

# HEALTH SECTOR (CORPORATE RECORDS) RETENTION AND DISPOSAL SCHEDULE

Authorised 4 November 2020

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of non-clinical public records created by the Queensland Health Sector.

Where printed, this reproduction is only accurate at the time of printing.  
The [Queensland Government \(For Government\) website](#) should always be referred to  
for the current, authorised version.

## Using this schedule

The *Health Sector (corporate records) retention and disposal schedule* authorises the disposal of corporate (non-clinical) public records created by Health Sector agencies – referred to as health facilities in this schedule – which are public authorities for the purposes of the *Public Records Act 2002*. Public authorities and public agencies that form part of the Health Sector include, but are not limited to:

- Queensland Health (Department)
- Queensland Ambulance Service
- Hospital and Health Services
- Hospital Foundations – publicly funded
- Office of the Health Ombudsman.

Private authorities and other private agencies that form part of the Health Sector include, but are not limited to:

- Private Hospitals
- Hospital Foundations – privately funded.

This schedule applies to public records (records, data, information) created in any format, unless otherwise specified in the class description. Any references to repealed legislation may be taken as a reference to current legislation if the context permits. Private authorities and other private agencies in the Health Sector may use, but are not obligated to use, this schedule for the management of private records, data and information.

The Health Sector creates and manages public records that relate to vulnerable persons. While using this schedule, it is therefore essential to consider how best to manage records relating to vulnerable persons and to proactively protect the rights and entitlements of vulnerable persons through appropriate retention of public records that relate to them. For [guidance](#) on identifying and managing these records, see the *Guideline on creating and keeping records for the proactive protection of vulnerable persons*.

The *Health Sector (corporate records) retention and disposal schedule* can be used in conjunction with:

- the confidential Forensic and scientific services retention and disposal schedule
- the Health Sector (clinical records) retention and disposal schedule
- the [General retention and disposal schedule](#) (GRDS).

Record classes in the Common Activities section of the GRDS – including classes for the proactive protection of vulnerable persons – can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Where there is an inconsistency in disposal action between the GRDS and any Health Sector schedule for public records relating to vulnerable persons, the disposal authorisation with the longest retention period should be applied. For example, if public records relating to vulnerable persons are required to be kept permanently and transferred to Queensland State Archives under the *Health Sector (corporate records) retention and disposal schedule*, then this disposal authorisation takes precedence over the GRDS class.

Corporate (non-clinical) records relating to Forensic and Scientific Services should be managed using the confidential *Forensic and scientific services retention and disposal schedule*. For consideration to access the *Forensic and scientific services retention and disposal schedule*, please contact [records-corporate@health.qld.gov.au](mailto:records-corporate@health.qld.gov.au).

The Health Sector is responsible for the *Health Sector (corporate records) retention and disposal schedule* at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact the Government Records Innovation team at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now repealed and previous versions should be removed from use. It is a Health Sector agency's responsibility to maintain the current approved schedule within their business practices and systems. Repealed schedules include, but are not limited to:

- QDAN 9 v.1: Queensland Health (Environmental Health Branch Records) retention and disposal schedule
- QDAN 122 v.1: Queensland Health (Leper Station Records) retention and disposal schedule
- QDAN 130 v.1: Queensland Health (Poison Information Records) retention and disposal schedule
- QDAN 169 v.1: Queensland Health (Funding Application Records) retention and disposal schedule
- QDAN 210 v.1: Far North Queensland Joint Health Board (Miscellaneous Records) retention and disposal schedule
- QDAN 263 v.1: Queensland Health (Queensland Committee to Enquire into Perioperative Deaths) retention and disposal schedule
- QDAN 276 v.1: Queensland Health (Environmental Health Branch Records) retention and disposal schedule
- QDAN 297 v.1: Queensland Health (Miscellaneous Administration Records) retention and disposal schedule
- QDAN 313 v.1: Queensland Health Women's Health Program retention and disposal schedule
- QDAN 315 v.1: Queensland Health (Patient Questionnaire Forms) retention and disposal schedule
- QDAN 320 v.1: Queensland Health (Miscellaneous Administration Records) retention and disposal schedule
- QDAN 321 v.1: Queensland Health (Human Resource Management Records) retention and disposal schedule
- QDAN 332 v.1: Queensland Health (Miscellaneous Administration Records) retention and disposal schedule
- QDAN 356 v.3: Queensland Health (Subsidised Medical Aid Records) retention and disposal schedule
- QDAN 362 v.1: Queensland Health (Miscellaneous Operational Records) retention and disposal schedule
- QDAN 371 v.1: Queensland Health (Miscellaneous Administration Records) retention and disposal schedule
- QDAN 372 v 1: Queensland Health Wolston Park Hospital retention and disposal schedule
- QDAN 375 v.1: Queensland Health (Information Management Records) retention and disposal schedule
- QDAN 387 v.1: Queensland Health Royal Women's Hospital retention and disposal schedule
- QDAN 416 v.1: Queensland Health West Moreton District retention and disposal schedule
- QDAN 473 v 1: Queensland Health Royal Women's Hospital retention and disposal schedule
- QDAN 532 v1: Queensland Health Mater Misericordiae Public Hospitals retention and disposal schedule
- QDAN 551 v.1: Queensland Health (Miscellaneous Records) retention and disposal schedule
- QDAN 562 v.1: Queensland Health Queensland Cancer Registry – Miscellaneous Operational Records retention and disposal schedule
- QDAN 570 v.1: Queensland Health Mental Health Database retention and disposal schedule
- QDAN 575 v.1: Queensland Health Mantoux Skin Test Records retention and disposal schedule

- QDAN 576 v 1: Queensland Health Queensland Institute of Medical Research (QIMR) retention and disposal schedule
- QDAN 614 v.1: Queensland Health (Pathology Laboratory Records) retention and disposal schedule
- QDAN 714 v.1: Healthcare Support and Promotion (Hospital Foundation) retention and disposal schedule
- QDAN 716 v.1: Australian Early Development Census Linkage retention and disposal schedule.

Schedules should be reviewed at least every 5 years.

### **When this schedule should not be used**

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure public records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of public records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

Public records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

### **Schedule layout**

Each class has been allocated a unique number to aid with the disposal of public records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

### **Disposal**

No further authorisation is required from the State Archivist for the public records disposed of under this schedule. However, disposal must be appropriately documented in accordance with the [Records Governance Policy](#). Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of s.13 of the *Public Records Act 2002*.

### **How we can help?**

More information on implementing schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

**Approved by State Archivist: Mike Summerell**

**Date: 4 November 2020**

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## ACCREDITATION, CREDENTIALING AND CERTIFICATION

This function covers:

- the ongoing training and certification of professional staff working within the Health Sector, such as ongoing professional development of specialised doctors and student placements required for the completion and final award of a medical degree
- accreditation for specialised health facilities including, but not limited to, pathology laboratories and specialised hospital wards
- credentialing of health practitioners – including, but not limited to doctors, nurses, midwives and allied health professionals – so they may undertake unsupervised medical practice in a health facility.

See *WORKFORCE MANAGEMENT* in the General retention and disposal schedule (GRDS) for records relating to workplace monitoring.

