Office of the
State Archivist

DISPOSAL SCHEDULE FOR PUBLIC HEALTH SERVICES RECORDS

Disposal Authorisation 2523

Version 1.3
November 2026

Tasmanian Government

CONTACT US

Office of the State Archivist

https://osa.tas.gov.au/

enquiries@osa.tas.gov.au

03 6165 5581



License URL: https://creativecommons.org/licenses/by/4.0/
Please give attribution to: © State of Tasmania, 2026.

Table of Contents

Authorisation **3**

Introduction **6**

Disposal Schedule **9**

01.00 Public Health Programs and Major Projects **9**

02.00 Public Health Monitoring and Reporting **12**

03.00 Public Health Regulation and Compliance Management **14**

04.00 Public Health Client and Case Management **17**

05.00 Public Health Hazard and Alerts Management **19**

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.

Ross Latham

State Archivist

Version	Date	Comments
1.3	18/11/2026	Changes the *Unscheduled Records* and *Pre-1960 Records* sections in the Introduction.

Document Development History

Version	Date	Comments
1.0	20/03/2020	Initial release
1.1	28/11/2024	DA2523 supersedes DS15 Pharmaceutical Services
1.2	27/08/2025	A table mapping DS 15 (Pharmaceutical Services) to this schedule has been included in the introduction. The table in v1.1 was incorrect and had insufficient information, it has been updated for v1.2. See DOC/25/139242/3 V2
1.3	18/11/2026	Changes the *Unscheduled Records* and *Pre-1960 Records* sections in the Introduction.

Mapping DS15 to DA2523

DS 15 Pharmaceutical Services	DA2523 Public Health Services
1.1.0 Drug Dependency	
1.1.1 Notification of patients suffering from drug dependency and associated correspondence	04.02 (Retention is 100 years from date of birth)
1.1.2 Applications to prescribe drugs of dependence and associated correspondence	03.02 (Retention is 65 years after action completed)
1.1.3 Applications to prescribe amphetamines and associated correspondence	03.02 (Retention is 65 years after action completed)
1.1.4 Files created for individuals who are of concern because of their drug use	04.02 (Retention is 100 years from date of birth)
1.1.5 Advice provided for inquests into deaths which are drug-related.	03.02 (Retention is 65 years after action completed)
1.2.0 Regulation of drugs	
1.2.1 Files created for the licensing of manufacturing and wholesale chemists	03.02 (Retention is 65 years after action completed)
1.2.2 Files created for the licensing of individuals to sell certain substances	03.02 (Retention is 65 years after action completed)
1.2.3 Files on drug recalls from the Commonwealth Government	05.02 (Retention is 10 years after administrative use ceases)
1.2.4 Monthly reports of movements of narcotic substances	04.02 (Retention is 100 years after date of birth)
1.2.5 Database information of movements of narcotic substances.	04.02 (Retention is 100 years after date of birth)

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 schedule refers to the records of the Public Health Services (Department of Health).

Public Health Services – Background

The Director of Public Health has primary responsibility for a multitude of public health areas including:

- notifiable diseases and contaminants
- immunisation
- food safety
- regulation of tobacco and other smoking products
- regulation of premises (for the purposes of maintaining public health), including the closure of unhealthy premises
- quality of drinking and recreational waters
- compilation and maintenance of public health registers, such as the cervical screening register
- licensing and compliance management of public health risk activities, such as tattooing, body piercing and acupuncture
- licensing and compliance management of regulated systems for the control of legionella.

In order to support the Director in the execution of their duties, Public Health Services has responsibility for delivering programs and services that:

- protect Tasmanians from public and environmental health hazards
- prevent and reduce chronic diseases and injuries
- prepare for and respond to public health emergencies like flu pandemics
- promote good health
- reduce inequalities in health

Note: The functional records of radiation protection and the public health laboratory are covered separately under DA 2463.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

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 that are not covered by this or any other authorised Disposal Schedule. Organisations must not destroy unscheduled records without authorisation from the State Archivist. Please contact us for advice on managing records that are not covered by an authorised Disposal Schedule.

Pre-1960 Records

Records created before 1 January 1960 may be sentenced using this Disposal Schedule where an applicable disposal class exists.

