



Appraisal log

Healthcare Support and Promotion (Hospital Foundation) Retention and Disposal
Schedule QDAN 714 v1

All Queensland Hospital Foundations

Date: 3 November 2014

Function No	Title	Scope Note
1	HOSPITAL FOUNDATIONS COMMERCIAL OPERATIONS	<i>The function of managing and administering the commercial operations of a Queensland hospital foundation.</i>
Activities		
1. Commercial business operations and partnerships 2. Food services		
Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p>Commercial operations - agreements</p> <p>Records relating to the establishment of commercial operations by a Queensland hospital foundation.</p> <p>Commercial operations may include, but are not limited to:</p> <ul style="list-style-type: none"> • café • hospital car park • integrated multi-access television system. <p>Disposal action -</p> <p>Retain for 7 years after the expiry/cancellation of agreement or operation.</p>	<p>Background/business process:</p> <p>A Queensland hospital foundation may establish commercial business arrangements to cover its administration and operating expenses from profits generated from the businesses. This enables the money donated to a foundation to be used for the purposes intended.</p> <p>Commercial operations may include: café (often situated in a hospital), hospital car park (parking fees), automatic teller machine lease, integrated multi-access television system throughout a hospital, telephone system and vending machines, foundation logo displayed on water bottles.</p> <p>Integrated multi-access television system - the system is self-access allowing patients to view the television immediately without the involvement of hospital staff. A Foundation staff member visits each bed daily to check the TV and collect rental payment. The benefit of this service provides patients with some of the comforts of home without being a burden on medical and nursing staff.</p> <p>Regulatory requirements:</p> <p><i>Limitation of Actions Act 1974</i></p> <ul style="list-style-type: none"> • s.10(1) - limitation period for actions against breaches under a contract, tort and certain other actions (action must be brought within 6 years). <p>Business requirements:</p> <p>The records are required to support the actions of a hospital foundation in establishing and managing a commercial business and/or commercial arrangement. The retention is based on the statute of limitations</p>

		<p>period and the base retention period for financial records (7 years).</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>Maritime Safety Sector Retention and Disposal Schedule</i> (QDAN690v1) for records relating to commercial services such as the inspection of structures for external organisations on a fee for service basis – reference number 1.1.1 – retain for 7 years after expiry or cancellation of contract.</p> <p>Queensland State Archives <i>State Library of Queensland Retention and Disposal Schedule</i> (QDAN195v2) for records relating to the provision of retail services to visitors throughout State Library Queensland retail outlets, including shops – reference number 2.3.1 – retain for 7 years after last action.</p>
1.2.1	<p><i>Food business operator</i></p> <p>Records relating to the licensing and requirements of a Queensland hospital foundation to operate a food business under the <i>Food Act 2006</i> and the <i>Australian Food Safety Standard</i>.</p> <p>Disposal action -</p> <p>Retain for 3 years after last action.</p>	<p>Background/business process:</p> <p>A hospital foundation may operate a café within their local hospital. These records relate to the regulatory requirements a foundation must follow to operate a food business, and for the safe handling of food.</p> <p>A licence to operate a food business remains in force for the term of not more than 3 years decided by the local government that issues it. A licence may be renewed by issuing another licence to replace it.</p> <p>Regulatory requirements:</p> <p><i>Food Act 2006</i></p> <ul style="list-style-type: none"> • s.52 – applications for a licence to carry on a licensable food business. <p><i>Australian Food Safety Standard - 3.2.2 Food Safety Practices and General Requirements</i></p> <p>Business requirements:</p> <p>The records provide evidence of a hospital foundations compliance with the relevant regulatory requirements to operate a food business. The records are required while the food business operator licence is active for presentation during internal and external audits.</p> <p>The retention periods covered in the university schedule (see below) for records relating to food services range from reference ceases to 5 years. However, the records are only required while the licence is active.</p> <p>Community expectation:</p>

