



Public Record Office Standard

PROS 04/06

Authority

Retention & Disposal Authority for Records of Nurses Board of Victoria

Version 1

2004/06

Issue Date: 17/11/04

Expiry Date: 17/11/14



*Department for
Victorian Communities*

Table of Contents

1	Introduction.....	3
1.1	Purpose of this Authority	3
1.2	Context of this Authority	3
1.2.1	Public Record Office Victoria Standards	3
1.2.2	Transfer of records to Public Record Office Victoria	3
1.2.3	Destruction of records identified in the Authority.....	3
1.2.4	Normal Administrative Practice	3
1.3	Use of Other Authorities	4
1.4	Explanation of Authority Headings.....	4
2	Retention & Disposal Authority.....	5
3	Concurrence of Public Office	3
4	Establishment of Standard	10
5	Acknowledgments.....	10
6	Further Information	10

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.3 Destruction of records identified in the Authority

In accordance with Public Record Office Standard PROS 97/003 *Destruction of Public Records* public offices must notify PROV of the destruction of records made under a valid Authority. To notify PROV, complete and forward the form *PRO 29 Notification of Destruction of Public Records*, available at: www.prov.vic.gov.au.

1.2.4 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Common Administrative Records), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

The agency may transfer records **not identified as permanent in this or any other Authority** to an Approved Public Record Office Victoria Storage Supplier pending final records action.

For further information on APROSS facilities please contact:

Manager, Distributed Records Network

Public Record Office Victoria

☎ (03) 9348 5600.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0	Registration of Nurses The process of managing registration from initial commencement to the expiration of all entitlements/obligations. Includes the management of current and former registered nurses from Australia and overseas.		
1.1	Summary Record of Registration Create and maintain a summary record of key events relating to a registered nurse Key events include: <ul style="list-style-type: none"> ■ Granting of initial registration ■ Registration renewals ■ Changes to registered nurses personal details Registration suspension, cancellation or conditions and the reasons for them, and any other significant event	Permanent	PROV Transfer to PROV when administrative use is concluded
1.2	Approved Individual Nurses Registration Record <ul style="list-style-type: none"> ■ Applications <ul style="list-style-type: none"> ○ Evidence of Identity ○ Evidence of Education ○ Evidence of registration ○ Verification of registration 	Temporary Destroy after 7 years after nurses registration ceases	Hold in agency or APROSS pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3	<p>Incomplete Individual Nurses Registration Record</p> <p>This relates to applicants who have applied but have incomplete applications</p>	<p>Temporary</p> <p>Destroy 6 months after notification to applicant of incomplete registration</p>	<p>Hold in agency or APROSS pending destruction</p>
1.4	<p>Renewal Notices</p> <ul style="list-style-type: none"> ▪ Renewal Notice 	<p>Temporary</p> <p>Destroy 12 months after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction</p>
1.5	<p>Individual Nurses Registration Original Certificates</p> <ul style="list-style-type: none"> ▪ Original Certificates of registration 	<p>Temporary</p> <p>Destroy 12 months after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction</p>
1.6	<p>Victorian Course Completions</p> <ul style="list-style-type: none"> ▪ Course Completions and Transcripts 	<p>Temporary</p> <p>Destroy 5 years after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction</p>
1.7	<p>Verification of Registration</p> <ul style="list-style-type: none"> ▪ Interstate Verifications ▪ Overseas Verifications 	<p>Temporary</p> <p>Destroy 12 months after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0	Accreditation and Practice Standards The activities associated with all aspects of the accreditation of nurse education courses of study or subject content leading to registration and endorsement, and recognition of qualification.		
2.1	Curriculum Approval The accreditation or sanction of a course and its contents once developed and/or approval of the education provider to offer an accredited course and also includes the re-registration of courses. <ul style="list-style-type: none">■ Course proposals and/or alterations presented for approval or accreditation	Permanent	Transfer to PROV when administrative use is concluded
2.2	Curriculum Review The review of course/subject content based on changing requirements or feedback <ul style="list-style-type: none">■ Working papers■ Course alterations proposals■ Draft revised subject outlines■ Unapproved curriculum revisions	Temporary Destroy 7 years after last action	Hold in agency or APROSS pending destruction
2.3	Guidelines/Standards Documents outlining the standards and guidelines to be applied for accreditation and approval purposes <ul style="list-style-type: none">■ Guidelines■ Standards	Permanent	Transfer to PROV when administrative use is concluded

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.4	<p>Annual Returns</p> <p>The monitoring of courses and programs that lead to registration, re-registration and / or recognition of qualification</p> <ul style="list-style-type: none"> ■ Forms ■ Letters ■ Correspondence ■ Reports 	<p>Temporary</p> <p>Destroy 7 years after last action</p>	<p>Hold in agency or APROSS pending destruction</p>
3.0	<p>Inquiries / Investigations Management</p> <p>Investigations are into:</p> <p>Consumer complaints against registered nurses.</p> <p>Formal and Informal inquiries conducted by the NBV</p> <p>Board inquiries into serious breaches of the <i>Nurses Act 1993</i>.</p>		
3.1	<p>Summary of Investigation</p> <p>This class refers to summary information concerning a particular investigation including the outcome.</p>	<p>Permanent</p>	<p>Transfer to PROV when administrative use is concluded</p>
3.2	<p>Investigation Record</p> <p>Create and maintain a record of key events:</p> <ul style="list-style-type: none"> ▪ Initial complaint/investigation ▪ Hearings ▪ Medical reports ▪ Correspondence 	<p>Temporary</p> <p>Destroy after 25 years after investigation is completed</p>	<p>Hold in agency or APROSS pending destruction</p>

Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3	<p>Preparation and Facilitation</p> <p>Includes material of a facilitative nature created by investigation officers as part of the investigation process</p> <ul style="list-style-type: none"> ■ Working papers ■ Interview notes ■ Audio tapes ■ Notes on findings and penalty 	<p>Temporary</p> <p>Destroy 3 years after investigation is completed</p>	<p>Hold in agency or APROSS pending destruction</p>

3 Concurrence of Public Office

This Authority has the concurrence of:

Signature:

Date: 12/11/2004

Name: Louise Milne-Roch

Position: Chief Executive Officer

4. Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Nurses Board of Victoria

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Keeper of Public Records

Justine Heazlewood

Date of Issue: 17/11/2004

5 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

6 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency records manager or the Public Record Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

e-mail: prov.agency.queries@dpc.vic.gov.au

web: www.prov.vic.gov.au