



## **Records disposal schedule**

# **Records Disposal Schedule National Critical Care and Trauma Response National Critical Care and Trauma Response Centre Department of Health**

**Disposal Schedule No. 2015/10**

**August 2015**

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## Preamble

### Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations ([http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records\\_disposal](http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal)), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

### Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.<sup>2</sup>

Each class of records created by an agency is described using classifications based on business analysis.

Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

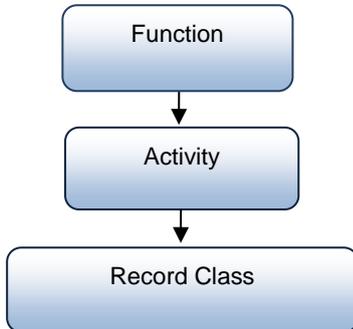
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



## Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

## Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

## Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

## Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

**Permanent Records:** Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of the National Critical Care and Trauma Response Services of the Department of Health.

### Scope

Application of this Records Disposal Schedule is mandatory for the National Critical Care and Trauma Response Services records of the Department of Health.

This Records Disposal Schedule applies to the National Critical Care and Trauma Response Services records in all formats.

### Responsibility

The Chief Executive of the Department of Health is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

### Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2015/10 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT, Policy and Governance (The Records Service), and the Chief Executive of the Department of Health on 18 August 2015 and is effective immediately.

### Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

### Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Health
- current authorised disposal schedules for Department of Health

### Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)

- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

## **Notification of Destruction**

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

## **Acknowledgement**

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

<b>Compliance Checklist</b>			
<input type="checkbox"/>	Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/>	Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/>	Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/>	Retain all records in good order and condition to be available for retrieval during the retention period.
		<input type="checkbox"/>	Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/>	Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/>	Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/>	Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/>	Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/>	Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/>	Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/>	Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/>	Notify the NT Records Service of destruction of all records
<input type="checkbox"/>	Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/>	Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/>	Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

## Disposal Schedule

### 1. National Critical Care and Trauma Response

The function of providing critical care and trauma response to major disaster incidents in local, national and international domains. Includes the provision of high level quality critical care, trauma response training and education, and research in relation to critical care and trauma response.

#### 1.1 Advice

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of major advice between the National Critical Care and Trauma Response Centre, the Minister, and other Government bodies.  Includes ministerial and briefing notes, proposed responses to incidents, training and development opportunities, and international events.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice in relation to National Critical Care and Trauma Response Centre.	Temporary  Destroy 3 years after action completed

## 1. National Critical Care and Trauma Response

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### 1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Include formal agreements and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation and review of major agreements by National Critical Care and Trauma Response Centre with other service providers such as the Commonwealth, Charles Darwin University, James Cook University, Australian Defence Force, NT Clinical School, Menzies School of Health, research and humanitarian training organisations and international governments such as Timor Leste, Papua New Guinea, and Indonesia.  Includes memorandum of understandings and ministerials.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements by the National Critical Care and Trauma Response Centre with government bodies or organisations such as hospitals, NT Emergency Services and local authorities.  Includes draft agreements and other related correspondence.	Temporary  Destroy 7 years after expiry or termination of agreement

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### 1.3 Authorisation

The process of seeking and granting permission to undertake requested action.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.3.1	Records documenting the authorisation to use live animals in critical care and trauma response training and research, such as the use of live pigs where permission has been given by the Animal Ethics Committee (AEC).	Temporary Destroy 10 years after action completed

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### 1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting high level committees where the National Critical Care and Trauma Response Centre is representing the NT, such as the Australia Health Protection Principal Committee and the Health All Hazards Working Groups, Australian Medical Assistance Team Working Group, Deployment Working Group, Foreign Medical Team Working Group, and the World Health Organisation (WHO).  Includes agendas, minutes, discussion papers and action items.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the National Critical Care and Trauma Response Centre's internal administrative committees, or inter-departmental formal committees.  Includes agendas, minutes, discussion papers and action items.	Temporary  Destroy 5 years after action completed

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### 1.5 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Master set of proceedings of conferences organised by the National Critical Care and Trauma Response Centre.</p> <p>Includes final papers presented by centre staff.</p>	<p>Permanent</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting the administrative arrangements for conferences organised or attended by the National Critical Care and Trauma Response Centre representatives.</p> <p>Includes catering, draft programs, draft proceedings, publicity, speakers, travel arrangements, topics and venues.</p>	<p>Temporary</p> <p>Destroy 5 years after conference</p>