		<p>Evidence a food business operates under the relevant regulatory requirements.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>University Sector Retention and Disposal Schedule</i> (QDAN601v2) for records relating to food services:</p> <ul style="list-style-type: none">• Reference number 601.2/C26 – food business operator - retain for 3 years after last action.• Reference numbers 601.2/C30 and 601.2/C31 – temperature logs – retain for 1 year after last action.• Reference number 601.2/C32 – food safety program – retain for 5 years after program superseded.• Reference number 601.2/C34 and 601.2/C35 – food services and supplies – retain until reference ceases.
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Function No	Title	Scope Note
2	HEALTHCARE SUPPORT AND PROMOTION	<i>The function of developing collaborative fundraising mechanisms to grow the base of health and medical research funding in Queensland by improving the visibility and community engagement in the importance of giving in Queensland. Also includes the promotion of healthy lifestyle initiatives aimed at keeping local families healthy. This is achieved through funding, supporting and encouraging education, research, and improving services within hospitals and local health services.</i>
Activities		
<ol style="list-style-type: none"> 1. Fundraising and health promotion 2. Foundation opportunities 3. Fund distribution 4. Volunteer services 		
Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<p><i>Event and campaign programs</i></p> <p>Records relating to developing and delivering events, campaigns and projects by or on behalf of a Queensland hospital foundation, which may include, but are not limited to:</p> <ul style="list-style-type: none"> • fundraising events • appeal campaigns • health promotion programs/initiatives. 	<p>Background/business process:</p> <p>This class covers events and campaigns held by or on behalf of a Queensland hospital foundation. Queensland hospital foundations hold many fundraising activities and events throughout the year to raise money and awareness of their cause. Money raised may be invested in medical research, equipment, education and support services.</p> <p>Community groups and businesses may also hold a fundraising activity or event to raise money for their local hospital and health service. Some of these fundraising events may include a cake sale, raffle, quiz night, fun run etc. Once advised of the event a foundation will issue an authority to raise funds, which is a letter from the foundation that can be used by the organiser to demonstrate that they are raising money for charity.</p> <p>Regulatory requirements:</p> <p><i>Hospital Foundations Act 1982</i></p> <ul style="list-style-type: none"> • s.13 - outlines the objectives of a Queensland hospital foundation. <p><i>Charitable and Non-Profit Gaming Act 1999</i></p>

<p>Disposal action - Retain for 7 years after end of event/campaign.</p>	<ul style="list-style-type: none"> • s.77 – general gaming records must be kept for 5 years after the end of the game to which the records relate. • The Office of Liquor and Gaming Regulation advised that the 5 year retention is consistent with other gaming acts: Keno, wagering, gaming machine, casino. <p><i>Charitable and Non-Profit Gaming Rule 2010</i></p> <ul style="list-style-type: none"> • s. 17 - The maximum time a prize can be claimed after the prize winner is decided is 3 years (depending on the type of game category). • s.18 & 19 – The CEO of Office of Liquor and Gaming Regulation must be notified of the inability to locate the winner and the prize must be retained for at least 1 year. Another winner can be drawn or the prize can be sold with the sale proceeds to the association’s purposes. <p><i>Australian Charities and Not-for-Profits Commission Act 2012</i></p> <ul style="list-style-type: none"> • s55.5 – a registered entity must keep written records that correctly record its operations. The registered entity must retain the records for 7 years after the transactions, operations or acts covered by the records are completed. <p><i>Limitation of Actions Act 1974</i></p> <ul style="list-style-type: none"> • s.10(1) & s.27 - limitation period for actions against breaches under a trust, or contract, tort and certain other actions (action must be brought within 6 years). <p>Business requirements:</p> <p>These records provide evidence of the planning, management and success of an event/campaign. They are used for reporting purposes, lessons learnt, and to assist in the planning and development of future campaigns.</p> <p>The programs are linked to receipt of monies therefore the records are required (in addition to the regulatory requirements) for the same period of time the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i>.</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure that operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for records relating to major, state wide health promotion campaigns – reference number 12.1.1 – retain for 25 years then review. If reference has ceased then destroy.</p>
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2.1.2	<p><i>Event and campaign programs - unsuccessful</i></p> <p>Records relating to proposed events, campaigns and projects organised by or on behalf of a Queensland hospital foundation that do not progress.</p> <p>Disposal action - Retain until reference ceases.</p>	<p>Background/business process: These records relate to proposed events and campaigns that do not proceed.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements: These records provide evidence of the decision not to proceed with a campaign/event.</p> <p>Community expectation: These records identify why an event/campaign did not proceed.</p> <p>Comparison with other schedules: State Records Authority of New South Wales <i>NSW Health Department Disposal Authority</i> (DA25) for routine correspondence relating to health promotion campaigns – reference number 12.1.2 – retain until reference ceases.</p>