This retention and disposal schedule should be used in conjunction with *Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS)*. For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>FACILITY LICENSING AND ACCREDITATION</b>  <i>The activity of licensing, accreditation or certification for health facilities.</i>  <i>Includes:</i></p> <ul style="list-style-type: none"> <li>• <i>licensing, accreditation or certification from non-government agencies to demonstrate that the health facility has met professional or industry standards for the operation of the health facility and/or the provision of specialised medical services at the health facility</i></li> <li>• <i>applications, authorisations and declaration of authorised mental health services to provide voluntary and involuntary mental health treatment and care to patients under the Mental Health Act 2016 (Qld).</i></li> </ul>			
2568	<p><b>Biotechnology – accreditation and certification</b>            Records relating to accreditation and certification, in accordance with the <i>Gene Technology (Queensland) Act 2016</i>, required for conducting biotechnology research.            Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• decisions</li> </ul>	Permanent. Transfer to QSA after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• notices</li> <li>• inspections</li> <li>• annual reports.</li> </ul>		
2569	<p><b><i>Hazardous substances – licensing</i></b>            Records relating to the licensing to administer and handle hazardous substances including, but not limited to, radioactive substances.            Includes applications and documentation for the management and disposal of hazardous substances submitted by:</p> <ul style="list-style-type: none"> <li>• licensees</li> <li>• contractors employed by, or acting on behalf of, licensees</li> <li>• non-licensees, including members of the public.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• decision notices</li> <li>• inspection certificates</li> <li>• registration and renewal notifications</li> <li>• staff accreditation and training</li> <li>• compliance reports</li> <li>• revoked, cancelled or suspended notifications</li> <li>• disposal documentation</li> <li>• reviews</li> <li>• Act instruments.</li> </ul> <p><i>See the Radiation Advisory Council retention and disposal schedule for records relating to the review of original decisions referred to the Radiation Advisory Council by the Chief Executive.</i></p>	100 years after business action completed.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>See <i>PROPERTY MANAGEMENT – Waste Management in the General retention and disposal schedule (GRDS)</i> for other records relating to the management and disposal of hazardous substances.</p>		
2570	<p><b>Facility licensing and accreditation</b></p> <p>Records relating to the licensing and accreditation of health facilities and/or medical services to meet licensing or accreditation requirements in accordance with legislation and standards.</p> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>• the declaration of an authorised mental health service to provide treatment and care to patients under the Mental Health Act 2016 (Qld), including, but not limited to, mental health services that are authorised to use restrictive practices and/or regulated treatment</li> <li>• any applications for facility licensing and accreditation that have been denied, including, but not limited to, applications for authorisations under the Mental Health Act 2016 (Qld) that have been denied.</li> </ul> <p>Excludes records relating to:</p> <ul style="list-style-type: none"> <li>• facility licensing and accreditation matters that lead to significant changes in policy and/or set a precedent</li> <li>• facility licensing and accreditation matters that involve significant public interest or controversy.</li> </ul> <p>Health facilities and medical services may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• mental health facilities, including mental health services that are declared as a high security unit under the Mental Health Act 2016 (Qld)</li> <li>• electroconvulsive therapy facilities</li> <li>• research facilities</li> <li>• manufacture and supply of poisons and/or restricted drugs.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications, including applications for variation and/or amendment to an existing license or accreditation</li> </ul>	15 years after license or permit is denied, lapsed, expired or withdrawn.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• supporting documentation</li> <li>• recommendations and determinations</li> <li>• decisions, including denials, approvals and authorisations</li> <li>• summary details, such as the location of the facility and license type</li> <li>• correspondence, including notifications</li> <li>• notices, including gazettal notices</li> <li>• conditions for the grant and/or renewal of license and/or accreditation</li> <li>• registration certificates, including authority to perform specialist medical services</li> <li>• assessments and evaluations</li> <li>• proficiency testing of medical equipment</li> <li>• compliance reports</li> <li>• reports on test results, assessments and evaluations.</li> </ul> <p><i>See FACILITIES AND EQUIPMENT – Facilities and Equipment Management for records relating to the maintenance and testing of medical equipment at a health facility.</i></p> <p><i>See COMMON ACTIVITIES – Compliance in the General retention and disposal schedule (GRDS) for other compliance records for health facilities and medical services.</i></p>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>SPECIALISED TRAINING AND ACCREDITATION</b>  <i>The activity of undertaking specialised training to maintain licensing, credentialing and accreditation for medical staff and any other staff employed at health facilities.</i>  <i>Includes:</i></p> <ul style="list-style-type: none"> <li>• <i>licensing, accreditation or certification from non-government agencies to demonstrate that medical staff employed at health facilities have met professional or industry standards for the performance of medical treatments and/or medical procedures during the course of their employment</i></li> <li>• <i>applications, authorisations and declaration of authorised administrators for mental health facilities to provide voluntary and involuntary mental health treatment and care to patients under the Mental Health Act 2016 (Qld).</i></li> </ul> <p><i>See WORKFORCE MANAGEMENT – Training in the General retention and disposal schedule (GRDS) for all other records relating to routine training for staff employed at health facilities.</i></p>			
<p>2571</p>	<p><b>Registrations and declarations – mental health services</b>                      Records relating to the:</p> <ul style="list-style-type: none"> <li>• registration of authorised psychiatrists appointed by mental health services in accordance with the <i>Mental Health Act 2016 (Qld)</i></li> <li>• declaration of an authorised mental health services administrator to ensure the operation of the service and treatment and care of patients complies with the <i>Mental Health Act 2016 (Qld)</i>.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• recommendations and determinations</li> <li>• approvals</li> <li>• date of appointment, including date of cessation of appointment</li> <li>• authorisations</li> <li>• registrations</li> <li>• notices</li> <li>• correspondence</li> </ul>	<p>100 years after business action completed.</p>	<p>4 November 2020</p>

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• instrument of delegation</li> <li>• registers, including, but not limited to, registers of:                             <ul style="list-style-type: none"> <li>○ authorised doctors</li> <li>○ authorised mental health practitioners.</li> </ul> </li> </ul> <p><i>See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for records relating to authorised psychiatrists and authorised mental health services administrators employed at a health facility that are retained as part of an employment history.</i></p>		
2572	<p><b><i>Credentialing and scope of clinical practice</i></b></p> <p>Records relating to the credentialing issued to health professionals which defines the scope of clinical practice for the employment of a health professional in a health facility.</p> <p>Health professionals may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• medical practitioners</li> <li>• dentists</li> <li>• nurses, including research nurses</li> <li>• midwives</li> <li>• allied health professionals.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• peer recommendations</li> <li>• accreditation certificates</li> <li>• reports.</li> </ul> <p><i>See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for records relating to the credentialing of employees at a health facility that are retained as part of an employment history.</i></p>	<p>40 years after staff accreditation is denied, lapsed, expired or withdrawn</p> <p>OR</p> <p>40 years after the staff member leaves employment or is terminated, whichever is later.</p>	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2573	<p><b>Accreditation – analysts and scientists</b></p> <p>Records relating to the accreditation of analysts and scientists authorised by the Governor-In-Council or by his/her delegate.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• peer recommendations</li> <li>• gazettal notices</li> <li>• accreditation certificates</li> <li>• reports.</li> </ul> <p><i>See the Forensic and scientific services retention and disposal schedule for records relating to the accreditation of forensic analysts and forensic scientists.</i></p> <p><i>See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for records relating to the accreditation of analysts and scientists employed at a health facility that are retained as part of an employment history.</i></p>	<p>30 years after staff accreditation is denied, lapsed, expired or withdrawn</p> <p>OR</p> <p>30 years after the staff member leaves employment or is terminated, whichever is later.</p>	4 November 2020
2574	<p><b>Student placements</b></p> <p>Records relating to the placement of students within a health facility for training and professional development activities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• student placement deed</li> <li>• orientation list</li> <li>• rosters and supervisor details</li> <li>• correspondence</li> <li>• program schedule</li> <li>• observations, evaluations and assessments</li> <li>• reports.</li> </ul>	<p>25 years after the qualification is awarded to the student</p> <p>OR</p> <p>25 years after the student withdraws from the course, whichever is later.</p>	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>See <i>COMMON ACTIVITIES in the General retention and disposal schedule (GRDS)</i>:</p> <ul style="list-style-type: none"> <li>• <i>Proactive Protection of Vulnerable Persons-Relevant Records for records relating to student placements for students under the age of 18</i></li> <li>• <i>Employment Screening for records relating to employment screening for student placements.</i></li> </ul>		
2575	<p><b>Specialised training</b></p> <p>Records relating to employee attendance and participation in training seminars, nationally accredited courses and workshops to receive specialist training. Includes cosmetic, medical or surgical training and training of pharmacotherapy providers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• course, seminar or workshop outline</li> <li>• discussion papers</li> <li>• course, seminar or workshop training material</li> <li>• report of attendance prepared by staff after conclusion of specialist training.</li> </ul> <p>See <i>WORKFORCE MANAGEMENT – Training in the General retention and disposal schedule (GRDS)</i> for records relating to routine training for staff employed at health facilities.</p>	<p>10 years after staff accreditation is denied, lapsed, expired or withdrawn</p> <p>OR</p> <p>10 years after the staff member leaves employment or is terminated, whichever is later.</p>	4 November 2020

## FACILITIES AND EQUIPMENT

*This function covers:*

- *past, current and future health facility infrastructure development and infrastructure maintenance encompassing asset design, construction, improvement and maintenance throughout the asset's lifecycle*
- *equipment purchasing and management including, but not limited to, the ongoing maintenance, auditing and checking of equipment.*

*Infrastructure assets can include, but are not limited to:*

- *health facilities, including hospitals, medical suites and offices*
- *aged care facilities, including nursing homes*
- *car parks and toilet blocks*
- *land purchases.*

