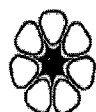


NORTHERN TERRITORY
ARCHIVES SERVICE
&
THE HEALTH PROFESSIONS
LICENSING AUTHORITY

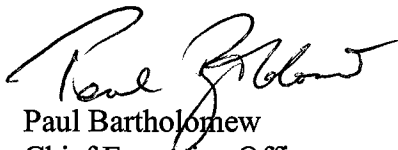
Disposal Schedule for records of the
Health Professions Licensing Authority

Disposal Schedule No. 2001/ 3 (HPLA)



Northern Territory Government

Authority is hereby granted for disposal of records
in accordance with provisions specified in this schedule



Paul Bartholomew
Chief Executive Officer
Territory Health Services

28/9/07



Greg Coleman,
A/ Director
Northern Territory Archives Service

10/10/01

DISPOSAL SCHEDULE FOR RECORDS OF THE HEALTH PROFESSIONS LICENSING AUTHORITY

Introduction

NT Cabinet Decision No. 3035 of 1983 authorised the establishment of the Northern Territory Archives Service (NTAS) to promote the efficient and economic management of NT Government records. The Decision also directed that no NT Government agency could dispose of its records without the approval of the NTAS. This approval is given in the form of records disposal schedules.

Records Disposal Schedules

There are two types of records disposal schedules - general disposal schedules and agency specific records disposal schedules.

General disposal schedules are intended to provide disposal coverage for those records common to most or all NT Government agencies. There are presently three general disposal schedules – the *Disposal Schedule for Administrative Records of the Northern Territory Government*, the *General Disposal Schedule for Financial Management Records* and the *General Disposal Schedule for Human Resource Management Records*. These can be used by all NT Government agencies for the disposal of records of this type.

Agency specific records disposal schedules are drawn up in consultation between the Northern Territory Archives Service and the agency controlling the records and relate to those records which are unique to that specific agency.

The Health Professions Licensing Authority Records Disposal Schedule

This disposal schedule applies to the records of the Health Professions Licensing Authority in the Northern Territory created by that agency in accordance with its functions as set out in the *Health Professionals and Allied Practitioners Registration Act*.

Storage and Destruction of Records

Further authorisation by the NTAS for destruction of records in accordance with the provisions of this schedule is not required. However, notification of the destruction to the NTAS is required using the form 'Notification of Destruction of Records'. Copies may be made from the form which appears at the back of this schedule.

The NTAS no longer provides storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

Normal Administrative Practice

The destruction of ephemeral material such as reference copies of records, external publications and circulars is covered by Normal Administrative Practice (NAP). This provides for the routine permissible destruction of non essential material in the course of day to day business without formal authorisation from the NTAS. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

DISPOSAL SCHEDULE FOR HEALTH PROFESSIONS LICENSING AUTHORITY

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1. HEALTH PROFESSIONS REGISTRATION		
1.1	CLIENT SERVICE	
1.1.1	Hard copy applications for registration as a health care practitioner in the Northern Territory, including supporting documentation	TEMPORARY Destroy 2 years after entry onto electronic register
1.2 LITIGATION		
1.2.1	Records relating to litigation issues which are of major public interest or controversy, including complaints against a practitioner giving rise to the setting of a legal precedent or creating public interest, whether issue is settled, action is still current, or where the period of action has expired	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after the last year the practitioner is registered to practice
1.2.2	Records relating to litigation issues which are not of major public interest or do not set a legal precedent, including complaints against a practitioner where issue is settled, action is still current, or where the period of action has expired	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed or the potential working life of the practitioner is concluded (whichever occurs first), whether registered or not
1.2.3	Records relating to agency responses to litigation issues, including records of complaints received but dismissed with no action against the practitioner and no legal precedent or public interest issues	TEMPORARY Destroy 7 years after action completed