



Public Record Office Standard

PROS 08/15

Authority

Retention & Disposal Authority for Records of the Public Health Function

Version 2008

08/15

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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 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

1.2.3 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.

1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

1.2.5 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 Records of Common Administrative Functions), 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.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: **Fran Thorn**

Date: 06/02/2009

Position: **Secretary, DHS**

3 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 Public Health Function.

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.

Justine Heazlewood
Director & Keeper of Public Records

Date of Issue: 06/02/2009

4 Acknowledgments

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

Staff of Department of Human Services

5 Further Information

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

 (03) 9348 5600

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

web: www.prov.vic.gov.au

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For the following activities, see the General Retention and Disposal Authority for Records of Common Administrative Functions.

- Development of the Public Health Strategy and Business Plan
- Policies, guidelines and program manuals
- Advice
- Community awareness campaigns
- Publications and newsletters
- Committees
- Information provision materials
- Enquiries management
- Allocation, provision and management of research funding and grants.

7 Retention & Disposal Authority

1: CEMETERIES AND CREMATORIA REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>CEMETERIES AND CREMATORIA REGULATION</p> <p>The regulation of cemeteries and crematoria in accordance with the <i>Cemeteries and Crematoria Act 2003</i>.</p> <p>[For maintenance grants, use General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
1.1.0	<p>Cemetery Trust Regulation</p> <p>The regulation of the management of cemetery trusts.</p>		
1.1.1	Records of the appointment, retirement or resignation of trustees of cemeteries by Governor-in-Council.	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

1: CEMETERIES AND CREMATORIA REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.2	Records of complaints made regarding Trusts and/or cemetery issues. Includes any investigations and response to the complaints.	Temporary Destroy 10 years after last activity on complaint.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.1.3	Annual accounts and / or reports of cemetery trusts including the trust's income, expenditure, bank and investment balances.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.2.0	Exhumation Regulation The regulation of the removal of human remains from a place of interment and re-interment at another location. Includes the issue of exhumation licences.		

1: CEMETERIES AND CREMATORIA REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.1	Assessment of requests for exhumation and removal of human remains to another location and the issue of exhumation licences.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.3.0	Closure of Cemeteries The activities associated with the formal closure of cemeteries for further burials and interments. Closed cemeteries remain open to visitors indefinitely.		
1.3.1	Records of the closure of cemeteries for further burials.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

1: CEMETERIES AND CREMATORIA REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.0	Purchase of Land The activities associated with the approval of the purchasing of land by cemetery trusts to establish a new cemetery or to extend an existing cemetery.		
1.4.1	The assessment of applications and plans submitted by cemetery trusts intending to purchase land for a new cemetery or to extend an existing cemetery.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

2: CHRONIC DISEASE PREVENTION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>CHRONIC DISEASE PREVENTION</p> <p>Research undertaken to inform the development of policy and programs designed for the prevention of chronic diseases within the community. Chronic diseases are common, widespread and may have long term effects, such as tobacco and alcohol related diseases and diseases associated with lifestyle and obesity (e.g. heart disease, diabetes).</p> <p>[For committee records, policy development, contract management, tendering, quotations, complaints, conferences, addresses, enquiries, exhibitions, grant allocation, marketing, medias relations & sponsorships, see General Retention & Disposal Authority for Records of Common Administrative Activities]</p>		
2.1.0	<p>Research</p> <p>Research undertaken to assist with prevention of chronic diseases.</p>		

2: CHRONIC DISEASE PREVENTION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.1	Research findings on chronic disease prevention which are of high interest to the community or lead to changes in legislation or agency policies, programs and procedures. Includes reports and publications.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
2.1.2	Research findings on chronic disease prevention which are of a more routine nature and have not resulted in legislative changes or changes in agency policies, programs and procedures. Includes reports and publications.	Temporary Destroy 15 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

2: CHRONIC DISEASE PREVENTION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.3	Research data, data analysis, preliminary findings and surveys collected for research into the prevention of chronic disease.	Temporary Destroy 15 years after research is published.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>COMMUNICABLE DISEASE CONTROL</p> <p>The control and prevention of the spread of communicable infectious diseases in the community.</p>		