However, before any pre-1960 records are destroyed, contact us to arrange a review to identify records that may be suitable for transfer to the Tasmanian Archives collection.

Organisations do not require a separate Destruction Authority for the disposal of pre-1960 records that are covered by an authorised Disposal Schedule.

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.

Other Disposal Schedules

You can use other common Disposal Schedules with this schedule. Please see the list of current Disposal Schedules on our website.

Disposal Schedule

Reference	Description	Status And Disposal Action
01.00	**Public Health Programs and Major Projects** The function of developing the type, scope and content of programs to deliver public health services, or the conduct of major projects which transform the delivery of services. Includes: • program research and design, including the design of services for delivery to the program audience, the criteria to assess if an applicant is eligible for the program, and decisions regarding the mode of delivery of the services e.g. in-house vs outsourced • planning and implementation • policy and procedure development • communication and marketing to the program audience • evaluation and review of programs to ensure efficiency and efficacy • provision of advice • the development of performance criteria, and reporting against those criteria • decommissioning of programs no longer required to deliver services. Includes the establishment of steering committees or working parties to oversee the commissioning/decommissioning of a program or conduct of a major project. Also includes reporting to federal agencies on program performance and service statistics to contribute to nation-wide assessments and reports on the health and welfare of Australians. Programs include those which: • protect Tasmanians from public and environmental health hazards, e.g. those which prevent the spread of communicable diseases or that regulate the quality of drinking water • prevent and reduce chronic diseases and injuries e.g. those which educate the public on preventing or managing Vitamin D deficiency, or preventing falls by the elderly • prepare for and respond to public health emergencies e.g. programs that respond to flu pandemics, or roll out preventative immunisation programs across the community in response to a communicable infection such as meningococcal disease • promote good health e.g. those which educate secondary students on healthy living to avoid developing chronic diseases such as diabetes or cardio-vascular disease • reduce inequalities in health e.g. programs to improve health literacy across the community. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.14.00 Planning (Strategic Management) - for records of overarching strategic or master plans for the design of programs, and project or action plans for the delivery or decommissioning of programs. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.15.00 Policy (Strategic Management) and 16.16.00 Procedures (Strategic Management)	

Reference	Description	Status And Disposal Action
	- for records of policy and procedures developed to support public health programs and major projects. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.18.00 Research (Strategic Management) - for records of research undertaken to develop public health programs and major projects. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.19.00 Review (Strategic Management) - for records of major external reviews of public health programs and major projects. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 07.02.00 Advice (Government Relations) - for records of advice to the Minister, and other agencies including local councils. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 01.10.00 Enquiries (Customer Relations) - for records of enquiries from the public regarding public health programs and major projects. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.22.00 Tendering (Strategic Management) - for records of tender processes for the outsourcing of public health program services, or delivery of major project activities. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 07.03.00 Agreements (Government Relations) - for records of agreements with the Commonwealth to administer federal programs or projects in Tasmania.	
01.01	**Permanent Records of Public Health Programs and Major Projects** Records of continuing value documenting the development, management and review of public health programs, including major projects which significantly alter the method by which programs are designed, delivered and managed e.g. the transfer of the responsibility for developing food regulation standards from Tasmania to a federal authority in order to harmonise food standards across Australia (Tasmania still retains responsibility for regulating the local food industry against the standards). Includes: • final approved program/project design documentation and implementation plans, including establishing priority focus criteria for the program audience (i.e. who is it that needs/is being targeted by the program?), or that manage the transition of program services during a major project • summaries of public and stakeholder consultation conducted during the design and/or review of programs or projects • submissions from the public or stakeholders which significantly alter the scope, content and/or purpose of a program or project, including those which set precedent for the design of subsequent programs/projects	PERMANENT Retain as State Archives