*This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<b>FACILITIES AND EQUIPMENT MANAGEMENT</b>			
<p><i>This activity covers:</i></p> <ul style="list-style-type: none"> <li>• <i>commissioning an asset and ensuring construction or installation is performed in accordance with the design intent</i></li> <li>• <i>the testing and verification of equipment, facility, infrastructure and/or other assets which are currently in existence, have been installed or are near completion of installation</i></li> <li>• <i>the maintenance of infrastructure and equipment owned or leased by a health provider</i></li> <li>• <i>decommissioning, including placing an asset into care and maintenance mode, for the purpose of selling, removing or disposing of the asset.</i></li> </ul> <p><i>Equipment, facility, infrastructure and/or plant assets may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>CT scanners, MRI machines, surgical robots, electroconvulsive therapy equipment, anaesthetic equipment and LINACs</i></li> <li>• <i>health facilities, including hospitals, medical suites and offices</i></li> <li>• <i>aged care facilities, including nursing homes.</i></li> </ul>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2576	<p><b><i>Significant medical equipment</i></b>  Records relating to the management of significant medical equipment used for the provision of medical services in a health facility.  Includes records relating to the:</p> <ul style="list-style-type: none"> <li>• commissioning and decommissioning of significant medical equipment</li> <li>• testing and verification of significant medical equipment</li> <li>• maintenance of significant medical equipment</li> <li>• recall of significant medical equipment.</li> </ul> <p>Excludes records relating to:</p> <ul style="list-style-type: none"> <li>• medical equipment that contains radioactive material</li> <li>• medical equipment that produces radiation, such as x-ray machines.</li> </ul> <p>Significant medical equipment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• CT scanners</li> <li>• MRI machines</li> <li>• surgical robots</li> <li>• anaesthetic equipment</li> <li>• medical equipment for electroconvulsive therapy treatment</li> <li>• LINACs.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• needs assessment</li> <li>• models and as built drawings</li> <li>• acquisition requests</li> <li>• videos and photographs</li> <li>• reports, including audit reports</li> <li>• notifications</li> <li>• work orders</li> <li>• cable penetrations</li> </ul>	20 years after the decommissioning or disposal of the medical equipment.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• material specifications</li> <li>• calibration testing, including test results</li> <li>• certification of testing standards</li> <li>• compliance testing, including test results</li> <li>• performance records</li> <li>• safety records and data</li> <li>• decisions</li> <li>• evaluations</li> <li>• records of modifications and changes</li> <li>• decommissioning requests.</li> </ul> <p><i>See ACCREDITATION, CREDENTIALING AND CERTIFICATION – Facility Licensing and Accreditation for records relating to the licensing and accreditation of health facilities and/or medical services.</i></p> <p><i>See FACILITIES AND EQUIPMENT MANAGEMENT – Other medical equipment and supplies for records relating to medical equipment and supplies not covered by this disposal authorisation.</i></p> <p><i>See ASSET MANAGEMENT – Moveable Assets in the General retention and disposal schedule (GRDS) for records relating to the management of:</i></p> <ul style="list-style-type: none"> <li>• <i>medical equipment that contains radioactive material</i></li> <li>• <i>medical equipment that produces radiation, such as x-ray machines.</i></li> </ul>		
2577	<p><b>Other medical equipment and supplies</b></p> <p>Records relating to the management of medical equipment and supplies used for the provision of medical services in a health facility that are not covered by disposal authorisation 2576.</p> <p>Includes records relating to the:</p> <ul style="list-style-type: none"> <li>• commissioning and decommissioning of medical equipment and supplies</li> <li>• testing and verification of medical equipment</li> <li>• maintenance of medical equipment</li> </ul>	5 years after the decommissioning or disposal of the medical equipment.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• recall of medical equipment and supplies.</li> </ul> <p>Other medical equipment and supplies include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• tongue suppressors</li> <li>• thermometers</li> <li>• any medical device that is not implanted or used to sustain life.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• acquisition requests</li> <li>• reports, including audit reports</li> <li>• work orders</li> <li>• notifications</li> <li>• performance records</li> <li>• safety records and data</li> <li>• calibration testing, including test results</li> <li>• certification of testing standards</li> <li>• compliance testing, including test results</li> <li>• decisions</li> <li>• evaluations</li> <li>• records of modifications and changes</li> <li>• decommissioning requests.</li> </ul>		

# LABORATORY

The laboratory function relates to all laboratory services offered to patients while in the care of a health facility.

For clinical records relating to the treatment of patients while in the care of a health facility, refer to the Health Sector (clinical records) retention and disposal schedule.

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>BLOOD BORNE VIRUSES &amp; SEXUALLY TRANSMITTED INFECTIONS (BBVSTIS)</b>  <i>Records relating to blood borne viruses (BBV) and sexually transmitted infections (STI) testing and registers.</i></p>			
2578	<p><b><i>HIV/AIDS case management files – high risk patients</i></b>            Records relating to the confidential case management files for patients with HIV/AIDS that are classified as high risk under the Queensland Health guideline.            Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• notifications</li> <li>• registers</li> <li>• correspondence</li> <li>• advice</li> <li>• meeting agendas</li> <li>• meeting minutes</li> <li>• decisions.</li> </ul> <p><i>See disposal authorisation 2579 for the management of other patient case files relating to blood borne viruses (BBV) and sexually transmitted infections (STI).</i></p>	Permanent in agency.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p>		
<p>2579</p>	<p><b><i>Blood borne viruses (BBV) and sexually transmitted infections (STI) – case management files</i></b></p> <p>Records relating to the confidential case management files for patients with blood borne viruses (BBV) or sexually transmitted infections (STI) not covered by disposal authorisation 2578.</p> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>• reportable or non-reportable BBVSTIs</li> <li>• identified or de-identified reports on BBVSTIs.</li> </ul> <p>BBVSTIs may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Syphilis</li> <li>• Gonorrhoea</li> <li>• HPV</li> <li>• Chlamydia</li> <li>• Herpes</li> <li>• HIV/AIDS</li> <li>• Hepatitis A, B or C.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• notifications</li> <li>• registers</li> <li>• correspondence</li> <li>• advice.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p>	<p>10 years after business action completed</p> <p>OR</p> <p>10 years after client turns 18, whichever is later.</p>	<p>4 November 2020</p>

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>CROSS JURISDICTION DATA LINKAGE</b></p> <p><i>Data linkage means the bringing together or linkage of records of an individual, household, business unit or other entity from either within or across several datasets based on common features present in those sources.</i></p> <p><i>The cross jurisdiction linked data activity assists in meeting service delivery goals by providing policy and research insights from the analysis of data received from other jurisdictions. Includes identified data and de-identified data derived from linked data sources that may be managed by an Administering Organisation and that may be subject to a Deed of Agreement.</i></p>			
<p>2580</p>	<p><b><i>De-identified data</i></b>                      Records relating to all de-identified data created at a health facility from original linked data received by the health facility.</p>	<p>10 years after business action completed                      OR                      Retain as per the activity that the information relates to, whichever is later.</p>	<p>4 November 2020</p>
<p>2581</p>	<p><b><i>Identified data</i></b>                      Records relating to identified linked data, administering organisation confidential information or other linked AEDC data created and received by a health facility.</p>	<p>Until identified data (linkage variables) have been used to facilitate data linkage                      OR                      As specified in the data sharing agreement, whichever is later.</p>	<p>4 November 2020</p>

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>DENTAL SERVICES</b></p> <p><i>The dental services activity includes non-clinical records relating to dental services provided to patients at a health facility.</i></p> <p><i>See FINANCIAL MANAGEMENT – Accounting in the General retention and disposal schedule (GRDS) for the management of financial records relating to the provision of dental services at a health facility.</i></p>			
<p>2582</p>	<p><b>Dental moulds</b></p> <p>Records relating to the preparation of dental moulds that will be used to provide additional dental services to a patient at a health facility.</p> <p>Includes dental moulds required for the construction of:</p> <ul style="list-style-type: none"> <li>• full or partial dentures, mouthguards and bridges</li> <li>• dental implants</li> <li>• crowns and dental inlays/outlays</li> <li>• any other permanent, temporary or removable dental aid or appliance.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests</li> <li>• dental moulds.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p> <p><i>See the Forensic and scientific services retention and disposal schedule for records relating to forensic dentistry.</i></p>	<p>Until business use ceases.</p>	<p>4 November 2020</p>