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.0	<p>Notifiable Disease Surveillance</p> <p>The surveillance of infectious disease in the community via compulsory notification and reporting as required by <i>Health (Infectious Diseases) Regulations 2001</i>.</p> <p>Notifiable infectious diseases are categorised into reporting groups which are:</p> <ul style="list-style-type: none"> • Group A diseases must be reported immediately and use standard reporting (standard reporting includes person identification and address, reporting medical practitioner, and summary of notification) • Group B diseases must be reported within 5 days and use standard reporting • Group C diseases must be reported within 5 days and use standard / enhanced reporting which is standard reporting except that the patient identification is replaced by a coded id • Group D covers HIV/AIDS which must be reported within 5 days and use special reporting (special reporting is a coded patient id and an extended report on the disease instance). 		

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.1	Summary of notified cases of infectious diseases. Summary includes disease type, location, origin and date of its discovery. It does not include identifiable information.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
3.1.2	Prescribed notifications of all infectious diseases in Notifiable Disease Groups A, B and C excluding tuberculosis (TB) and HIV/AIDS notifications. Includes notifications of pathogens discovered in food. [For tuberculosis notifications, see class 3.1.4] [For HIV/AIDS notifications, see class 3.1.5]	Temporary Destroy 5 years after notification has been summarised.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.3	Records of investigations into notifications for which additional information and follow-up has been required. Includes detailed reports and questionnaires	Temporary Destroy 50 years after investigation has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
3.1.4	Monitoring of patients suffering tuberculosis (Group B Notification) including watching briefs, case notes and questionnaires.	Temporary Destroy 90 years after case closure.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
3.1.5	Monitoring of patients suffering HIV/AIDS (Group D Notification) including watching briefs, case notes and questionnaires.	Temporary Destroy 50 years after case closure.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.0	<p>Communicable Disease Prevention</p> <p>The activities associated with publication of guidelines on the identification, treatment and prevention of communicable infectious diseases.</p> <p>[For records of communicable disease prevention policy, use General Retention and Disposal Authority for Records of Common Administrative Functions]</p>		
3.2.1	<p>Final versions of publications, guidelines, notices and references regarding the identification, risks, treatment, history, containment and prevention of communicable infectious diseases.</p> <p>[For the drafting and production of publications and guidelines, use General Retention and Disposal Authority for Records of Common Administrative Functions]</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

3: COMMUNICABLE DISEASE CONTROL			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	HIV Partner Notification and Counselling The notification of HIV sufferers who allegedly continue to practice unsafe sex or otherwise place the community at risk.	..	
3.3.1	The monitoring of HIV sufferers who have been reported to the Department for allegedly practising unsafe sex or putting other people at risk. Records include initial reports, warning notices, reports to HIV Advisory Panel, and records of counselling provided.	Temporary Destroy 25 years after case closure.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>DRUGS AND POISONS REGULATION</p> <p>The control and regulation of drugs, poisons and controlled substances in Victoria in accordance with the <i>Controlled Substances Act 1981</i> and the <i>Drugs, Poisons and Controlled Substances Regulations 2006</i>. Includes prescription medicines, pharmacy-only medicines, drugs of dependence and most household, industrial and agricultural chemicals.</p>		
4.1.0	<p>Maintenance of Poisons Code</p> <p>The maintenance of the poisons code which is a listing of:</p> <ul style="list-style-type: none"> • all Schedule 1 poisons; • Schedule 1 poisons and Commonwealth Schedule 2 to 9 poisons that are not for sale by retail; and • exemptions of Schedule 1 poisons and Commonwealth Schedule 2 to 9 poisons. 		

