

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Health Treatment and Care Records) Approval 2013 (No 1)**

**Notifiable instrument NI2013-589**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Health Treatment and Care Records) Approval 2013 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Health Treatment and Care Records.

## **3. Commencement**

This instrument commences on the day after notification.

Danielle Wickman  
Director of Territory Records  
19 December 2013



# **Records Disposal Schedule**

## **Health Treatment and Care Records**

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## **INTRODUCTION**

The *Records Disposal Schedule – Health Treatment and Care Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

## **PURPOSE**

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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 WHOLE OF GOVERNMENT THESAURUS**

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 or if there is a current records disposal freeze in effect.**

The *Records Disposal Schedule – Health Treatment and Care 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 Whole of Government Thesaurus originally based on the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all ACT Government 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.

### ***Whole of Government Thesaurus***

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA 2010), a thesaurus which incorporated 16 common functions. All other functions within the Whole of Government Thesaurus are considered functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 original 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 - Health Treatment and Care Records*:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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 record classes covered by this Records Disposal Schedule:

*Copyright Act 1969(Cwlth)*  
*Crimes Act 1900*  
*Electronic Transactions Act 2001*  
*Epidemiological Studies (Confidentiality) Act 1992*  
*Evidence Act 2011*  
*Financial Management Act 1996*  
*Freedom of Information (FOI) Act 1989*  
*Health Act 1993*  
*Health Records (Privacy Access) Act 1997*  
*Human Rights Commission Act 2005*  
*Intoxicated People (Care and Protection) Act 1994*  
*Medicines, Poisons and Therapeutic Goods Act 2008*  
*Privacy Act 1988 (Cwlth)*  
*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.

### ***Converted Record***

The copy of the record resulting from the conversion (compare source record). For example, the digitised copy of a paper record.

### ***Health Record***

Any record or any part of a record:

- (a) held by a health service provider and containing personal information; or
- (b) containing personal health information

### ***Health Service***

- (a) any activity that is intended or claimed (expressly or by implication), by the person providing it, to assess, record, improve or maintain the physical, mental or emotional health of a consumer or to diagnose or treat an illness or disability of a consumer; or
- (b) a disability, palliative care or aged care service that involves the making or keeping of personal health information;

but does not include any service declared by regulation to be an exempt service.

### ***Health Service Provider***

An entity that provides a health service in the ACT.

### ***Last Action***

Last action is any event or activity carried out on a record, e.g. modifying a record, adding a record to a file, last time a client accessed a service, the last time a record was used or accessed by or on behalf of the patient, the completion of an audit, project, case, etc.

### ***Principal Officer***

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

### ***Record***

Means a record in documentary or electronic form that consists of or includes personal health information in relation to a consumer (other than research material that does not disclose the identity of the consumer), and includes—

- a) a photograph or other pictorial or digital representation of any part of the consumer; and
- b) test results, medical imaging materials and reports, and clinical notes, relating to the consumer; and
- c) any part of a record; and
- d) a copy of a record or any part of a record.

### ***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.

### ***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.

***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.

***Source Record***

The copy of the record that is being converted into another format (compare converted record). For example, the paper record that is being digitised.

***Territory Archives***

Records preserved for the benefit of present and future generations.

# **BUSINESS CLASSIFICATION SCHEME**

## ***HEALTH TREATMENT AND CARE***

The function of providing patient/client health care and treatment by a health service provider. Includes individual health evaluation, diagnosis, treatment, care, progress and health outcomes of clients and patients.

### ***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 the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

### ***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.

### ***Control***

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

### ***Inventory***

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

### ***Litigation***

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

### ***Procedures***

Standard methods of operating laid down by the agency 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.