Reference	Description	Status And Disposal Action
	• final reports and recommendations arising from the review and evaluation of programs or projects • records of steering committees and/or strategic working parties established to oversee the development and approval of programs or major projects • decisions to decommission a program/major project, including project plans, communication strategies and other documentation of the finalisation, removal and/or transfer of program services to other organisations. Includes notification to and liaison with any services partners who may have had responsibility for the delivery of program or project services.	
01.02	**Short-term Records of Programs and Major Projects** Records of short-term value documenting public health programs or major projects and their delivery. Includes: • project plans and other facilitative program/project implementation management documentation including the records of project management meetings and working groups for either the commissioning or decommissioning of programs or projects • review documentation including planning, development of surveys and other evaluation methods, the collection of service statistics and other data, analysis and collation of results • submissions received from the public or stakeholders which do not significantly alter the scope, content and/or purpose of a program or project • reports and other performance data prepared and submitted regarding the local administration of federal programs or projects, e.g. national programs to reduce the exposure of children to advertising for unhealthy foods • reports and other performance data received from funded service providers contracted to deliver program services e.g. injecting equipment (needle and syringe) provision program service providers • summary management of grant programs (records which summarise applications received and decisions made) • successful applications for grants made under a program.	TEMPORARY Destroy 10 years after action completed
01.03	**Other Records of Public Health Programs and Major Projects** Administrative records documenting the delivery of public health services programs and major projects. Includes but is not limited to: • drafts and other operational or facilitative documents supporting the design of a program or major project,	TEMPORARY Destroy 2 years after action completed

Reference	Description	Status And Disposal Action
	planning of its implementation or decommissioning, or the design of its review/evaluation • records of the identification of project resources required for delivery • mailout lists and delivery tracking of communications with staff and other stakeholders requesting participation or updating on progress etc. • unsuccessful applications for grants made under a program, and any complaints or enquiries regarding these.	
02.00	**Public Health Monitoring and Reporting** The function of monitoring and reporting on public health indicators and issues. Includes monitoring and reporting on: • the health status of the Tasmanian population • chronic disease (incidence and impact) • levels of physical activity • risk factors/determinants of health e.g. lifestyle choices, housing status, income level, employment status etc. • tobacco and alcohol usage (both generally across the population and specifically by pregnant women). Includes data collection and reports on the number of notifications received (during a year or some other nominated time period) for: • sexually transmittable infections • vaccine preventable diseases • communicable diseases • healthcare associated infections. Includes reports produced regularly to track trends in public health or efficacy of initiatives, such as the take up of cancer screening services by at risk segments of the community, as well as those specifically commissioned to investigate an aspect of public health that is of interest/concern e.g. the review of opioid prescribing in Tasmania. Also includes managing research, surveys and other data collection initiatives that provide input into monitoring and reporting projects. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 14.00 Publication - for records of the compilation of annual reports on agency functions and activity **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 16.00 Strategic Management - for records of administrative reporting on agency activity **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 01.00 Community Relations - for records of joint ventures **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 07.00 Government Relations - for records of briefings to the Minister and advice other agencies on significant public health issues	

Reference	Description	Status And Disposal Action
02.01	**Permanent Records of Public Health Monitoring and Reporting** Records of continuing value that document: • programmed reports on public health monitoring e.g. epidemiology reports, population health survey reports etc • ad hoc reports produced to document an urgent or emerging public health issue or threat, including those produced at the request of the Minister e.g. regarding the recent outbreak of invasive meningococcal disease and the rollout of preventative vaccination projects • research frameworks including hypotheses and methodologies for the collation and analysis of data collected to measure the health and well-being of Tasmanians, or an aspect thereof • final datasets produced during the measurement of an aspect of public health/epidemiology. Note: final datasets transferred to the State Archive must not contain information that allows for the identification of an individual participant e.g. names, birth dates or street addresses. More general information such as age and suburb/region may be included where relevant to the analysis. Final datasets that do contain identifying information that cannot be removed without compromising the integrity of the data must brought to the attention of the State Archivist to be considered for an appropriate period of closure following transfer (i.e. made unavailable for public reference).	PERMANENT Retain as State Archives
02.02	**Short-term Records of Public Health Monitoring and Reporting** Operational records of public health monitoring and reporting that document: • applications for ethics and other approvals, successful and unsuccessful • the development and design of surveys, questionnaires and sampling approaches • calls for volunteers/participation e.g. letters to parents of school children requesting volunteers in the iodine sufficiency study • participant registration, consent and release of data/sampling results for use • raw data/statistics collected as part of measuring an aspect of public health status/epidemiology • completed surveys/questionnaires from participants • sampling and test results • agreements with other agencies/jurisdictions to receive/share data, including any conditions placed upon its use e.g. arrangements to receive air monitoring data for public release via the website.	TEMPORARY Destroy 10 years after administrative use ceases