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>GENERAL PATHOLOGY</b>  <i>The general pathology activity includes all general pathology laboratory records and specimens, as well as pathology laboratory records and specimens relating to clinical chemistry and chemical pathology.</i></p> <p><i>See the Forensic and scientific services retention and disposal schedule for any other laboratory records relating to the Forensic and Scientific Services Unit.</i></p>			
2583	<p><b><i>Cytology slides – gynaecological (cervical)</i></b>            Records relating to slides of gynaecological (cervical) cytology specimens.</p> <p><i>See disposal authorisation 2584 for the management of records relating to other cytology slides.</i></p> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p>	15 years after business action completed.	4 November 2020
2584	<p><b><i>Pathology – anatomical, haematology and cytology</i></b>            Records relating to the pathology testing, analysis and results of anatomical pathology processes, haematology processes and cytology processes.            Includes pathology records relating to:</p> <ul style="list-style-type: none"> <li>• pathology specimens taken for anatomical purposes</li> <li>• autopsies performed by an anatomical pathologist</li> <li>• slides of bone marrow specimens</li> <li>• blood donations</li> <li>• blood samples and blood product samples</li> <li>• administration of blood and blood products to patient/clients</li> <li>• cytology slides and the reports of the analysis of cytology specimens</li> <li>• exfoliative cytology and fine needle aspirations (FNAs) of cytology specimens.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers</li> <li>• reports</li> </ul>	10 years after business action completed OR 10 years after client turns 18, whichever is later.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• analysis</li> <li>• calculations</li> <li>• observations</li> <li>• blocks and block keys</li> <li>• diagrams</li> <li>• representative images</li> <li>• special stains</li> <li>• frozen section tissues</li> <li>• specimen slides</li> <li>• tissue and organ disposal</li> <li>• advice</li> <li>• correspondence.</li> </ul> <p><i>See disposal authorisation 2586 for records relating to specimens for immunofluorescence slides and residual, unblocked tissue retained at autopsy.</i></p> <p><i>See the Forensic and scientific services retention and disposal schedule for records relating to coronial autopsy, coronial pathology and histopathology.</i></p> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p>		
2585	<p><b>General pathology</b></p> <p>Records relating to general pathology.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• analysis</li> <li>• calculations</li> <li>• observations</li> <li>• pathology request forms</li> </ul>	4 years after business action completed.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• registers, including batch registers</li> <li>• routine audits</li> <li>• assessments</li> <li>• evaluations</li> <li>• proficiency testing, including outcome of testing</li> <li>• rural pathology registers</li> <li>• quality control testing, including outcome of testing.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p> <p><i>See disposal authorisation 1148 in the General retention and disposal schedule (GRDS) for the management of the master set of laboratory manuals, protocols and processes for general pathology.</i></p>		
2586	<p><b>Pathology – other specimens</b></p> <p>Records relating to general pathology specimens and/or general pathology samples not covered by disposal authorisation 2583 or by disposal authorisation 2584.</p> <p>Other pathology specimens and samples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• specimens and slides for immunofluorescence studies</li> <li>• specimens received in a liquid-based fixative</li> <li>• haematology blood samples and blood films</li> <li>• frozen tissue blocks of immunology specimens stored at -70°C</li> <li>• blood and blood products examined by pathology laboratories</li> <li>• specimens for genetics studies, including fixed chromosome preparations</li> <li>• tissue cultures</li> <li>• plasma, serum and urine used for biochemical genetics and DNA extracts</li> <li>• genetic samples/specimens including karyotypes and microscopic slides of genetic specimens.</li> </ul> <p>Includes pathology laboratory records relating to:</p> <ul style="list-style-type: none"> <li>• microbiology.</li> </ul>	<p>In accordance with the National Pathology Accreditation Advisory Council (NPAAC) standards relevant to the sample or specimen</p> <p>OR</p> <p>Until business use ceases, whichever is later.</p>	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• frozen tissue blocks</li> <li>• specimens, including specimens that have not been blocked</li> <li>• residual, unblocked tissue removed at surgery</li> <li>• residual, unblocked tissue retained at autopsy</li> <li>• immunofluorescence slides</li> <li>• approvals</li> <li>• forms</li> <li>• specimen logs</li> <li>• correspondence.</li> </ul> <p><i>See disposal authorisation 2587 for records relating to pathology laboratory reports on the testing and analysis of genetic samples or genetic specimens for constitutional genetic testing and somatic genetic testing.</i></p> <p><i>See the Forensic and scientific services retention and disposal schedule for records relating to coronial autopsy, coronial pathology and histopathology.</i></p> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records displaying evidence of clinical care and health status.</i></p>		
<p><b>GENETICS</b></p> <p><i>The genetics activity includes all pathology laboratory records relating to genetics that are not covered by the General Pathology activity in this Schedule.</i></p> <p><i>See the Forensic and scientific services retention and disposal schedule for any pathology laboratory records relating to genetics that are kept and managed by the Forensic and Scientific Services Unit.</i></p>			
2587	<p><b>Laboratory reports – genetics</b></p> <p>Records relating to the preparation and submission of pathology laboratory reports on the testing and analysis of genetic samples or genetic specimens. Testing and analysis includes, but is not limited to, constitutional genetic testing and somatic genetic testing.</p>	100 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><i>See disposal authorisation 2586 for other records relating to pathology laboratory reports on the testing and analysis of genetic samples or genetic specimens.</i></p> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to genetics.</i></p>		
<p><b>MORGUE AND MORTUARY MANAGEMENT</b></p> <p><i>The morgue and mortuary management activity includes the collection and storage of bodies of deceased persons at a health facility.</i></p>			
<p>2588</p>	<p><b>Body movement</b></p> <p>Records relating to the movement of a deceased person’s body at a health facility. Includes collection of a deceased person’s body from the health facility morgue by the employees of a funeral home.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• patient information, including ward details</li> <li>• morgue officer, transferring officer and collecting officer details</li> <li>• morgue information, including date and time the body was received</li> <li>• personal belongings log</li> <li>• certificates</li> <li>• notifications</li> <li>• supporting documentation</li> <li>• collection and release details.</li> </ul>	<p>10 years after business action completed.</p>	<p>4 November 2020</p>

## MENTAL HEALTH

The mental health function relates to mental health treatments and services offered to patients at a health facility. Mental health treatments and services include drug and alcohol services for patients at a health facility. The mental health function also assists with provision of reports and information to support court and tribunal proceedings relating to persons with mental illness or intellectual disability.

See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<b>COURT AND TRIBUNAL ADMINISTRATION</b>			
<i>This activity relates to Health Sector public records for the general administration of the Mental Health Court and the Mental Health Review Tribunal.</i>			
2589	<p><b><i>Mental Health Court and Mental Health Review Tribunal – registers</i></b></p> <p>Health Sector public records, data and information provided to the Mental Health Court and the Mental Health Review Tribunal, including Health Sector public records that are managed as a register of matters and hearings before the Court or before the Tribunal which are kept in accordance with the <i>Mental Health Act 2016</i> (Qld).</p> <p>Includes records, data and information that:</p> <ul style="list-style-type: none"> <li>• is kept as a register of patient records by the Mental Health Court or the Mental Health Review Tribunal in accordance with the <i>Mental Health Act 2016</i> (Qld) in systems such as the Consumer Integrated Mental Health Application (CIMHA)</li> <li>• provides evidence of the scheduling of matters to be heard before the Mental Health Court or the Mental Health Review Tribunal</li> <li>• is received by Queensland Health from the Queensland Wide Interlinked Court (QWIC) system in accordance with a Memorandum of Understanding between Queensland Health and the Queensland Court Service.</li> </ul> <p>Records may include, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• records, data and information uploaded or downloaded from a Mental Health Court or Mental Health Review Tribunal database</li> <li>• registers kept and managed in a Mental Health Court or Mental Health Review Tribunal database.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p>		
2590	<p><b><i>Mental Health Court and Mental Health Review Tribunal</i></b></p> <p>Health Sector public records, data, information provided to and/or relates to any proceedings, matters and hearings of the Mental Health Review Tribunal, Mental Health Court or the Magistrates Court that are undertaken in accordance with the <i>Mental Health Act 2016</i> (Qld).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• memos</li> <li>• correspondence</li> <li>• assessment forms</li> <li>• reports</li> <li>• referrals</li> <li>• applications</li> <li>• references</li> <li>• court orders</li> <li>• disclosures</li> <li>• victim impact statements</li> <li>• submissions</li> <li>• supporting documentation</li> <li>• copies of patient files.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p>	100 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>MENTAL HEALTH AND ALCOHOL, TOBACCO AND OTHER DRUGS SERVICES</b>  <i>This activity covers services offered to patients at a health facility relating to alcohol, tobacco and other drugs programs and mental health treatment and care. Includes restrictive programs and intervention programs offered to assist patients at a health facility.</i></p>			
2591	<p><b><i>Mental health services – prisons</i></b>            Health Sector public records relating to the services offered to prisoners and offenders who are referred to Prison Mental Health Services.            Services provided to prisoners and offenders include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assistance transitioning from custody to living in the community</li> <li>• support for culturally and linguistically diverse prisoners and offenders</li> <li>• aged care support for prisoners and offenders</li> <li>• support for prisoners and offenders with intellectual or other disability</li> <li>• mental health services</li> <li>• alcohol and drug use intervention.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments, including intake assessments</li> <li>• referrals</li> <li>• case reviews and follow-up</li> <li>• advice</li> <li>• correspondence</li> <li>• data collection.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p>	100 years after business action completed.	4 November 2020
2592	<p><b><i>Alcohol and other drugs – intervention</i></b>            Records relating to services for alcohol and other drugs intervention offered in a health facility that are not covered by disposal authorisation 2591.            Includes records relating to patients who:</p> <ul style="list-style-type: none"> <li>• are at risk of substance-related harm</li> </ul>	50 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• have mild to moderate problematic substance use</li> <li>• have clinically significant symptoms, including dependence, relevant to the use of alcohol and other drugs</li> <li>• have co-occurring disorders such as mental illness or other medical conditions.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• screenings</li> <li>• assessments</li> <li>• referrals</li> <li>• advice</li> <li>• liaison</li> <li>• correspondence</li> <li>• consultations.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>		
2593	<p><b><i>Independent patient rights advisers</i></b></p> <p>Records relating to the services provided by independent patient rights advisers to advise patients of their rights under the <i>Mental Health Act 2016 (Qld)</i>.</p> <p>Includes records relating to details of:</p> <ul style="list-style-type: none"> <li>• advice on patient rights provided to patients and their families, carers, support persons and clinical teams</li> <li>• meetings, including information about the person(s) present</li> <li>• other services accessed during meetings, including, but not limited to, interpreter services</li> </ul>	10 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• concerns raised by the patient (or their representative) about patient rights, treatment and care.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• meeting notes</li> <li>• supporting documentation</li> <li>• copies of clinical records or reports</li> <li>• advice</li> <li>• correspondence</li> <li>• reports, including file notes</li> <li>• referrals</li> <li>• decisions.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>		
2594	<p><b><i>Mental health and alcohol, tobacco and other drugs services – advertising</i></b></p> <p>Records relating to the advertisement of mental health services and alcohol, tobacco and other drugs services offered at a health facility that is provided to patients, prospective patients and members of the public.</p> <p>Includes records relating to medical advice on:</p> <ul style="list-style-type: none"> <li>• access to medical treatment for voluntary and involuntary mental health patients</li> <li>• potential effects of a mental health treatment regimen on a patient or prospective patient at a health facility.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• pamphlets, brochures and flyers</li> <li>• advice</li> </ul>	10 years after business action completed.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• correspondence.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of clinical records relating to mental health.</i></p>		
<p><b>MENTAL HEALTH QUALITY ASSURANCE</b>  <i>The mental health quality assurance activity covers the operations of the Mental Health Alcohol and Other Drugs Quality Assurance Committee which was established to improve the safety and quality of mental health services and to provide recommendations on improvements to patient care.</i></p>			
<p>2595</p>	<p><b><i>Mental Health Alcohol and Other Drugs Quality Assurance Committee</i></b>            Records relating to the operation of the Mental Health Alcohol and Other Drugs Quality Assurance Committee.            Includes records relating to:</p> <ul style="list-style-type: none"> <li>• assessments, evaluations and recommendations about significant matters concerning mental health services, mental health facilities and patient care</li> <li>• evidence of the governance and review of mental health services, mental health facilities and patient care undertaken by the Mental Health Alcohol and Other Drugs Quality Assurance Committee to ensure best practice policies and standards are maintained by health facilities.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports, including reports on the implementation of recommendations</li> <li>• meeting agendas</li> <li>• meeting minutes</li> <li>• advice</li> <li>• correspondence</li> <li>• recommendations</li> <li>• evaluations</li> <li>• assessments.</li> </ul>	<p>Permanent.            Transfer to QSA after business action completed.</p>	<p>4 November 2020</p>