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.1.1	Final published version of the Poisons Code	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
4.2.0	Regulation of the Manufacture, Supply & Use of Drugs and Poisons The authorisation and monitoring of the manufacture, supply and use of drugs and poisons in accordance with the <i>Controlled Substances Act 1981</i> and the <i>Drugs, Poisons and Controlled Substances Regulations 2006</i> .		
4.2.1	Summary record of licenses issued to manufacture or supply poisons or controlled substances, and permits issued to obtain poisons or controlled substances and warrants issued for the use of specified poisons or controlled substances. Summary includes person and company identification, authorisation type, issue and renewal history and conditions.	Temporary Destroy 10 years after licence, permit or warrant has expired.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.2.2	Successful applications for a licence to manufacture, sale or supply by either wholesale or retail poisons.	Temporary Destroy 10 years after licence expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.3	Successful applications for a permit to purchase or obtain any scheduled poison for industrial, research, educational or advisory purpose or the provision of a health service. Permit conditions include restricted resale / distribution of the specific substances covered by the permit.	Temporary Destroy 7 years after permit expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.4	Successful applications for a warrant to purchase or obtain a scheduled poison.	Temporary Destroy 7 years after warrant expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.2.5	Unsuccessful applications for the issue or renewal of licences, permits and warrants.	Temporary Destroy 2 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.6	Records prepared for appearances at Victorian Civil and Administrative Tribunal (VCAT) hearings of appeals against the non-issue or revocation of a licence, permit or warrant.	Temporary Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.7	Monitoring of licence, permit and warrant holders to ensure compliance with the conditions of the instrument. Includes records of any complaints, inspections or investigations.	Temporary Destroy 10 years after licence, permit or warrant has expired.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.3.0	Regulating Drugs of Addiction Notification of patients who are dependent on drugs of addiction (poison schedules 4, 8 or 9) and who are being administered with drugs of addiction (schedule 8 or 9) by medical or nursing practitioners as part of their treatment.		
4.3.1	Notifications by a medical or nurse practitioner of a patient dependence on Schedule 4, 8 or 9 Poisons (drugs of dependence).	Temporary Destroy 25 years after final treatment.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.3.2	Notifications of treatment of a patient with a Schedule 8 or 9 Poison.	Temporary Destroy 25 years after final treatment.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.4.0	Appointment of Authorised Officers The appointment of authorised officers to undertake inspections of the practices and records of permit, licence and warrant holders for the manufacture, supply and use of drugs and poisons to determine compliance.		
4.4.1	Records of appointment of Authorised Officers.	Temporary Destroy 50 years after the appointment has expired.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.5.0	Prohibition of Poisons or Controlled Substances The prohibition or restriction of the supply, sale or use of controlled substances or poisons in Victoria.		

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.5.1	Records of the Prohibition Orders, extensions of prohibition orders, alteration of prohibition orders or revocation of prohibition orders as made by Governor in Council and published in the Government Gazette. Includes requests for orders.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
4.6.0	<p>Emergency Public Health Orders</p> <p>The issuing of emergency public health orders in response to a public health emergency, for example an influenza pandemic or bioterrorism incident. The orders detail the:</p> <ul style="list-style-type: none"> • nature of the emergency; • location or place of the emergency; • persons or class of persons who may obtain, possess, use, supply or sell specific or classes of poisons or controlled substances as stated in the order; • date on which the order takes effect; and • date (not greater than 6 months) on which the order ceases. 		

