

**Office of the
State Archivist**



**DISPOSAL SCHEDULE FOR LEGACY
CLIENT HEALTH RECORDS**

Disposal Authorisation DA2583

**Version 1.0
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Expires 2032**

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Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), I authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified.

Ross Latham
State Archivist

Version	Date	Comments
1.0	28/08/2024	Initial release

Document Development History

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1.0	28/08/2024	Initial release

Introduction

Disposal Schedules are the State Archivist's ongoing permission to dispose of records.

They identify:

- which records have a permanent retention and will be transferred to the Tasmanian Archives
- the minimum time that temporary records need to be kept before they can be destroyed.

Authority

Tasmanian government organisations covered by the *Archives Act 1983* (Tas) can only dispose of records with the written permission of the State Archivist.

“Disposal of records” means destroying them, removing them from the creating organisation, or transferring them to the Tasmanian Archives.

Records Covered

This disposal authority is an addendum to the *Disposal Schedule for Client Health Records v6* (DA2426).

It is limited to legacy, hard copy records which:

- are held in secondary storage facilities;
- have no further entries to the record after 31/12/2017;
- have not been retrieved and digitised, for the client's ongoing treatment.

Note: records of patients with long term chronic conditions, which are retrieved from storage are to be digitised and retained and managed under *Disposal Schedule for Client Health Records v6* (DA2426) / 11.02 (Chronic and Long Term Health Conditions).

Note: this schedule will be withdrawn after 31/12/2032 and cannot be used after this date.

Responsibility for review

You are responsible for monitoring legislative or regulatory changes which may affect disposal of records covered by this schedule. If this happens, please tell the Office of the State Archivist because we may need to review the disposal schedule.

Unscheduled Records

Unscheduled records are records not covered in this or any other disposal schedule and include all pre-1960 records.

Please contact us to discuss procedures to manage these records.

You Cannot Destroy Records, Even if the Retention Period has Passed, if:

- they are the subject of a **records retention notice** (“disposal freeze”) issued by the State Archivist or your organisation; or
- they may be required for an **investigation, inquiry or Royal Commission** which is in **progress** or expected; or
- they may be needed as **evidence** in a current or expected legal matter; or
- they are needed for applications in progress under the ***Personal Information Protection Act 2004 (Tas)*** or ***Right to Information Act 2009 (Tas)***; or
- there is a **native title claim** in progress.

If any of these apply, identify all relevant records and keep them until the matter and any following reviews, appeals or actions are complete. This may be longer than retention periods in this schedule.

Records Of First Nations People

Keep records of First Nations' people if they document cultural connection to place and/or the impact of government policies on individuals, families and communities.

More Information

- **Outsourcing:**
You are responsible for recordkeeping, even if your organisation outsources a function.
- **Retention periods are minimums:**
The retention periods in this schedule are minimum periods.
 - You can keep records longer where there is a business need for them.
 - Take a risk-based approach when deciding how long to keep records.
- **Destruction of records:**
Destroy temporary records securely and appropriately to the format or medium. Record their destruction in your *Register of Records Destroyed*.
- **Transfer of records:**
Transfer permanent records to the Tasmanian Archives, in line with procedures.
- **Legal deposit:**
Follow [National edeposit](#) (NED) guidelines for lodging print, digital and audio-visual publications, including government publications, under legal deposit legislation.
- **Legislation:**
This disposal schedule is issued under the *Archives Act 1983* (Tas).

Also, consider the legislation relevant to your own organisation to make sure you've met all recordkeeping requirements.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	<p>Legacy, Hard Copy, Patient and Client Information</p> <p>Medical and health service information about the treatment and care provided to patients of a hospital or health service, which meet the criteria listed in the introduction to this schedule (p6).</p> <p>See <i>Client Health Records</i> DA2426 v6 11.00 (Patient and Client Information) for the list of services referred to.</p>	
01.01	<p>Legacy, hard copy records, of the treatment and care of patients, which meet the following criteria:</p> <ul style="list-style-type: none"> • are held in secondary storage facilities, • have no further entries to the record after 31/12/2017, • have not been retrieved and digitised, to record the client's ongoing treatment. 	<p>TEMPORARY</p> <p>Destroy 15 years after date of last treatment or monitoring</p>