appointment of members; • minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers 	Retain as Territory Archives
180.020.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment
180.020.003 ■■■■■■■■■■■■■■■■■■■■	Records of working papers and administration of committees relating to population health care management and control programs and strategies. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; • draft minutes; and • room bookings 	Destroy 6 months after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

[For speeches and addresses given at conferences use Addresses (presentations).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.022.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements for conferences on population health care management and control programs and strategies arranged by the agency. Includes: <ul style="list-style-type: none">• program development;• invitation to speakers;• promotion activities;• registrations; and• venue bookings	Destroy 3 years after action completed
180.022.002 ■■■■■■■■■■■■■■■■■■■■	Reports commenting on and assessing conferences relating to population health care management and control programs and strategies.	Destroy 3 years after action completed
180.022.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting attendance of staff at conferences relating to population health care management and control programs and strategies. Includes conference promotion material, programs and registration forms.	Destroy 6 months after action completed

*[For final versions of conference papers, speeches and presentations, use
POPULATION HEALTH CARE
MANAGEMENT AND CONTROL – Addresses
(presentations).]*

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.025.001 ■■■■■■■■■■■■■■■■■■■■	Contract management for the provision of programs and services for population health care management and control. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports	Destroy 7 years after completion or other termination of agreement or contract

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.036.001 ■■■■■■■■■■■■■■■■■■■■	Records on the distribution of vaccines for immunisation and other population drug distribution programs.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating population health care management and control programs and strategies, including communicable disease control, immunisation programs, radiation safety and environmental health programs.	Retain as Territory Archives
180.042.002 ■■■■■■■■■■■■■■■■■■■■	Other records documenting the evaluation and ongoing monitoring of population health care management and control programs and strategies.	Destroy 5 years after action completed
180.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating population health care management and control programs and strategies.	Destroy 1 year after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Grant Funding

The activities associated with the application for and receipt of grants.

[For the overall management of grant applications made by the agency, use STRATEGIC MANAGEMENT - Grant Funding.

For grant applications made for non-government funding, use COMMUNITY RELATIONS - Grant Funding.

For records documenting the financial arrangements of grant funds, use FINANCIAL MANAGEMENT - Grant funding.

For the development of strategies for managing processes associated with the agency applying for grants, use STRATEGIC MANAGEMENT - Grant funding.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.049.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications for funding of grants related to population health care management and control programs and strategies.	Destroy 7 years after action completed
180.049.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications for grants relating to population health care management and control programs and strategies.	Destroy 2 years after action completed

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.052.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of community programs, strategies and information handouts promoting healthy work and living environments resulting from the population health care management and control programs and strategies.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.057.001 ■■■■■■■■■■■■■■■■■■■■	Inspections of health care facilities and providers' records, including Accommodation facilities, Aged Care Facilities, Amenities, Child Care Facilities, Correctional Facilities, Hazardous substances, Health Care Facilities, Health surveillance, Home Care, Hospitals, Methadone Units, Mortuary Facilities, etc.	Destroy 7 years after date of last action

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.062.001 ■■■■■■■■■■■■■■■■■■■■	The management of joint ventures relating to population health care management and control programs and strategies. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after date of last action

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.071.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangements with the media relating to population health care management and control programs and strategies. Includes the issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency's services or products relating to population health care management and control programs and strategies.	Destroy 5 years after action completed
180.071.003 ■■■■■■■■■■■■■■■■■■■■	Copies of media items specifically relating to population health care management and control programs and strategies. Includes newscuttings, transcripts and electronic items.	Destroy 6 months after reference ceases

[For the acquisition of media items through a media monitoring service, use INFORMATION MANAGEMENT - Acquisitions.]