4: DRUGS AND POISONS REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.6.1	Records of the issue of emergency public health orders. Includes records documenting any extension, modification or revocation to the orders. Also includes the publication of the orders in the Victorian Government Gazette.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	<p>ENVIRONMENTAL HEALTH MANAGEMENT</p> <p>The function of managing community health risks and issues that are dependent on or related to environmental factors or causes such as climate, weather, location, air, land, water, radiation, hazardous substances, etc.</p> <p>[For enquiries, publications, newsletters, tenders and contract management, government relations, see General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
5.1.0	<p>Health Risk Management Advice</p> <p>The provision of advice on environmental health risk issues on environmental studies, reports or approvals undertaken by other Victorian government agencies. Includes advice on works approvals which are issued by EPA, permitting work to be undertaken that will have an effect on the wastes discharged to the environment. Also includes the provision of advice on environmental impact studies and to inform community advice provided by agencies (eg. post bushfire advice).</p>	<p>Temporary</p> <p>Destroy 10 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.2.0	<p>Legionella Prevention</p> <p>The prevention of Legionella diseases. Includes the regulation of cooling tower installations in accordance with <i>Building Act 1993</i>, the <i>Building (Legionella Risk Management) Regulations 2001</i> and <i>Health (Legionella) Regulations 2001</i>. Includes the certification of auditors of site management plans.</p>		
5.2.1	Summary record of registered cooling tower installation sites. Includes site location, registration dates, summary of inspections and audits, and de-commissioning details.	<p>Temporary</p> <p>Destroy 10 years after decommissioning of site.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
5.2.2	Records of the registration of new cooling tower installations, including site management plans and the decommissioning of existing cooling tower installations.	<p>Temporary</p> <p>Destroy 10 years after decommissioning of site.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.2.3	Records of the certification of auditors to undertake audits of site management plans.	Temporary Destroy 7 years after final certification renewal.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.2.4	Audits of site management plans that indicate plans are compliant with prescribed legislation.	Temporary Destroy 10 years after decommissioning of the site.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.2.5	Audits of site management plans that indicate plans do not comply with prescribed legislation.	Temporary Destroy 10 years after decommissioning of the site and final action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.2.6	Records of case investigations undertaken into non-compliant sites.	Temporary Destroy 10 years after decommissioning of site and final action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.0	<p>Radiation Safety Regulation</p> <p>The regulation of users and sources of radiation for medical, industrial, mining and research activities, to protect the health and safety of all persons and the environment from the harmful effects of unnecessary radiation exposure and usage.</p> <p>[For appointment of radiation analyst and operations of the Radiation Advisory Committee, use General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.1	<p>Summary record of authorisations issued including:</p> <ul style="list-style-type: none"> • licence holders authorised to conduct a radiation practice, • licence holders authorised to use radiation sources, • holders of facility construction licences authorising the construction of radiation facilities, and • approved testers of radiation sources. <p>Includes details of radiation source types, location of facility/practice, installation and de-installation dates, qualifications of users of radiation sources, purpose of facility and radiation source, etc.</p>	<p>Temporary Destroy 10 years after the licence has expired.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>
5.3.2	<p>Successful applications for all licenses that authorise the conduct of a radiation practice and the use of a radiation source.</p>	<p>Temporary Destroy 10 years after licence expires.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.3	Successful applications for all licenses that authorise the construction of a radiation facility.	Temporary Destroy 10 years after facility has ceased to operate as a radiation facility.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.4	Unsuccessful applications for all licences that authorise the construction of a radiation facility.	Temporary Destroy 2 years after lodgement of the application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.5	Unsuccessful applications for all licences that authorise the conduct of a radiation practice or the use of a radiation source.	Temporary Destroy 2 years after lodgement of the application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.6	Unsuccessful applications for approval of a person as a tester of radiation sources.	Temporary Destroy 2 years after lodgement of the application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.7	Records of the preparation for an appearance at VCAT on decisions to decline or reject an application.	Temporary Destroy 7 years after the date of decision.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.8	Records related to investigations of complaints about licence holders or alleged breaches of licence conditions or the <i>Health (Radiation Safety) Regulations 1994</i> and <i>Radiation Act 2005</i> . Includes initial complaint or allegation, findings of investigations and resulting actions.	Temporary Destroy 7 years after actions completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.9	Final versions of radiation standards and safety tests as published in the Government Gazette.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
5.3.10	Certificates of compliance for licensed radiation sources as issued to licence holders by approved testers.	Temporary Destroy 10 years after expiry of the radiation source user licence.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.11	Records of authorisations issued by the Secretary in response to a Radiation Emergency i.e. an incident or event which may result in the emission of radiation from a radiation source. Includes the appointment of authorised officers, statements of the scope and effective period of the authorisation, variations to the authorisation and actions taken under the authorisation.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