## PATIENT AND CLIENT SERVICES

*This function covers the services that patients receive while in the care of a health facility.*

*Health facilities include, but are not limited to:*

- *hospitals and medical suites*
- *aged care facilities, including nursing homes*
- *mental health facilities*
- *any other health facility which offers patient services.*

*Patient services offered by health facilities include, but are not limited to:*

- *patient food services and patient transportation*
- *specialised cleaning of health facilities and medical equipment*
- *public health notifications*
- *health programs, including public health programs.*

*See the Health Sector (clinical records) retention and disposal schedule for clinical records displaying evidence of clinical care and health status.*

*This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><b>CLEANING &amp; HYGIENE SERVICES</b></p> <p><i>The activity of cleaning and undertaking specialised hygiene services at health facilities that provide patient services.</i></p> <p><i>Health facilities include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>hospitals and medical suites</i></li> <li>• <i>aged care facilities, including nursing homes</i></li> <li>• <i>mental health facilities</i></li> </ul>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<ul style="list-style-type: none"> <li>any other health facility which offers patient services.</li> </ul>			
2596	<p><b>Specialised cleaning for health facilities and medical equipment – high risk</b>  Records relating to the specialised cleaning of health facilities and medical equipment for the purposes of decontamination and infection control.  Includes specialised cleaning and decontamination of medical equipment, examination rooms and operation rooms/theatres in a health facility which is undertaken due to exposure to a highly infectious disease or other hazardous substance.  Medical equipment that requires specialised cleaning includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>medical equipment that comes into contact with mucus membranes</li> <li>medical equipment that comes into contact with bodily tissue due to surgical entry</li> <li>other medical equipment used for invasive examinations or procedures.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>cleaning logbooks</li> <li>cleaning reports</li> <li>cleaning audits</li> <li>documentation of cleaning processes and cleaning products</li> <li>routine checks of cleaning standards</li> <li>documentation for shift handover</li> <li>sterilisation reports</li> <li>reports prepared following exposure to a highly infectious disease or other hazardous substance at a health facility.</li> </ul> <p>See <i>CLEANING &amp; HYGIENE SERVICES – Specialised cleaning for health facilities and medical equipment-low risk</i> for records relating to:</p> <ul style="list-style-type: none"> <li>the specialised cleaning of medical equipment that comes into contact with the skin</li> <li>health facility sanitation.</li> </ul> <p>See the Health Sector (clinical records) retention and disposal schedule for the management of records relating to the sterilisation of clinical equipment where the records</p>	100 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>are linked to one Unit Record Number and relate to the provision of a clinical service to a patient.</i>		
2597	<p><b><i>Specialised cleaning for health facilities and medical equipment – low risk</i></b>  Records relating to the specialised cleaning of health facilities and medical equipment for the purposes of decontamination and infection control that are not covered by disposal authorisation 2596.</p> <p>Includes, but is not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• the planning, management, operation and review of sanitation processes in a health facility</li> <li>• specialised cleaning and decontamination of medical equipment, examination rooms and operation rooms/theatres in a health facility which is undertaken due to exposure to an infectious disease</li> <li>• the cleaning and sanitation of patient laundry in a health facility.</li> </ul> <p>Medical equipment that requires specialised cleaning includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• medical equipment that comes into contact with skin, including injection through intact skin</li> <li>• medical equipment used for non-invasive examinations or procedures</li> <li>• medical equipment that is cleaned using autoclave sterilisation including, but not limited to, pathology equipment</li> <li>• medical equipment used for extra-oral dental examination.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cleaning logbooks</li> <li>• cleaning reports</li> <li>• cleaning audits</li> <li>• documentation of cleaning processes and cleaning products</li> <li>• routine checks of cleaning standards</li> <li>• documentation for shift handover</li> <li>• notifications</li> </ul>	25 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• ordering and replacement of sharps bins</li> <li>• incident logbooks</li> <li>• sterilisation reports, including sterilisation cycle printouts</li> <li>• instrument cleaning documentation</li> <li>• reports prepared following exposure to an infectious disease at a health facility</li> <li>• customer feedback or complaints</li> <li>• correspondence</li> <li>• advice</li> <li>• investigation documentation, including outcome of investigation.</li> </ul> <p><i>See CLEANING &amp; HYGIENE SERVICES – Specialised cleaning for health facilities and medical equipment-high risk for records relating to:</i></p> <ul style="list-style-type: none"> <li>• <i>the specialised cleaning of medical equipment that comes into contact with mucus membranes</i></li> <li>• <i>medical equipment that comes into contact with bodily tissue due to surgical entry</i></li> <li>• <i>medical equipment used for invasive examinations or procedures.</i></li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for the management of operation registers and operation theatre registers.</i></p> <p><i>See the General retention and disposal schedule (GRDS) for the management of routine cleaning and routine sanitation records for health facilities, health administration buildings and offices.</i></p>		
2598	<p><b>Health facility audits</b></p> <p>Records relating to audits undertaken to assess any services or processes at a health facility that may impact on patient treatment or patient care at the facility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• advice</li> <li>• correspondence</li> <li>• audit documentation</li> </ul>	25 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• audit outcome</li> <li>• implementation of audit recommendations.</li> </ul> <p><i>See COMMON ACTIVITIES – Audit in the General retention and disposal schedule (GRDS) for the management of records relating to:</i></p> <ul style="list-style-type: none"> <li>• significant audits</li> <li>• other audits that do not relate to patient treatment or patient care.</li> </ul>		
2599	<p><b><i>Disposal of medical waste</i></b>  Records relating to the management and removal of medical waste.  Medical waste includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• discarded sharps</li> <li>• human tissue waste</li> <li>• animal waste</li> <li>• laboratory waste.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approvals</li> <li>• notifications</li> <li>• condition reports</li> <li>• cleaning records</li> <li>• reports from generators or disposals done onsite</li> <li>• reports from external disposal companies</li> <li>• collection dockets from external transportation companies disposing of the waste.</li> </ul> <p><i>See PROPERTY MANAGEMENT – Waste Management in the General retention and disposal schedule (GRDS) for records relating to the disposal of pharmaceutical waste, cytotoxic waste and other hazardous medical waste.</i></p>	15 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>COMMUNITY HEALTH</b>  <i>The activity of providing community health services and programs to assist and support the needs of patients at a health facility. Includes the provision of community health services to assist and support the wider community.</i></p>			