### ***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.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

### ***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.

### ***Service Provision***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

# **RECORDS DISPOSAL SCHEDULE**













***Litigation (continued)***

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

*[For litigation not related to clinical services, use LEGAL SERVICES – Litigation.*

*For complaints or incidents relating to clinical services not resulting in legal action, use HEALTH TREATMENT AND CARE - Public Reaction.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.068.003 ■■■■■■■■■■■■■■■■■■■■	Subpoenas and discovery orders involving the health service or facility.	Destroy 7 years after last action

*[For subpoenas and discovery orders relating to other litigation not directly involving the health service or facility, use INFORMATION MANAGEMENT – Enquiries.]*

***Procedures***

Standard methods of operating laid down by the agency according to formulated policy.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.082.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the Pathology Laboratory's services approved methodologies, standard procedures and methods for the conduct of tests and medical procedures.	Destroy 15 years after method or procedure superseded

***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.

*[For complaints or incidents resulting in legal action, use Litigation.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting complaints and incidents, including those investigated by the Health Services Commissioner, not involving legal action, which resulted in significant changes to services, policies, procedures or involved significant public or political interest.	Retain as Territory Archives
019.084.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting complaints and incidents, including complaints and incidents, including those investigated by the Health Services Commissioner, not involving legal action or with no significant public or political interest.	Destroy 7 years after last action

***Quality Assurance***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.085.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the certification, implementation and audit of Pathology Laboratory processes and services. This includes quality control and quality assurance records.	Destroy 3 years after last action

### **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.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

*[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]*

*For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
019.088.001 ■■■■■■■■■■■■■■■■■■■■	Original copies of data collection forms, including midwife data collection, admitted patient statistics, brain injury, etc. submitted by hospitals and held by the Public Health Agency.	Destroy 6 months after last action
019.088.002 ■■■■■■■■■■■■■■■■■■■■	Copies of data collection forms retained after submission of originals, held by hospitals or submitting health facilities.	Destroy 3 years after submission date
019.088.003 ■■■■■■■■■■■■■■■■■■■■	Copies of reports and records held by the notifier, (e.g. public hospitals), of notifiable diseases for patients over 18 years of age.	Destroy 15 years after last action
019.088.004 ■■■■■■■■■■■■■■■■■■■■	Copies of reports and records held by the notifier, (e.g. public hospitals), of notifiable diseases for patients less than 18 years of age.	Destroy after the patient reaches the age of 25 years



***Reporting (Continued)***

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.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

*[For the Annual Report drafting process, use PUBLICATIONS - Drafting.*

*For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]*

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
019.088.005 ■■■■■■■■■■■■■■■■■■■■	Records held by Public Health Units documenting the notification of notifiable diseases. Including patient information records collected during an environmental health investigation of an outbreak of a notifiable disease.	Destroy 7 years after receipt of the notification
019.088.006 ■■■■■■■■■■■■■■■■■■■■	Copies of Cancer notification forms held by a hospital or notifying facility.	Destroy 2 years after submission
019.088.007 ■■■■■■■■■■■■■■■■■■■■	Copies of death certificates retained separately from the main patient record.	Destroy 1 year after date of notification
019.088.008 ■■■■■■■■■■■■■■■■■■■■	Duplicate records of notifications received by Public Health Units subsequent to the initial notification.	Destroy 6 months after last action
019.088.009 ■■■■■■■■■■■■■■■■■■■■	Extracted electronic data from existing source systems which is aggregated for reporting, analysis and service planning purposes, (e.g. ACT Health Enterprise Information Management (ACTHEIM)).	Destroy 3 years after last action

**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.

*[For records relating to the evaluation of treatments, medicines, etc. implemented because of research trial results, use PATIENT SERVICES ADMINISTRATION – Evaluation.*

*For records relating to population health care management and control programs and strategies research, use POPULATION HEALTH CARE MANAGEMENT AND CONTROL – Research.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
019.091.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the conduct of clinical and non-clinical research considered significant to the Territory or is unique, precedent setting or results in major breakthroughs in treatments or medicines. Includes records or documentation relating to the recruitment and consent of research participants, the collection and analysis of data, preliminary findings, surveys and results.	Retain as Territory Archives
019.091.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the conduct of clinical research not considered significant to the Territory. Including records or documentation relating to the collection of data, data analysis, preliminary findings, surveys and results.	Destroy 15 years after last action or date of publication of the research whichever is the later
019.091.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the conduct of non-clinical research not considered significant to the Territory. Including records or documentation relating to the collection of data, data analysis, preliminary findings, surveys and results.	Destroy 7 years after last action or date of publication of the research whichever is the later
019.091.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to clinical and non-clinical research where the research did not proceed.	Destroy 3 years after last action