Reference	Description	Status And Disposal Action
	Note: if an agreement with another agency or jurisdiction stipulates a different retention period as a condition of receiving the data for use, then that agreed retention period supersedes the provisions of this class.	
02.03	**Other Records of Public Health Monitoring and Reporting** Facilitative or administrative records of public health monitoring and reporting, including: • summary performance or other data prepared for delivery to the public e.g. information made available on the website or other communication channels about current public health issues or concerns, such as weekly updates on influenza infection rates • drafts and other operational or facilitative documenting supporting the collection of data/statistics and the development of public health monitoring reports e.g interview/sampling/visit bookings, interview notes transcribed or summarised elsewhere etc. • mailout lists and delivery tracking of communications with public health monitoring and reporting stakeholders, including to those that contribute data or service/activity information.	TEMPORARY Destroy 2 years after action completed
03.00	**Public Health Regulation and Compliance Management** The function of regulating activities, entities, services and products that may have a direct impact on public health, including the management of compliance with the provisions of legislation, regulations and/or approvals/licences. Regulated activities, service or products include: • food manufacturing, preparation and service (food safety) • the sale of tobacco products • the dispensing of scheduled substances (pharmaceuticals) • the quality of drinking water and recreational water • use of contaminated land (whether contaminated with known or emerging environmental contaminants) • the safe storage and use of radiation sources (equipment and radioactive material) (see cross-reference below) • the administration of vaccinations • providing injecting equipment and disposal services • exhumations • burials on private land. Regulation may be levelled at the activity, service or product, or at the entity undertaking/providing the activity, service or product. Regulation and compliance management includes: • setting standards, issuing guidelines, and otherwise communicating the regulatory and compliance expectations around the maintenance of good hygiene and/or safety in order to reduce the risk/s to public health. Includes seminars and educational sessions offered to health care workers, other agencies, or public health groups and associations	

Reference	Description	Status And Disposal Action
	• issuing public health licences, permits, certificates or authorisations/approvals for regulated activities, services or products • receiving and investigating complaints or concerns, including those relating to unhealthy premises or water quality • visiting and inspecting regulated premises, whether licensed, registered or otherwise identified as a place of public health regulated activity, service or product manufacture/storage • auditing, testing or assessing the performance of a person or organisation delivering a public health regulated activity, service or product, and issuing recommendations or requirements for improvement • suspending or removing a person or organisation's right to continue delivering a public health regulated activity, service or product where continuation poses an unacceptable risk to the health of the public • issuing penalties for non-compliance • receiving appeals and reviewing regulatory or compliance management decisions • prosecuting those who have deliberately and/or recklessly flouted their responsibilities towards the health of the public (as a whole or towards certain individuals), including those who knowingly and deliberately infect others with a notifiable disease, or who maliciously tamper with food products for sale or issue to the public. **See** *DA 2463 Public Health Services* - Radiation Protection Services - for records of the regulation of licensed operators and registered premises. **See** *DA 2200 Local Government* - 24.00.00 Public Health - for records of public health services regulation and compliance management actions undertaken by local government authorities under the Act.	
03.01	**Permanent Records of Public Health Regulation and Compliance Management** Records of continuing value documenting regulation and compliance management. Includes: • approved standards, qualifying criteria and/or assessment/audit requirements by which the regulatory and/or compliance performance or suitability (i.e. fit and proper capacity) of a person or organisation are measured • approved guidelines, frameworks or other explanatory/interpretative documents that are published as resources for regulated persons or organisations, or the public • summary records of approvals for burials on private land (i.e. any land that is not gazetted as a cemetery) • summary records of permissions for exhumations • summary records of reports of regulatory or compliance breaches, investigations and decisions regarding action to be taken • case records of regulatory or compliance management processes that have been initiated by a fatality	PERMANENT Retain as State Archives