2600	<p><b>Call contact centres</b>  Records relating to advice and support provided through a call contact centre which provide acute medical advice, medical support, general advice and support or counselling services to individuals.  Includes:</p> <ul style="list-style-type: none"> <li>• calls to contact centres in any format and using any device</li> <li>• voice- or video-recorded group conversations to contact centres</li> <li>• voice- or video-recorded individual conversations to contact centres.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• calls to contact centres which record details of incidents, allegations, disclosures or investigations of abuse relating to vulnerable persons.</li> </ul> <p>Service delivery by health call contact centres includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• triage services</li> <li>• 13Health</li> <li>• child health services</li> <li>• chronic disease services</li> <li>• Quitline</li> <li>• Way to Wellness</li> <li>• Rapid Response</li> <li>• Medical Aids Subsidy Scheme (MASS).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• records of advice, support or counselling provided</li> <li>• recordings</li> <li>• reports from medical or health specialists</li> <li>• supporting documentation.</li> </ul>	10 years after business action completed OR 10 years after the child turns 18, whichever is later.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>See the General retention and disposal schedule (GRDS):</p> <ul style="list-style-type: none"> <li>• <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records for records relating to calls which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons</i></li> <li>• <i>EXTERNAL RELATIONS – Customer Service for records relating to the development, management and monitoring of customer services provided to the public that are not covered by this disposal authorisation</i></li> <li>• <i>TRANSITORY AND SHORT TERM – Contact Centre Recordings for records relating to contact centre recordings used for customer queue management.</i></li> </ul>		
2601	<p><b>Public health promotion programs</b> Records relating to the planning, advertising and provision of public health promotion programs. Includes network events and public events for public health promotion programs. Public health promotion programs include, but are not limited to, programs for:</p> <ul style="list-style-type: none"> <li>• mental health</li> <li>• maternal and child health</li> <li>• family violence counselling and support</li> <li>• drug and alcohol counselling and support.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• content for information sessions and presentations</li> <li>• research briefs to support content development</li> <li>• advice provided to program attendees</li> <li>• design and production of information handouts and brochures</li> <li>• policy and procedures</li> <li>• statistics</li> <li>• reports</li> <li>• monthly statistical returns for the Needle and Syringe Program (NSP).</li> </ul>	10 years after business action completed.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>		
2602	<p><b>School immunisation program – consent records</b>                      Records relating to consent to participate in the school immunisation program.                      Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approved consent cards</li> <li>• completed consent cards where consent to immunisation is not provided.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>	10 years after the child turns 18 OR 10 years after the finalisation of medico-legal action, whichever is later.	4 November 2020
<p><b>ENFORCEMENT MATTERS</b>  <i>The activity of managing reportable enforcement events which relate to patients at health facilities.</i></p>			
2603	<p><b>Reporting suspected abuse</b>                      Records relating to reporting suspected neglect and/or abuse – including suspected physical abuse or sexual abuse – of an individual presenting at a health facility.                      Includes reporting complaints received from patients and/or visitors concerning the actions of a medical officer or other staff member at a health facility.                      Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• supporting documentation, such as photographs and statements</li> <li>• tests</li> <li>• findings</li> <li>• referrals for investigation</li> </ul>	100 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• correspondence.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for managing records relating to reports of suspected abuse that are not covered by this disposal authorisation.</i></p>		
2604	<p><b><i>Enforcement matters and patient safety</i></b></p> <p>Records relating to orders issued to a health facility by Queensland Police Service (QPS), or issued by a nominated agent or officer, for the detention of patients.</p> <p>Includes, but is not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• requests received from QPS to seize patient property at a health facility</li> <li>• visitor exclusions, including requests from patients for visitor exclusions, at a health facility</li> <li>• registers that identify excluded visitors and any other visitors that are not permitted on the premises of a health facility.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• detention orders</li> <li>• excluded visitor lists</li> <li>• registers</li> <li>• notifications</li> <li>• log of property seized</li> <li>• property seizure notifications.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for managing:</i></p> <ul style="list-style-type: none"> <li>• <i>records of police orders relating to vulnerable persons</i></li> <li>• <i>excluded visitor lists for patients identified as vulnerable persons</i></li> <li>• <i>excluded visitor logs requested by the Queensland Police Service (QPS) or another authorised agency</i></li> </ul>	15 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>any records that may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</li> </ul>		
<p><b>FACILITY SERVICES</b>  <i>The activity of providing facility services at a health facility to assist and support patients and their families.</i></p>			
2605	<p><b>Patient meals</b>  Records relating to the planning and provision of meals to patients at a health facility. Includes records relating to individual patient meal requests for:</p> <ul style="list-style-type: none"> <li>special dietary requirements, including food allergies and food intolerances</li> <li>specific religious requirements for food preparation and provision</li> <li>any other patient meal requests that require specific planning, preparation and service.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>meal diaries</li> <li>food logs</li> <li>registers.</li> </ul>	10 years after business action completed.	4 November 2020
2606	<p><b>Reception and switchboard logs</b>  Records relating to reception and switchboard logs created by reception and/or switchboard staff at a health facility to record routine calls and/or visitors to the health facility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>call registers</li> <li>visitor logs.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>	2 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>MEDICAL AIDS SUBSIDY SCHEME</b>  <i>The activity of providing subsidised medical aids to Queensland Health clients in accordance with the Queensland Health Medical Aids Subsidy Scheme (MASS).</i>  <i>Subsidised medical aids may include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>mobility aids, including wheelchairs</i></li> <li>• <i>continence aids</i></li> <li>• <i>communication aids</i></li> <li>• <i>oxygen equipment</i></li> <li>• <i>medical-grade footwear.</i></li> </ul>			
<p>2607</p>	<p><b><i>Subsidised medical aids – client management files</i></b>                      Records relating to client management files for the Queensland Health Medical Aids Subsidy Scheme (MASS). Includes client management files for MASS medical aids that have been returned or written off.                      Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• register of written off assets for the health facility, including equipment ID and description</li> <li>• returned aids that have been damaged or involved in an incident or accident</li> <li>• medical aid that is returned to the health facility</li> <li>• notifications</li> <li>• advice</li> <li>• reports</li> <li>• decisions</li> <li>• correspondence.</li> </ul> <p><i>See the General retention and disposal schedule (GRDS):</i></p> <ul style="list-style-type: none"> <li>• <i>LEGAL SERVICES – Legal Advice for records relating to legal advice prepared by or for the agency</i></li> <li>• <i>LEGAL SERVICES – Litigation and Prosecutions for records relating to lawsuits or other legal proceedings between the agency and other parties</i></li> </ul>	<p>10 years after business action completed                      OR                      10 years after the client turns 18, whichever is later.</p>	<p>4 November 2020</p>