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.080.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of agency policies. Includes: <ul style="list-style-type: none">• policy proposals;• research papers;• results of consultations;• supporting reports; and• major drafts.	Destroy 5 years after policy is superseded
180.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies relating to population health care management and control programs and strategies.	Destroy 3 years after promulgation of new policy

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks and directives, etc. detailing procedures relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures relating to population health care management and control programs and strategies.	Destroy 3 years after procedures are superseded

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.084.001	Records documenting public reaction and agency responses. <i>[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]</i>	Destroy 6 years after action completed

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.085.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development, monitoring and reviewing of quality assurance programs relating to population health care management and control programs and strategies.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to population health care management and control programs and strategies. Including: <ul style="list-style-type: none">• Alcohol and Drugs registers• Drug destruction registers• Hazardous substances registers• Notifiable diseases registers• Sudden Infant Deaths Syndrome (SIDS) register	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives to committees, other organisations and groups, etc.	Destroy 3 years after action completed.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out relating to population health care management and control programs and strategies. Includes records of the collection, classification, analysis, interpretation and reporting of population health data. Also includes research carried out for contribution to inter-government and nationally coordinated programs.	Retain as Territory Archives
180.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out relating to population health care management and control programs and strategies.	Destroy 10 years after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.093.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing population health care and control processes, policies, procedures, standards and systems that result in major changes or are subject to high political or public interest. Includes final reports.	Retain as Territory Archives
180.093.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing population health care and control processes, policies, procedures, standards and systems that do not result in major changes or are subject to high political or public interest.	Destroy 7 years after action completed

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.095.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the results of risk assessments relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.095.002 ■■■■■■■■■■■■■■■■■■■■	Risk register for risks associated with population health care management and control programs and strategies	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister and other government bodies, directly relating to population health care management and control programs and strategies concerning controversial issues with far reaching social, economic or national implications.	Retain as Territory Archives
180.102.002 ■■■■■■■■■■■■■■■■■■■■	Submissions relating to population health care management and control programs and strategies with no controversial issues, far reaching social, economic or national implications.	Destroy 10 years after action completed

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.104.001 ■■■■■■■■■■■■■■■■■■■■	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of agreement or contract
180.104.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
180.104.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of tenders relating to population health care management and control programs and strategies received against selection criteria. Includes records documenting arrangement for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
180.104.004 ■■■■■■■■■■■■■■■■■■■■	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed
180.104.005 ■■■■■■■■■■■■■■■■■■■■	Tender register	Destroy 7 years after last entry
180.104.006 ■■■■■■■■■■■■■■■■■■■■	Signed simple contracts and agreements	Destroy 7 years after last entry

RETAIN AS TERRITORY ARCHIVES

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating population health care management and control programs and strategies, including communicable disease control, immunisation programs, radiation safety and environmental health programs.	Retain as Territory Archives

Exhibitions

The activities associated with using agency material in displays for the purpose of informing or educating the target audience, or promoting the activities, services, projects or programs of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.044.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to agency exhibitions, displays, etc. promoting the activities, services, courses, projects or programs on population health care including joint activities with academic partners/collaborators and other health institutions.	Retain as Territory Archives

[See also COMMUNITY RELATIONS - Exhibitions.]

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.052.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of community programs, strategies and information handouts promoting healthy work and living environments resulting from the population health care management and control programs and strategies.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to population health care management and control programs and strategies.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of major plans relating to population health care management and control programs and strategies.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies relating to population health care management and control programs and strategies.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction to the provision of patient services that cause significant public or political interest or results in significant changes to policies, procedures, established a precedent or required a significant investigation.	Retain as Territory Archives

*[For suggestions received from the public, use
COMMUNITY RELATIONS - Suggestions.]*

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.085.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development, monitoring and reviewing of quality assurance programs relating to population health care management and control programs and strategies.	Retain as Territory Archives

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to population health care management and control programs and strategies. Including: <ul style="list-style-type: none">● Alcohol and Drugs registers● Drug destruction registers● Hazardous substances registers● Notifiable diseases registers● Sudden Infant Deaths Syndrome (SIDS) register	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to population health care management and control programs and strategies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out relating to population health care management and control programs and strategies. Includes records of the collection, classification, analysis, interpretation and reporting of population health data. Also includes research carried out for contribution to inter-government and nationally coordinated programs.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.093.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing population health care and control processes, policies, procedures, standards and systems that result in major changes or are subject to high political or public interest. Includes final reports.	Retain as Territory Archives

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.095.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the results of risk assessments relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.095.002	Risk register for risks associated with population health care management and control programs and strategies	Retain as Territory Archives