***Service Provision***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.169.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the initial diagnosis of a genetic or inherited disorder in patients/clients.	Retain as Territory Archives
019.169.002 ■■■■■■■■■■■■■■■■■■■■	Records of discharged in-patients, including deceased in-patients over 18 years of age who received acute hospital care. Excludes Records on: <ul style="list-style-type: none"><li>• Obstetric/maternal health, see 019.169.010</li><li>• Genetic or inherited disorders, see 019.169.001</li><li>• Sexual assault care, see 019.169.017, 019.169.018</li><li>• Child at risk, see 019.169.019</li><li>• Radiotherapy treatment, see 019.169.024</li></ul>	Destroy 15 years after last action
019.169.003 ■■■■■■■■■■■■■■■■■■■■	Records of discharged in-patients, including deceased in-patients less than 18 years of age who received acute hospital care. Excludes Records on: <ul style="list-style-type: none"><li>• Obstetric/maternal health, see 019.169.010</li><li>• Genetic or inherited disorders, see 019.169.001</li><li>• Sexual assault care, see 019.169.017, 019.169.018</li><li>• Child at risk, see 019.169.019</li><li>• Radiotherapy treatment, see 019.169.024</li></ul>	Destroy 15 years after the patient reaches the age of 18 years or 15 years after last action whichever is later
019.169.004 ■■■■■■■■■■■■■■■■■■■■	Records of patients attending or presenting to Emergency Departments and not admitted as in-patients over 18 years of age. Includes patients who are dead on arrival (DOA) and records contained in the Emergency Department Information System (EDIS).	Destroy 7 years after last action

***Service Provision (Continued)***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
019.169.005 ■■■■■■■■■■■■■■■■■■■■	Records of patients attending or presenting to Emergency Departments and not admitted as in-patients, less than 18 years of age. Includes patients who are dead on arrival (DOA) and records contained in the Emergency Department Information System (EDIS).	Destroy 7 years after the patient reaches the age of 18 years or 7 years after last action whichever is later
019.169.006 ■■■■■■■■■■■■■■■■■■■■	Records of discharged patients of Extended Care or Non-acute Care Facilities over 18 years of age. Includes records of residents of establishments registered under the <i>Aged Care Act 1997</i> . Also includes patients who die while in or receiving treatment from a facility.	Destroy 10 years after last action
019.169.007 ■■■■■■■■■■■■■■■■■■■■	Records of discharged patients of Extended Care or Non-acute Care Facilities less than 18 years of age. Includes records of patients who die while in or receiving treatment from a facility.	Destroy 10 years after the patient reaches the age of 18 years or 10 years after last action whichever is later
019.169.008 ■■■■■■■■■■■■■■■■■■■■	Records of non-admitted patients over 18 years of age. Includes those attending Hospital Outpatient Departments or clinics or receiving Community based care or non-admitted patients of day hospitals, day centres, community care centres and domiciliary care services. Also includes unregistered clients, clients who are only ‘visitors’, clients who are screened without follow up, potential clients or clients who are referred elsewhere, Community Records, Immunisation Records, Child/Baby health care screening, School Screening records and Oral or Dental health care non-admitted records.	Destroy 7 years after last action



















***Service Provision (Continued)***

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
019.169.056 ■■■■■■■■■■■■■■■■■■■■	Applications for aids, appliances and services from the ACT Equipment Loan Service, ACT Equipment Scheme (ACTES) and/or the Home and Community Care (HACC) Equipment Scheme.	Destroy 7 years after the patient reaches the age of 18 years or 7 years after last action whichever is later
019.169.057 ■■■■■■■■■■■■■■■■■■■■	Applications for access to patient records, including a child's record. Includes requests from insurers or other third parties with written patient consent to access the patient's clinical records.	Destroy 2 years after last action
019.169.058 ■■■■■■■■■■■■■■■■■■■■	Sterilisation Print-outs relating to sterilisation of dental equipment.	Destroy 7 years after date of print-out
	<i>[For all other medical equipment, use HEALTH TREATMENT AND CARE – Service Provision, class 019.169.025.]</i>	

**RETAIN AS TERRITORY ARCHIVES**









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