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>EXTERNAL RELATIONS – Enquiries and Reactions for records relating to enquiries, complaints or suggestions that have legal significance or lead to further investigation.</li> </ul>		
2608	<p><b>Subsidised medical aids – unsuccessful applications</b></p> <p>Records relating to unsuccessful applications for subsidised medical aids under the Queensland Health Medical Aids Subsidy Scheme (MASS).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>applications</li> <li>outcome of decision</li> <li>advice</li> <li>correspondence.</li> </ul> <p><i>See disposal authorisation 2607 for the management of successful applications for subsidised medical aids under the Queensland Health Medical Aids Subsidy Scheme (MASS).</i></p>	1 year after business action completed.	4 November 2020
<p><b>MEDICAL SERVICES</b></p> <p><i>The activity of providing medical services to the public.</i></p> <p><i>Includes, but is not limited to:</i></p> <ul style="list-style-type: none"> <li><i>statistical reporting and bookings for theatre rooms</i></li> <li><i>registers relating to the provision of medical services – such as the registers for Organ Donors and the Do Not Resuscitate Authority.</i></li> </ul>			
2609	<p><b>Surgically implanted devices and organ donation</b></p> <p>Records relating to surgically implanted devices and organ donation for patients at a health facility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>registers, including organ donor registers</li> <li>permission forms</li> <li>advice</li> </ul>	100 years after date of birth of patient.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• correspondence.</li> </ul> <p><i>See the Health Sector (clinical records) retention and disposal schedule for:</i></p> <ul style="list-style-type: none"> <li>• <i>clinical records displaying evidence of clinical care and health status</i></li> <li>• <i>other organ and tissue donor records.</i></li> </ul>		
2610	<p><b>Bookings – patient services, medical equipment, treatment rooms and theatres</b></p> <p>Records relating to bookings for patient services, medical equipment, treatment rooms and theatres at a health facility. Includes records relating to waiting lists and correspondence with patients about expected timeframes for proposed and future bookings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers</li> <li>• waiting lists</li> <li>• advice</li> <li>• correspondence.</li> </ul>	15 years after business action completed.	4 November 2020
<p><b>PATIENT ACCOMMODATION</b></p> <p><i>The activity of providing short-term or long-term patient accommodation to support the patients of a health facility. Includes the provision of medical equipment to support in-home accommodation and care of patients outside of a health facility.</i></p> <p><i>Health facilities include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>hospitals, medical suites and hospices</i></li> <li>• <i>aged care facilities, including nursing homes</i></li> <li>• <i>mental health facilities</i></li> <li>• <i>any other health facility which offers patient accommodation.</i></li> </ul>			
2611	<p><b>Patient accommodation – long-term care and vulnerable persons</b></p> <p>Records relating to the long-term accommodation of patients at a health facility. Includes records relating to the temporary care or part-time care of patients at a health facility that are identified as vulnerable persons.</p>	100 years after date of birth of patient.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registration forms</li> <li>• correspondence</li> <li>• reports and supporting documentation received from medical or health specialists</li> <li>• service planning</li> <li>• accommodation and bed management</li> <li>• service agreements</li> <li>• assessments and advisory reports relating to service requests</li> <li>• observations and file notes</li> <li>• meeting notes</li> <li>• activity enrolment forms</li> <li>• incident/accident reports</li> <li>• allegations of abuse</li> <li>• investigation notes, reports and supporting documentation</li> <li>• outcome of investigation</li> <li>• health support plans</li> <li>• registers.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for managing patient accommodation records relating to vulnerable persons that are not covered by this disposal authorisation.</i></p>		
2612	<p><b>Patient accommodation – in-home care</b></p> <p>Records relating to the planning and management of patients who receive full-time, part-time or temporary in-home supported living and/or care.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for medical aids or medical equipment</li> <li>• applications for disability services</li> </ul>	25 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• installation and maintenance of medical aids or medical equipment</li> <li>• home modifications and maintenance</li> <li>• broadcasts and media for patients that are visually and/or audibly impaired.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>		
2613	<p><b>Patient accommodation – planning and management</b></p> <p>Records relating to the planning and management of patient accommodation, including bed management, within a health facility.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registration forms</li> <li>• correspondence</li> <li>• reports and supporting documentation received from medical or health specialists</li> <li>• service planning</li> <li>• accommodation and bed management</li> <li>• registers.</li> </ul>	10 years after business action completed.	4 November 2020
<p><b>PATIENT TRANSPORTATION</b></p> <p><i>The activity of providing patient transport services to assist patients and their families to attend appointments, move between health facilities or access emergency services. Includes patient transport services for patients and their families located in a regional or remote area.</i></p>			
2614	<p><b>Emergency vehicles and medical aircraft</b></p> <p>Records relating to the management, maintenance and use of medical aircraft or emergency vehicles, such as ambulances, for the transportation of patients to, from and between health facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers, including register of vehicle movements</li> <li>• vehicle and aircraft maintenance records</li> </ul>	10 years after the decommissioning or disposal of the emergency vehicle or medical aircraft.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• vehicle and aircraft logs</li> <li>• rosters and registers for aircraft crew and medical aircraft staff</li> <li>• rosters and registers for emergency vehicle staff.</li> </ul>		
2615	<p><b>Patient transportation</b></p> <p>Records relating to the transportation of patients to, from and between health facilities. Includes patient transportation that is subsidised by the State Government or the Federal Government.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• submissions for patient reimbursement</li> <li>• subsidy notifications</li> <li>• patient evaluations for transport</li> <li>• cab charge vouchers</li> <li>• registers</li> <li>• movement authorisations.</li> </ul>	7 years after the financial year to which the records relate.	4 November 2020
<p><b>PUBLIC AND ENVIRONMENTAL HEALTH</b></p> <p><i>The activity of identifying, and notifying about, public health issues that may have widespread and/or significant impacts on the community.</i></p>			
2616	<p><b>Cancer register</b></p> <p>Records relating to the register of cancer diagnosis. Includes registers of cancer diagnosis.</p>	Permanent. Transfer to QSA after business action completed.	4 November 2020
2617	<p><b>Public and environmental health – significant notifications and orders</b></p> <p>Records relating to public and environmental health notifications and orders that are issued following a significant public and environmental health event where the notification or order is triggered to prevent or minimise long-term effects on public health.</p> <p>Significant notifiable events that affect public and environmental health include, but are not limited to:</p>	Permanent. Transfer to QSA after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• the incidence of a significant notifiable disease or condition, including infectious diseases and conditions that are easily communicable, that affect animals or humans</li> <li>• the incidence of a significant recall, including significant food and drug recalls</li> <li>• the incidence of a significant environmental hazard event.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• orders</li> <li>• reports, including initial reports</li> <li>• correspondence</li> <li>• advice</li> <li>• state disease index</li> <li>• annual reports on incidence of significant notifiable events.</li> </ul> <p><i>See disposal authorisation 2621 for other records relating to public and environmental health notifications and orders.</i></p>		
2618	<p><b><i>Customer service feedback – identified</i></b></p> <p>Records relating to surveys or other customer service feedback received by a health facility that identifies a specific staff member or specific patient.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• survey forms</li> <li>• customer feedback forms</li> <li>• health facility responses</li> <li>• correspondence</li> <li>• advice</li> <li>• reports.</li> </ul> <p><i>See the General retention and disposal schedule (GRDS):</i></p>	15 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons</i></li> <li>• <i>EXTERNAL RELATIONS – Customer Service for records relating to customer service feedback that is unidentifiable</i></li> <li>• <i>EXTERNAL RELATIONS – Enquiries and Reactions for records relating to:                             <ul style="list-style-type: none"> <li>○ <i>customer service feedback about the provision of significant medical services including, but not limited to, electroconvulsive therapy</i></li> <li>○ <i>any other customer service feedback that is significant.</i></li> </ul> </i></li> </ul> <p><i>See PATIENT AND CLIENT SERVICES – Cleaning &amp; Hygiene Services for records relating to customer feedback received about sanitation at a health facility.</i></p>		
2619	<p><b><i>Food and drug incidents</i></b>                      Records relating to incidents that are caused by food, food products or prescribed drugs. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• correspondence</li> <li>• directions</li> <li>• test results.</li> </ul>	15 years after business action completed.	4 November 2020
2620	<p><b><i>National cancer screening register</i></b>                      Records relating to the National cancer screening registers that are maintained by a health facility. National cancer screening registers may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cervical screening register</li> <li>• pap test register</li> <li>• breast cancer screening register</li> <li>• bowel cancer screening register.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• registers</li> </ul>	15 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• notifications</li> <li>• screening histories.</li> </ul>		
2621	<p><b><i>Public and environmental health – notifications and orders</i></b>                      Records relating to the notification and reporting on the incidence of notifiable public and environmental health events that are not covered by disposal authorisation 2617.                      Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• reports</li> <li>• exemptions and requests</li> <li>• supporting documentation</li> <li>• advice</li> <li>• annual reports on incidence of notifiable events that are not significant.</li> </ul>	10 years after business action completed.	4 November 2020

## PHARMACEUTICAL

*The pharmaceutical function covers the compounding and dispensing of pharmaceutical drugs to a health facility or service provider.*

*Includes the compounding and dispensing of:*

- *restricted drugs, drugs of addiction, radiation drugs and chemotherapy drugs*
- *any pharmaceutical drugs for outpatients of a health facility or by a service provider.*

*This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p><b>COMPOUNDING AND SUPPLY OF DRUGS</b></p> <p><i>The activity of compounding and supplying of drugs at a health facility. Includes dispensing restricted drugs and drugs of addiction at a health facility. Includes ensuring that compounded medicinal products are fit for their intended use and comply with the requirements of the marketing authorisation or clinical trial authorisation for the medicinal product.</i></p>			
2622	<p><b><i>Restricted substances and drugs of addiction</i></b></p> <p>Records relating to the control and distribution of drugs of addiction or restricted substances.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• prescriptions, including orders to supply</li> <li>• authorisations</li> <li>• dispensary registers and logs, including stock check registers</li> <li>• details of emergency supply</li> <li>• ward books.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>	10 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2623	<p><b><i>Pharmaceutical compounding, supply and control</i></b></p> <p>Records relating to pharmaceutical compounding, supply and control of drugs that are not covered by disposal authorisation 2622 or by disposal authorisation 2624.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• prescriptions and records of supply for cytotoxic drugs</li> <li>• manufacturing formulas and processes – including testing and sampling processes – used to compound a pharmaceutical product.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• details of product name and reference code</li> <li>• information about form strength and batch size, including expected final yield for the batch</li> <li>• starting materials list</li> <li>• details of premises and equipment used for compounding and manufacture of pharmaceutical products</li> <li>• prescriptions, including outpatient prescriptions</li> <li>• details of intravenous additives</li> <li>• registers, including schedule drug registers</li> <li>• details of supply</li> <li>• statements</li> <li>• licenses.</li> </ul>	<p>5 years after business action completed</p> <p>OR</p> <p>2 years after batch expiry, whichever is later.</p>	4 November 2020
2624	<p><b><i>Improper use/supply notifications – controlled drugs</i></b></p> <p>Records relating to notifications concerning the improper use of prescriptions for controlled drugs. Includes review of notifications about unlawful advertising or unsafe disposal of controlled drugs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• prescriptions</li> <li>• details of prescribing person</li> </ul>	3 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• reports</li> <li>• decisions.</li> </ul> <p><i>See EXTERNAL RELATIONS – Enquiries and Reactions for managing records relating to investigations about the improper use and/or supply of controlled drugs.</i></p>		