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### 1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms, eg Thesaurus.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Australian Medical Assistance Teams (AUSMAT) database.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- personal details and profiles</li> <li>- passport information</li> <li>- immunisation details</li> <li>- dates of deployment</li> <li>- sites visited</li> <li>- training records</li> <li>- incidents (local, national and international)</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>
1.6.2	<p>Trauma Register dated from 1999.</p> <p>Includes clinical epidemiological data.</p>	<p>Permanent</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>

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### 1.7 Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the implementation of responses to major national and international health incidents, such as the Vanuatu (Tropical Cyclone Pam) incident, Philippines (Typhoon Haiyan) incident, and Solomon Islands (Dengue Fever Crisis) incident.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- final implementation plans</li> <li>- staff and travel arrangements</li> <li>- invoices</li> <li>- customs manifest</li> <li>- inventories of drugs</li> <li>- insurance documents</li> <li>- ministerial briefs</li> <li>- psychological screening assessments</li> <li>- vaccination records</li> <li>- photos</li> <li>- debrief reports from the Director to the CEO</li> <li>- final report on deployment</li> </ul>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.8 Planning

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Final versions of the National Critical Care and Trauma Response Centre tactical plans.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting the development and review of the National Critical Care and Trauma Response Centre's tactical plans.  Includes draft versions, advice received from stakeholders and file notes.	Temporary Destroy 3 years after action completed

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### 1.9 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 organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Master set of National Critical Care and Trauma Response Centre policies such as those relating to AUSMAT, training, education, and heat management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting the development of policies relating to national critical care and trauma response.  Includes consultation papers, drafts, policy proposals, research papers and comments.	Temporary Destroy 5 years after policy is superseded

## 1. National Critical Care and Trauma Response

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### 1.10 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Master set of procedures and guidelines of the National Critical Care and Trauma Response Centre, including training manuals.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of procedures and guidelines in relation to national critical care and trauma response.  Includes background research, draft versions of procedures and notes on stakeholder consultation.	Temporary Destroy 2 years after procedures superseded

## 1. National Critical Care and Trauma Response

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### 1.11 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Final versions of the National Critical Care and Trauma Response programs such as the Australian Defence Force (ADF) Clinical Program, Tactical Response Group (TRG), and United States Marine Corps.  Includes progress reports, implementation plans, and related correspondence.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting draft versions of the National Critical Care and Trauma Response programs.  Includes drafts, correspondence and feedback.	Temporary  Destroy 5 years after action completed
1.11.3	Records documenting the delivery of National Critical Care and Trauma Response programs.  Includes delivery plans, progress reports, file notes, minutes of meetings, statistics and other related correspondence.	Temporary  Destroy 7 years after program superseded

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### 1.12 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), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Final reports of the National Critical Care and Trauma Response Centre prepared for the Minister on individual incidents.  Includes ministerial, working briefs, deployments and international engagement.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting draft versions of reports in relation to the National Critical Care and Trauma Response Centre that have been prepared for the Minister.  Includes drafts, correspondence and feedback.	Temporary  Destroy 5 years after action completed
1.12.3	Final reports to grant funding providers such as the Commonwealth National Partnership Agreement on Health Services against performance indicators set in relation to national critical care and trauma response objectives and outcomes.  Includes drafts and related correspondence.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.12.4	Records documenting monthly reports prepared for the chief executive in relation to the operations of the National Critical	Temporary  Destroy 5 years after action completed

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### 1.12 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), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
	Care and Trauma Response Centre.	

## 1. National Critical Care and Trauma Response

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### 1.13 Research

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Final research reports in relation to national critical care and trauma response, such as heat illness and prevention in tropical climates, disaster management and response in remote regions, and mass casualty management and access capabilities in different hospitals.</p> <p>Includes statistical data, surveys, assessment results, research papers and final reports.</p> <p>May include raw data required to support findings of final research project.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.13.2	<p>Research data used for reference purposes.</p> <p>Includes copies of literature searches, questionnaires, statistics and other raw data not required for future reference purposes.</p>	<p>Temporary</p> <p>Destroy when reference ceases</p>

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### 1.14 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Final set of course material developed by the Centre in relation to national critical care and trauma response, such as the Australian Medical Assistance Team Leaders course.  Includes delivery plans and assessment procedures.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development and review of the National Critical Care and Trauma Response Centre training and development material.  Includes draft course material, draft lesson plans, draft delivery plans and file notes, delivery aides, recommendations and approvals, and consultation notes.	Temporary  Destroy 2 years after action completed
1.14.3	Records documenting the delivery of National Critical Care and Trauma Response Centre courses.  Includes training calendars, lesson plans, attendance sheets, work submitted by trainees, assessment records, presentation notes, file notes, liaison with other organisations and feedback forms.	Temporary  Destroy 5 years after action completed