2.1.3	<p><i>Ticket stubs</i></p> <p>Tickets or entries collected during an event or campaign by or on behalf of a Queensland hospital foundation for a prize draw.</p> <p>Includes all raffle types, such as major lotteries and event raffles.</p> <p>Disposal action - Retain until reference ceases.</p>	<p>Background/business process:</p> <p>These stubs are retained during the event and used to draw a winner. Depending on the event/campaign a large volume of stubs can be collected, for example the Children’s Hospital Foundation recently received 850,000 entries during a single raffle.</p> <p>Regulatory requirements:</p> <p><i>Charitable and Non-Profit Gaming Rule 2010</i></p> <ul style="list-style-type: none"> • s.18 & 19 – The CEO of Office of Liquor and Gaming Regulation must be notified of the inability to locate the winner and the prize must be retained for at least 1 year. Another winner can be drawn or the prize can be sold with the sale proceeds to the association’s purposes. <p>Business requirements:</p> <p>These records are required by the foundations only until a winner is determined and the prize is delivered.</p> <p>Community expectation:</p> <p>The tickets are used to draw a winner.</p> <p>Comparison with other schedules:</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for routine correspondence relating to health promotion campaigns – reference number 12.1.2 – retain until reference ceases.</p>
2.2.1	<p><i>Funding opportunities</i></p> <p>Records relating to the identification and evaluation of funding opportunities to sustain, grow and further promote a Queensland hospital foundation’s activities.</p> <p>Disposal action - Retain for 7 years after last action.</p>	<p>Background/business process:</p> <p>This class covers records relating to investigating, developing and monitoring opportunities to sustain, grow and further promote the foundations’ activities. The foundation relies on funding to achieve its objectives under s.13 of the <i>Hospital Foundations Act 1982</i>.</p> <p>Funding opportunities are achieved by increasing awareness of the foundation and its auxiliaries, build relationships with new audiences, and drive significant new income, also:</p> <ul style="list-style-type: none"> • monitor and evaluate opportunities for purchasing strategically positioned property • investigate, develop and monitor funding opportunities e.g. grants, partnerships, public private partnerships • consider and investigate major health related projects • increase grant income.

		<p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records are used to support current and future programs, and provide evidence of investigations into potential projects and services required by a hospital and health services. The records are also used to report on potential opportunities. Results from funding opportunity projects may be revisited many years later to assist in monitoring and investigating opportunities.</p> <p>Community expectation:</p> <p>Opportunities to support hospital and health services are investigated, and the needs within the community are monitored. Foundations are accountable to the general public and stakeholders to ensure operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for records relating to the evaluation of business opportunities and economic appraisals – reference number 3.5.1 – retain for 7 years after action completed.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i> for records relating to business development opportunities under consideration by the public authority – reference number 12.9.6 – retain for 10 years after last action.</p> <p>Queensland State Archives <i>University Sector Retention and Disposal Schedule (QDAN601v2)</i> for records relating to research funding opportunities – reference number 601.2/C139 – retain for 3 years after last action.</p>
2.2.2	<p><i>Donors, corporate partners, supporters and suppliers</i></p> <p>Records relating to existing and potential donors, supporters and suppliers of a Queensland hospital foundation. Also includes research conducted on a potential or existing major donor.</p> <p>Also includes records relating to maintaining and building</p>	<p>Background/business process:</p> <p>This class covers records relating to sponsors and partnerships of a Queensland hospital foundation that provide funds, often through an annual financial contribution investment, and raise awareness. These partnerships are often forged to assist a foundation to reach milestones in their mission statements.</p> <p>Corporate partnerships may include the following activities:</p> <ul style="list-style-type: none"> • endorse a product • sponsor an event • package a naming rights grant • corporate social responsibility plan • develop a cause related marketing campaign • add value to their brand through a cause-related PR and advertising plan