## RESEARCH

*The research function involves participation in state, country and worldwide discovery, treatment and analysis of diseases (both known and unknown). Medical research helps to improve the health of Australians by developing new medicines, treatments and devices.*

*The research function includes, but is not limited to:*

- *ethics in the use of humans and animals for trials*
- *treatment and analysis of diseases*
- *medical research funding.*

*See the Forensic and scientific services retention and disposal schedule and the Laboratory function in this Schedule for the management of records relating to laboratory operations.*

*See the Health Sector (clinical records) retention and disposal schedule for the management of clinical research records.*

*This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<b>ETHICS</b>			
<i>The activity of ensuring ethical conduct in research is maintained, including the protection of all participants or specimens.</i>			
2625	<p><b><i>Biobanking</i></b>            Records relating to biological samples retained and/or supplied for research purposes. Includes records relating to samples deposited into a Biobank and those samples supplied directly for research purposes.            Biobanking data may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <i>clinical, demographic and other data relating to the sample</i></li> <li>• <i>secondary data generated from analysis of the sample.</i></li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>samples that are able to be used for future research requirements</i></li> </ul>	100 years after business action completed.	4 November 2020



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• informed consent forms</li> <li>• records, data and information about:               <ul style="list-style-type: none"> <li>○ the types of biological samples stored</li> <li>○ information about the storage of biological samples</li> <li>○ information about the usage of biological samples, including the termination or suspension of samples.</li> </ul> </li> </ul>		
2626	<p><b><i>Consent for trial participation – legal orders</i></b>            Records relating to a court-issued approval for the participation of an individual in a research trial. Includes research trials that have been reviewed by the Human Research Ethics Committee.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• trial protocols</li> <li>• trial amendments</li> <li>• informed consent forms</li> <li>• recruitment procedures</li> <li>• information for trial subjects/participants</li> <li>• payment or compensation details</li> <li>• details of trial modifications</li> <li>• termination or suspension notices.</li> </ul>	100 years after business action completed.	4 November 2020
2627	<p><b><i>Consent for trial participation</i></b>            Records relating to consent for the participation of an individual in a research trial that are not covered by disposal authorisation 2626. Includes research trials that have been reviewed by the Human Research Ethics Committee.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• trial protocols</li> <li>• trial amendments</li> <li>• informed consent forms</li> </ul>	25 years after business action completed OR 25 years after the subject/participant turns 18, whichever is later.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• recruitment procedures</li> <li>• information for trial subjects/participants</li> <li>• payment or compensation details</li> <li>• details of trial modifications</li> <li>• written requests to withdraw from trial</li> <li>• termination or suspension notices.</li> </ul> <p><i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i></p>		
2628	<p><b>Research specimens</b></p> <p>Records relating to the use of specimens, animal or human, for the purposes of research. Includes records relating to:</p> <ul style="list-style-type: none"> <li>• the monitoring and handling of all research specimens before, during and after testing procedures have concluded</li> <li>• the maintenance and care of research specimens</li> <li>• the data that is gathered as a result of the use of research specimens.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notifications, including acceptance of specimen</li> <li>• registers</li> <li>• disposal of specimens</li> <li>• directions and orders, including directions and orders relating to animal welfare</li> <li>• data gathered concerning research specimens</li> <li>• details of where data from research specimens is shared.</li> </ul>	<p>15 years after business action completed</p> <p>OR</p> <p>15 years after the completion of the research trial, whichever is later.</p>	4 November 2020
2629	<p><b>Suspension of trials</b></p>	15 years after business action completed.	4 November 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Records relating to the premature termination or suspension of a research trial for any reason which is not covered by disposal authorisation 2626 or by disposal authorisation 2627.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• decisions</li> <li>• agreement to the suspension or termination</li> <li>• supporting documentation for termination or suspension of trial</li> <li>• advice</li> <li>• approvals.</li> </ul>		

## LEGACY RECORDS

*This section covers legacy records of the Health Sector within Queensland.*

*This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the General retention and disposal schedule (GRDS). For any records relating to vulnerable persons, the GRDS disposal authorisations should apply unless existing minimum retention periods in this schedule are greater than, or equal to, those specified in the GRDS.*

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2630	<p><b>Legacy health records from QDAN 122 v.1</b></p> <p>Permanent value legacy records relating to leper stations and lazarets historically located in Queensland at Peel Island, Stradbroke Island and Fantome Island.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• leper station record books created between 1892 and 1910</li> <li>• lazaret inmate records created between 1930 and 1974</li> <li>• lazaret index registers.</li> </ul>	c.1892–1974	Permanent.	4 November 2020
2631	<p><b>Legacy health records from QDAN 210 v.1</b></p> <p>Permanent value legacy records relating to the Far North Queensland Health Board including, but not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• correspondence files, including files with COR prefix</li> <li>• general reports and health surveyors reports, including files with RPTS prefix</li> <li>• reports and/or studies created by external agencies for the Far North Queensland Health Board, including files with STU prefix</li> <li>• sundry reports and other material created by external agencies for the Far North Queensland Health Board, including files with SUN prefix</li> <li>• corporate operational plan dated 1995</li> <li>• minutes of meetings of the Far North Queensland Health Board.</li> </ul>		Permanent.	4 November 2020

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	Includes permanent value records identified in QDAN 210 v.1 and already transferred to Queensland State Archives as part of transfer QS127/1.			
2632	<p><b>Legacy health records from QDAN 362 v.1</b> Permanent value legacy records relating to hospitals, institutions, hospital boards and the Queensland Ambulance Transport Brigade including, but not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• correspondence registers created between 1963 and 1982</li> <li>• the State Subsidy for ambulance brigades</li> <li>• the Mareeba Hospital Board for Aged Care</li> <li>• the medical officers of the Maryborough Hospital</li> <li>• the Miles Hospital district</li> <li>• the Eidsvold Hospital Reserve</li> <li>• the constitutions of Medical Boards created between 1933 and 1958</li> <li>• authority books and other miscellaneous health research material.</li> </ul>	c.1933–1982	Permanent.	4 November 2020
2633	<p><b>Legacy health records from QDAN 473 v.1</b> Permanent value legacy records relating to maternal and child welfare including, but not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• files for the Maternal and Child Welfare Home, Sandgate created between 1943 and 1957</li> <li>• the publication titled <i>Fifty Years with the Maternal and Child Welfare Service 1918-1968</i></li> <li>• admission cards for the Maternal and Child Welfare Home, Sandgate created between c.1976 and c.1979</li> <li>• admissions and discharges from the Maternal and Child Welfare Home, Toowoomba (“Unara”)</li> <li>• files about war emergency provisions for the Maternal and Child Welfare division created between 1941 and 1944.</li> </ul>	c.1918–1985	Permanent.	4 November 2020

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2634	<p><b>Legacy health records from QDAN 551 v.1</b>            Permanent value legacy records including, but not limited to, records relating to:</p> <ul style="list-style-type: none"> <li>• religious and charitable organisations such as the Australian Inland Mission and the Blue Nursing Services</li> <li>• research projects concerning legislation such as the <i>Drugs Standard Adopting Act 1976</i> and the <i>Cremation Act</i></li> <li>• patients at the Queensland Radium Institute</li> <li>• the investigation into the administration of the Stanthorpe Hospital</li> <li>• Hospital Boards</li> <li>• awards for Mental Hospital employees</li> <li>• Health Ministers' conferences and Premiers' conferences.</li> </ul> <p>File numbers for permanent value legacy records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 0039-0002-000"1"</li> <li>• 0039-0011-001"OS"</li> <li>• 0027-000-002.</li> </ul>		Permanent.	4 November 2020
2635	<p><b>Legacy health records from QDAN 683 v.1</b>            Records relating to the National Immunisation Program Database retained by Queensland Health.            Includes, but is not limited to, records, data and information relating to the administration of vaccinations in Queensland between 1996 and 2019 where the vaccination data has been added to the National Immunisation Program Database.</p>		Until entered into the National Immunisation Program Database AND Until quality assurance procedures have been completed and signed off by the appropriate delegate.	4 November 2020