Reference	Description	Status And Disposal Action
	• reports which summarise annual public health regulatory activity carried out by local councils across Tasmania • minutes and meeting papers of expert panels or committees that make decisions regarding the prescription of scheduled substances, or other authorisations and decisions under the Act e.g. the Cannabis Controlled Access Scheme expert panel, or the Psychostimulant Advisory Committee.	
03.02	**Long-term Records of Public Health Regulation and Compliance Management** Records of long-term value that document the management of public health regulation and compliance management. Includes: • summary records of the authorisation of doctors to prescribe scheduled substances • detailed records of breaches of the authorisation to prescribe scheduled substances • summary records of the licensing of businesses (e.g. compounding chemists or pharmaceutical manufacturers) to purchase, use and store industrial poisons • detailed records of regulatory and compliance management activity initiated by a fatality where the death is subject to Coronial investigation • complaints and other notifications of concern received from the public, investigations, audits and reviews which result in the withdrawal of approval to perform a regulated activity or service or produce a regulated product, and/or criminal charges. Includes prosecuting those who knowingly and deliberately infect others with a notifiable disease, or who maliciously tamper with food products for sale/public consumption • detailed records of sampling, testing or other monitoring activities that find evidence of negligence or reckless disregard of the regulations, and that may lead to the withdrawal of approval to perform a regulated activity or service, or produce a regulated product, and/or criminal charges.	TEMPORARY Destroy 65 years after action completed
03.03	**Medium-term Records of Public Health Regulation and Compliance Management** Records of medium-term value that document the management of public health regulation and compliance management, including: • records of inspections of premises licenced to hold scheduled substances that have identified a breach of the licence conditions and a warning and/or infringement has been issued	TEMPORARY Destroy 25 years after action completed

Reference	Description	Status And Disposal Action
	• complaints and other notifications of concern received from the public, investigations, audits and reviews which result in the issue of a penalty or infringement notice • applications to hold or renew licences, permits or authorisations/approvals which are approved, including any conditions placed upon the applicant.	
03.04	**Short-term Records of Public Health Regulation and Compliance Management** Operational records of public health regulation and compliance management, including: • drafts and working papers for the development of standards, guidelines and associated templates • complaints and other notifications of concern received from the public, investigations, audits and reviews which do not result in the issue of a penalty, and/or the withdrawal of approval to perform a regulated activity or service, or produce a regulated product, and/or criminal charges • visits or inspections which do not discover non-compliant activity • detailed records of sampling, testing or other monitoring activities that do not find evidence of non-compliance/do not require further regulatory response • applications for licences, permits or authorisations/approvals which are refused, or are withdrawn by the applicant prior to a decision • detailed records of applications for burials on private land and outcomes • detailed records of applications for permission for exhumation and outcomes • annual monitoring reports received from local councils concerning public health regulation activity including numbers of approvals/licences issued, premises registered, inspections/tests carried out, and notices issued which are then compiled into a single annual report for distribution back to all local councils.	TEMPORARY Destroy 10 years after action completed
04.00	**Public Health Client and Case Management** The function of managing public health clients or cases. Includes: • clients of a public health information and support service e.g. a needle and syringe program • notification of suspected cases of a notifiable disease and their management • patient information collected as part of the regulation of scheduled substances (includes monitoring both the prescription and dispensing of scheduled substances to a person) • notifications of a patient's suspected dependency on a scheduled substance/prescription drug and their management	

Reference	Description	Status And Disposal Action
	• public health case management for child protection clients e.g. catch up schedules for missed vaccinations Note: The management of child protection services to clients remains the responsibility of the Child Safety agency and is covered by DA2426. The records covered in this class are specific to public health advice provided to the Child Safety agency for the purposes of ensuring the continuing health and wellbeing of the client. Any action regarding the advice eg appointments for vaccinations, is undertaken by the Child Safety agency and recorded in its records. Note: It is intended that classes in this section be available for use by funded service providers who provide public health client and/or case management services, as well as by the agency. **See** *DS 20 Patient and Medical Records* - for patient records held by hospitals and other acute care services concerning the medical treatment and care of a patient.	
04.01	**Permanent Records of Public Health Client and Case Management** Records of continuing value that document the management of public health clients and cases, including: • de-identified dataset of patients prescribed scheduled substances.	PERMANENT Retain as State Archives
04.02	**Long-term Records of Public Health Client and Case Management** Records of long-term value that document the management of public health clients and cases, including: • summary record of cases of notifiable disease • detailed public health case management records of patients that have died as a result of a notifiable disease • records of child patients prescribed a scheduled substance where the Chief Pharmacist has issued an instruction for long-term retention e.g. the prescription of amphetamines for children • records of patients identified as having a scheduled substance dependency.	TEMPORARY Destroy 100 years after date of birth
04.03	**Short-term Records of Public Health Client and Case Management** Operational records of public health client and case management, including: • detailed public health case management records of patients that have not died as a result of a notifiable disease • case management records for child protection clients • patient dispensing histories.	TEMPORARY Destroy 10 years after administrative use ceases or the client has reached 28 years of age, whichever is longer
04.04	**Other Records of Public Health Client and Case Management**	TEMPORARY