<p>relationships with key stakeholders, such as individuals and businesses, to support and assist in the promotion of the vision and mission of Queensland hospital foundations. Includes the donor database.</p> <p>Disposal action - Retain for 7 years after last action, or expiry/cancellation of agreement.</p>	<ul style="list-style-type: none"> • host a beneficiary fundraiser • work place giving • staff team building exercise through fundraising • communicate specific health messages and health checks to their staff. <p>This class also covers the management of existing and/or potential major donors. Some major donors are cultivated for capital campaigns and some for non campaign specific donations. Includes research about a donor or prospective donors.</p> <p>This class excludes commercial business partnerships where a hospital foundation establishes a commercial venture, such as running a car park or café, leasing an automatic teller machine etc. These records are covered under 1.1.1.</p> <p>Regulatory requirements:</p> <p><i>Australian Charities and Not-for-Profits Commission Act 2012</i></p> <ul style="list-style-type: none"> • s55.5 – a registered entity must keep written records that correctly record its operations. The registered entity must retain the records for 7 years after the transactions, operations or acts covered by the records are completed. <p><i>Limitation of Actions Act 1974</i></p> <ul style="list-style-type: none"> • s.10(1) & s.27 - limitation period for actions against breaches under a trust, or contract, tort and certain other actions (action must be brought within 6 years). <p>Business requirements:</p> <p>These records provide evidence of arrangements, notably financial, with individuals and businesses. They are used to support the actions of a hospital foundation, and for reporting, providing advice, planning and developing new opportunities and arrangements.</p> <p>These records are linked to receipt of monies therefore the records are required for the same period of time the related financial records are retained, which is 7 years within <i>the General Retention and Disposal Schedule for Administrative Records</i> version 7.</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure that operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>State Library of Queensland Retention and Disposal Schedule</i> (QDAN195v2) for</p>
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		<p>records relating to successful sponsorships and partnerships for fundraising activities – reference number 3.1.3 – retain for 7 years after last action.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for records relating to agreements, links and joint activities with community organisations and other agencies to prevent injury – reference number 15.2.1 – retain for 10 years after action completed. Required as State archives.</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Statewide Health Services (PROS 12/05)</i> for records documenting the establishment and management of partnerships between organisations for the delivery of health services – reference number 3.8.1 – destroy 7 years after conclusion of partnership.</p> <p>Australian Capital Territory Records Office <i>Population Health Care Management and Control Records Disposal Schedule (NI2009-209)</i> for the management of joint ventures relating to population health care management and control programs and strategies - reference number 180.062.001 – destroy 7 years after date of last action.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records (QDAN249v7)</i> for records relating to other joint ventures – reference number 6.4.2 – retain for 7 years after last action.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for routine correspondence on joint activities – reference number 15.2.2 – retain for 5 years after action completed.</p>
2.3.1	<p>Fund distribution</p> <p>Records relating to the distribution and use of money from a Queensland hospital foundation trust fund. Distribution and use may include, but are not limited to:</p> <ul style="list-style-type: none"> • grant and funding donations, includes funded research and scholarships • service support • acquisitions. 	<p>Background/business process:</p> <p>Queensland hospital foundations can allocate donated funds through a grant program. Grant programs differ across foundations; some manage programs through funding rounds, others do not have funding rounds and the grant program is continuously open. Applications are received from staff within a hospital and health service. The foundation reviews eligible grant applications and makes decisions on allocation of funding; this may or may not be made by the board.</p> <p>Funding offered by a foundation include:</p> <ul style="list-style-type: none"> • equipment and facility enhancement • education, training and professional development (e.g. support prevention and education programs around health issues) • scholarships • research (e.g. for faster diagnoses, better treatment, cures for diseases) • medical and health technology

