

Healthcare Support and Promotion (Hospital Foundation) Retention and Disposal Schedule

Responsible public authority: All Queensland Hospital Foundations

Queensland Disposal Authority Number (QDAN)	714	Version	1
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Scope of retention and disposal schedule

This schedule applies to records created by Queensland Hospital Foundations. The hospital foundations are responsible for promoting health and medical research in Queensland by funding, supporting and encouraging education, research and services for hospitals and local health services.

This schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records* (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Queensland Hospital Foundations are the responsible agencies for the Healthcare Support and Promotion (Hospital Foundation) 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 Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Queensland Hospital Foundations should take measures to withdraw revoked disposal authorities from circulation.

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) in addition to their required retention period according to an approved retention

and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 714 v1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the hospital foundation' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

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1. HOSPITAL FOUNDATIONS COMMERCIAL OPERATIONS

The function of managing and administering the commercial operations of a Queensland hospital foundation.

Reference	Description of records	Status	Disposal action
1.1	<p>COMMERCIAL BUSINESS OPERATIONS AND PARTNERSHIPS</p> <p><i>The activity of establishing and managing commercial operations either by a hospital foundation or in partnership with commercial stakeholders.</i></p> <p><i>See section 2.2 for records relating to corporate partnerships and funding opportunities.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • licence agreements • contracts and leases • correspondence • meeting documents • operation reports. <p><i>See reference number 1.2.1 for records relating to food and safety requirements.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to financial and management arrangements of the operation.</i></p>	Temporary	Retain for 7 years after the expiry/cancellation of agreement or operation.
1.2	<p>FOOD SERVICES</p> <p><i>The activity of providing food for sale through commercialised businesses controlled by a Queensland hospital foundation. Includes acquiring and maintaining operating licenses under the Food Act 2006 and Food Regulation 2006, and complying with national food safety standards.</i></p>		
1.2.1	<p>Food business operator</p>	Temporary	Retain for 3 years after last

Reference	Description of records	Status	Disposal action
	<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>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• licence applications• accredited food safety programs• compliance audit reports• temperature logs. <p>See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to financial management activities, such as receipting and records relating to the provision of food services and supplies, such as menus and stocktakes.</p> <p>See reference number <u>1.1.1</u> for records relating to the lease to occupy a building to operate a café.</p>		action.

2. HEALTHCARE SUPPORT AND PROMOTION

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.

Reference	Description of records	Status	Disposal action
2.1	<p>FUNDRAISING AND HEALTH PROMOTION</p> <p><i>The activity of developing, delivering and facilitating community and corporate events and campaigns to raise funds and build awareness of health services and medical research in Queensland.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none"> • <i>donations received during an event/campaign</i> • <i>promotional material, film or videos taken during an event/campaign</i> • <i>administration of an event/campaign, such as catering, invitations and venue bookings</i> • <i>trademarks and patents</i> • <i>financial management of event/campaign including financial audits.</i> <p><i>See reference number 2.2.2 for records relating to community partner programs.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • fundraising authorities • fundraising forms • letters of agreement, includes trader agreements and contracts • event plans • briefing notes 	Temporary	Retain for 7 years after end of event/campaign.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • safety plans • reports • post event analysis • project development records: business case, research, cost and income projections • correspondence • winning tickets • ticket register • prize claim result notice • disposal of unclaimed prizes documentation. <p><i>See reference number 2.1.2 for records relating to unsuccessful events/campaigns and reference number 2.1.3 for ticket stubs.</i></p>		
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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • fundraising authorities • fundraising forms • event plans • briefing notes • business cases • researching options and cost and income projections • correspondence. <p><i>See reference number 2.1.1 for records relating to successful events and campaigns.</i></p>	Temporary	Retain until reference ceases.
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><i>See reference number 2.1.1 for the winning tickets and records relating to the winner.</i></p>	Temporary	Retain until reference ceases.

Reference	Description of records	Status	Disposal action
2.2	<p>FOUNDATION OPPORTUNITIES</p> <p><i>The activity of investigating, developing and monitoring opportunities to sustain, grow and further promote a Queensland hospital foundation's activities, by increasing awareness of the foundation and its auxiliaries, build relationships with new audiences, and drive significant new income.</i></p> <p><i>Also includes engaging and developing partnerships with local bodies to support a hospital foundation's endeavours. Includes pro bono services and maintaining long-term relationships with local businesses.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to opportunity strategies and marketing and communication.</i></p> <p><i>See reference number 1.1.1 for records relating to commercial partnerships.</i></p>		
2.2.1	<p>Funding opportunities</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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research funding opportunities register • correspondence • reports. 	Temporary	Retain for 7 years after last action.
2.2.2	<p>Donors, corporate partners, supporters and suppliers</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 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.</p> <p>Includes the donor database.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • pledge agreements • proposal documents • contracts • sponsorship agreements 	Temporary	Retain for 7 years after last action, or expiry/cancellation of agreement.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • corporate sponsor reports • meeting documents • correspondence. <p>See reference number 1.1.1 for records relating to commercial business partnerships and reference number 2.1.1 for campaigns and events.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records of gifts, donations and bequests made to a Queensland hospital foundation.</p>		
2.3	<p>FUND DISTRIBUTION</p> <p><i>The activity of managing the receipt and distribution of money received through funds raised through donations, support of the community, and other contributions such as: major gifts, direct marketing, partnerships, and bequests.</i></p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to donations, bequests, and registers of gifts received by a Queensland hospital foundation.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to the establishment and routine management of trust funds.</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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approved applications • funding agreements • funding variation documentation • progress reports, including funding acquittals • correspondence • meeting minutes • acquisition receipts 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> successful funding proposals. <p><i>See reference number 2.3.2 for records relating to unsuccessful grant/funding applications and reference number 2.3.3 for information captured in the funding register.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for board papers documenting decisions regarding a funding application.</i></p>		
2.3.2	<p>Funding applications - unsuccessful</p> <p>Records relating to funding applications received and assessed by a Queensland hospital foundation that are unsuccessful.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications correspondence, such as notifications of unsuccessful applications unsuccessful funding proposals. <p><i>See reference number 2.3.1 for records relating to successful applications.</i></p>	Temporary	Retain until reference ceases.
2.3.3	<p>Funding register</p> <p>Information captured in a funding register of funds disbursed and used by a Queensland hospital foundation.</p> <p>Information captured may include, but is not limited to:</p> <ul style="list-style-type: none"> applicant name grant purpose grant number grant/funding title donor details project details. 	Permanent	Retain permanently.
2.3.4	<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>	Temporary	Retain until reference ceases.
2.4	VOLUNTEER SERVICES		

Reference	Description of records	Status	Disposal action
	<p><i>The activity of managing persons who provide their services within the foundation on a voluntary basis.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the appointment/recruitment and personal records of a volunteer, such as blue card applications, criminal history declarations, position descriptions, security identification passes, and hospital id issue forms.</i></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>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • program documentation, e.g. final version of the program, amendments and revisions • consultation and meeting minutes • request for volunteers applications • event volunteer forms • hospital permission applications. <p><i>See reference number 2.4.2 for the volunteer register.</i></p>	Temporary	Retain for 7 years after last action.
2.4.2	<p>Volunteer register</p> <p>Records that summarise the employment of all volunteers of a Queensland hospital foundation.</p> <p><i>See reference number 2.4.1 for records relating to the management of volunteer programs.</i></p>	Temporary	Retain for 60 years after last action.