Reference	Description	Status And Disposal Action
	Facilitative records created or received, including: • copies of notifications of notifiable diseases received by the agency for case registration purposes • notes of client interactions etc. that do not record details of individuals e.g. notes taken during a telephone counselling session or a call to a help/information line where the client did not provide identifying information, and which are captured or summarised into program management systems • copies of information received for capture into case or program management records, where the captured information supersedes the need to keep the copy received (i.e. the copy received is no longer referred to once it has been verified as correctly captured).	Destroy 1 year after action completed
05.00	**Public Health Hazard and Alerts Management** The function of managing responses to public health hazards and issuing public alerts to assist in protecting the public from danger. Public health hazards include: • Outbreaks of disease or infection e.g. pandemic influenza • Food and drinking water contamination incidents, including cases of food tampering • Spills/environmental contamination by materials hazardous to public health e.g. presence of per- and poly-fluoroalkyl substances (PFAS) in the environment, or the spread of bushfire smoke • Recreational water contamination • Periods of extreme weather/temperature e.g. heatwaves • Conditions arising following an emergency e.g. the prevalence of animal carcasses left following a flood. This function includes: • public alerts and information broadcasts issued to assist the public in either avoiding the hazard, or responding appropriately if affected by the hazard • messages issued to specific sectors of the community such as medical practitioners or healthcare workers • training and field exercises conducted to test and improve planned responses • public health advice, including toxicological advice, provided within the Department or upon request to other agencies managing issues that have a public health element e.g. environmental health issues that involve contamination of soil, air or water in residential areas. **See** *DA 2351 Department of Police and Emergency Management* - 03.00 Emergency Management - for records of emergency management planning and preparation in order to contribute to emergency management responses coordinated by other agencies. **See** *DA 2157 Disposal Schedule for Common Administrative Functions* - 07.00 Government Relations - for records of public health advice provided to the Minister or other agencies.	

Reference	Description	Status And Disposal Action
05.01	**Permanent Records of Public Health Hazard and Alerts Management** Records of continuing value documenting the public health hazard and alerts management function. Includes: • declaring a public health hazard or emergency • enacting legislated emergency powers to respond to a public health hazard or emergency e.g. to direct the quarantine, isolation or evacuation of persons from an area, or the seizure and/or destruction of substances • summary incident response implementation and management, including liaison with other agencies also tasked with responding to the hazard • the issuing of public alerts and information broadcasts • issuing food recall notices (where initiated by the agency rather than the supplier/manufacturer) • providing public health advice, including toxicological advice, within the Department or to other agencies managing issues that have a public health hazard element e.g. environmental health issues that involve contamination of soil, air or water in residential areas • final reports which evaluate the response to a public health hazard or emergency and make recommendations for future responses, including those which result from training or field exercises to test planned responses • submissions prepared and made to inquiries or other bodies conducting a post-hazard investigation.	PERMANENT Retain as State Archives
05.02	**Short-term Records of Public Health Hazard and Alerts Management** Operational records of the management of public health hazards and alerts. Includes: • detailed incident response implementation and management records • facilitative and administrative records that support the issue of public health hazard warnings and alerts e.g. drafts and arrangements to publish warnings and alerts on the website and in the media • draft evaluation reports and working papers • facilitative and administrative records of the arrangement and conduct of training and field exercises • the collection and collation of input from officers responsible for responding to the incident e.g. records of debriefings and other interviews, including those which arise from training and field exercises.	TEMPORARY Destroy 10 years after administrative use ceases