<p>Disposal action - Retain for 7 years after last action.</p>	<ul style="list-style-type: none"> • support services for patients and their families, and hospital staff • innovative health services and initiatives. <p>Grant recipients are required to report on progress throughout the duration of the grant, and submit a final report once the grant has concluded.</p> <p>Regulatory requirements:</p> <p><i>Limitation of Actions Act 1974</i></p> <ul style="list-style-type: none"> • s.27 - limitation period for actions against breaches under a trust (action must be brought within 6 years). <p>Business requirements:</p> <p>These records provide evidence of the distribution of funds. The records are required to support the decisions of the foundation when deciding how funds are allocated. The records are used for reporting requirements and are required while a grant is active to monitor the use of the money by the recipient.</p> <p>These records are linked to receipt of monies therefore the records are required for the same period of time the related financial records are retained, which is 7 years within the <i>General Retention and Disposal Schedule for Administrative Records</i> version 7.</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure that operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to grants and subsidies distributed by the public authority – reference number 4.17.3 – retain for 7 years after funding ceases.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority</i> (DA25) for records relating to the administration of research projects, including applications for funding – reference number 18.16.3 – retain for 10 years after research completed.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority</i> (DA25) for records relating to on-going research foundations and funding of specific research e.g. the Cancer Council – reference number 24.3.1 – required as State archives.</p> <p>Public Records Office of Victoria <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i> (PROS 07/01) for records of successful applications for grants includes records of the ongoing monitoring of the allocated grant – reference number 2.10.3 – destroy 7 years after grant activity</p>
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		has ceased.
2.3.2	<p><i>Funding applications - unsuccessful</i></p> <p>Records relating to funding applications received and assessed by a Queensland hospital foundation that are unsuccessful.</p> <p>Disposal action - Retain until reference ceases.</p>	<p>Background/business process:</p> <p>This class covers records relating to unsuccessful applications for funds managed by a hospital foundation. Queensland hospital foundations may allocate donated funds through a grant program. Grant programs differ across foundations; some manage programs through funding rounds, others do not have funding rounds and the grant program is continuously open. Applications are received from staff within a hospital and health service. The foundation reviews eligible grant applications and makes decisions on allocation of funding, this may or may not be made by the board.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records are required to provide evidence for the decision not to approve a funding application.</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure that operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to applications for grant funding or subsidies administered by the public authority which are unsuccessful – reference number 4.17.4 – retain for 2 years after closing date for funding round.</p> <p>Queensland State Archives <i>State Library of Queensland Retention and Disposal Schedule</i> (QDAN195v2) for records relating to unsuccessful applications for corporate sponsorships and partnerships – reference number 3.1.4 – retain for 5 years after last action.</p> <p>Public Records Office of Victoria <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i> (PROS 07/01) for records of unsuccessful applications for grants – reference number 2.10.4 – destroy 2 years after action completed.</p>
2.3.3	<p><i>Funding register</i></p> <p>Information captured in a funding register of funds</p>	<p>Background/business process:</p> <p>A register is retained by the hospital foundations on the disbursement and use of its funds. Apart from the administrative need for the register, it provides a historical account of the actions of a hospital foundation.</p>

	<p>disbursed and used by a Queensland hospital foundation.</p> <p>Disposal action - Retain permanently.</p>	<p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>The register is a summary record of the disbursement and use of funds raised and received by a hospital foundation. The information contained within the register is used for reporting purposes, demonstrates accountability overtime on the use of funding, and provides a historical account on the areas funding was used. The information is also used to respond to enquiries about funding programs.</p> <p>Permanent retention criteria in accordance with Queensland State Archives Appraisal Statement:</p> <p>Characteristic 5 – Substantial Contribution to Corporate Memory</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure the operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of Statewide Health Services</i> (PROS 12/05) for records documenting the reasons for the allocation of grant funding to public hospitals to support activities such as teaching and research; new technologies; the treatment of patients with complex or multiple medical conditions and on improving available of services – reference number 1.2.2 – retain as State Archives.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority (DA25)</i> for records relating to the allocation of health funding resources to units in the health system – reference number 11.1.1 – Required as State archives.</p>
<p>2.3.4</p>	<p>Funding wish list</p> <p>Records relating to a funding priorities list created by a Queensland hospital foundation on the needs of hospital and health services and the community of Queensland.</p> <p>Disposal action -</p>	<p>Background/business process:</p> <p>Wish lists are funding priority lists established by a hospital foundation and include the needs of the community and hospital and health services. It lists goals a foundation wish to achieve to fulfil the objectives of the <i>Hospital Foundations Act 1982</i>.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records justify the objectives of the hospital foundation and list the proposed use of funds managed by the foundation. The records are used for planning future campaigns and events, major donor research, and</p>

	Retain until reference ceases.	<p>approval of disbursement of funds.</p> <p>Community expectation:</p> <p>Provides evidence of the commitment a hospital foundation has towards its support for the community and hospital and health service, and advancing medical research.</p> <p>Comparison with other schedules:</p> <p>Nil</p>
2.4.1	<p>Volunteer programs</p> <p>Records relating to the development and administration of the volunteers' programs by a Queensland hospital foundation. Includes the coordination of volunteers.</p> <p>Excludes personnel records of individual volunteers.</p> <p>Disposal action -</p> <p>Retain for 7 years after last action.</p>	<p>Background/business process:</p> <p>Hospital foundations rely on services provided by volunteers to meet their objectives and revenue targets. Some foundations have over 300 active volunteers who provide valuable service to the patients, visitors and staff of hospital and health services. These services range from running information desks, providing clerical and administration support services and assisting not only in and around hospitals and health services but also in a foundation office. Volunteers also assist with a foundation's commercial and fundraising activities.</p> <p>These records cover the management of the volunteer program and not the personnel records of individual volunteers.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records are used for evaluating and developing volunteer programs to meet the objectives of a hospital foundation. These records are used to assist in allocating and requesting volunteers, and provide evidence of the management of volunteers while working for a hospital foundation.</p> <p>The retention period is consistent with that assigned to records relating to casual and volunteer staff under the GRDSv7 (see below). This class in the GRDS was revised from 10 years (v6) to 7 years (v7).</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to contractors and other staff not directly employed by the public authority includes volunteers – reference number 15.4.3 – retain for 7 years after last action.</p>

		<p>Queensland State Archives <i>Department of Housing and Public Works Retention and Disposal Schedule</i> (QDAN679v1) for records relating to volunteer coordination and volunteer programs – reference numbers 6.5.1 and 6.5.2 – retain for 10 years after last action.</p> <p>Queensland State Archives <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480v4) for records relating to volunteer coordination – reference number 9.12.1 – retain for 10 years after last action.</p> <p>State Records Authority of New South Wales <i>NSW Health Department Disposal Authority</i> (DA25) for routine correspondence relating to program management – reference number 15.3.2 – retain for 10 years after action completed.</p>
2.4.2	<p>Volunteer register</p> <p>Records that summarise the employment of all volunteers of a Queensland hospital foundation.</p> <p>Disposal action -</p> <p>Retain for 60 years after last action.</p>	<p>Background/business process:</p> <p>The register provides a summary of all volunteers appointed by a Queensland hospital foundation. Currently there is a gap in the GRDSv7 for a summary record of volunteers. Currently the only record of a volunteer is retained by the agency for 7 years after last action (GRDSv7 ref 15.4.3). The summary records identifies who, what, when, where in regards to a volunteer and may be used in cases such as child protection.</p> <p>Hospital foundations rely on services provided by volunteers to meet their objectives and revenue targets. Some foundations have over 300 active volunteers who provide valuable service to the patients, visitors and staff of hospital and health services. These services range from running information desks, providing clerical and administration support services and assisting not only in and around hospitals and health services but also in a foundation office. Volunteers also assist with a foundation’s commercial and fundraising activities.</p> <p>Regulatory requirements: Nil</p> <p>Business requirements:</p> <p>These records provide a list of past and current volunteers working on behalf of a Queensland hospital foundation. The records are required to support the actions of a foundation and protect the rights of the patients, visitors, staff, and particularly children located/connected to a hospital and health service. There have been cases, recently in the UK, where 50 years later child abuse cases were raised.</p> <p>Community expectation:</p> <p>Foundations are accountable to the general public and stakeholders to ensure operations and affairs of a foundation are in line with the expectations of the community and supporters.</p> <p>Comparison with other schedules:</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records relating to contractors and other staff not directly employed by the public authority</p>

		<p>includes volunteers – reference number 15.4.3 – retain for 7 years after last action.</p> <p>Queensland State Archives <i>General Retention and Disposal Schedule for Administrative Records</i> (QDAN249v7) for records that summarise the employment of all employees of a public authority – reference number 15.4.1 – retain permanently.</p>
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