5.3.12	Notifications of prescribed radiation incidents to the Australian Radiation Protection and Nuclear Safety Agency (or any predecessor / successor Commonwealth agencies).	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.13	Notifications of the theft, loss or abandonment of radiation sources.	Temporary Destroy 10 years after expiry of associated user or management licence.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.0	Regulation of Drinking Water The regulation of drinking water to ensure its safety and is in accordance with the <i>Safe Drinking Water Act 2007</i> and <i>Environment Protection Act 1970</i> . Includes the regulation of water fluoridisation treatment systems and endorsement of Class A water treatment systems.		
5.4.1	Endorsement of Class A Water Treatment System proposals submitted to the Environment Protection Authority (EPA).	Temporary Destroy 10 years after assessment completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.2	Assessment of water treatment plans and systems for the fluoridisation of drinking water for approval.	Temporary Destroy 10 years after plan has been revised and/or replaced.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.3	Monthly reporting of fluoride levels in drinking water supplied by water authorities.	Temporary Destroy 2 years after the end of the reporting year in which the report was made.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.4	Records of the investigation of non-compliance with the <i>Safe Drinking Water Act</i> by water authorities. Includes comments, reports, findings and actions undertaken.	Temporary Destroy 10 years after the investigation has closed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.5	Certification of Water Quality Analysts in accordance with <i>Safe Drinking Water Act</i> 2007, Includes renewals.	Temporary Destroy 10 years after the certification has ceased.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.6	Unsuccessful applications for certification as Water Quality Analysts.	Temporary Destroy 2 years after decision made.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.7	Aggregated water quality data collected from water suppliers and used for water quality reporting.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
5.4.8	Monthly water quality data collected from water suppliers to verify compliance with water quality standards.	Temporary Destroy 5 years after data has been collected and aggregated.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.9	Annual reports provided by water suppliers and water storage managers.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
5.4.10	Notices of reporting requirements applicable to water suppliers and water storage managers published in the Government Gazette. This is a written notice to water suppliers and water storage managers of specific details to be included in the annual report.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.11	Approval of auditors to undertake audits of risk management plans prepared by water suppliers and water storage managers. Auditors are nominated by the water suppliers or water storage managers and approved by the Agency.	Temporary Destroy 10 years after expiry of approval.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.12	Audit certificates for risk management plans that do not comply with s 7(1) or s 8(1) of the <i>Safe Drinking Water Act 2007</i> .	Temporary Destroy 10 years after audit certificate issued and administrative actions have been concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.13	Notifications received from suppliers (s.18 <i>Safe Drinking Water Act 2007</i>) that the supplied drinking water does not or is not likely to comply with relevant water quality standards.	Temporary Destroy 10 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.14	Successful applications for variations of aesthetic standards of drinking water (s.19 <i>Safe Drinking Water Act 2007</i>). Includes the assessment of the applications and conditions on variations imposed by the Minister.	Temporary Destroy 10 years after expiry date of variation.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.15	Unsuccessful applications for variations of aesthetic standards of drinking water (s.19 <i>Safe Drinking Water Act 2007</i>).	Temporary Destroy 2 years after date of application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.16	Successful applications for exemptions from water quality standards (s.20 <i>Safe Drinking Water Act 2007</i>). Includes conditions on exemptions imposed by the Minister and assessment of the applications.	Temporary Destroy 10 years after expiry date of exemption.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.17	Unsuccessful applications for exemptions from water quality standards (s.20 <i>Safe Drinking Water Act 2007</i>).	Temporary Destroy 2 years after date of application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.18	Compulsory reporting of known or suspected contamination of drinking water that may lead to illness, cause public complaint or contain pathogens that pose a risk to public health (s. 22 <i>Safe Drinking Water Act 2007</i>).	Temporary Destroy 25 years after reporting date.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.19	Undertakings by water suppliers or water storage managers to address contravention or pending contraventions of s.30 of the <i>Safe Drinking Water Act 2007</i> .	Temporary Destroy 10 years after cessation of business of the water supplier or water storage manager.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.20	<p>Summary record of approved variation of aesthetic standards; exemption from a water quality standard or undertakings made by water suppliers or water storage managers to address contraventions of s.30 of the <i>Safe Drinking Water Act</i> 2007.</p> <p>Includes the identify of the water supplier or storage manager, The standard/s being exempted, details of the exemption/s granted, the effective date of the exemption and the expiry date of the exemption.</p>	<p>Permanent Retain as State Archives</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>
5.4.21	<p>Assessment and response to incidents where drinking water quality is not likely to comply with standards and may present a public health risk. (S (34) Public Health - Safe Drinking Water Act 2007).</p> <p>Includes assessments, directions to and responses from water suppliers or storage managers and progress and final reports.</p>	<p>Permanent Retain as State Archives</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

5: ENVIRONMENTAL HEALTH MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.22	<p>The assessment and response to an immediate risk to Public Health in respect to safe drinking water (s.36 Power to Access and Address Immediate Risks - <i>Safe Drinking Water Act 2007</i>).</p> <p>Includes assessments and reports, and the appointment and terms of reference of officers to act on behalf of the agency to manage and resolve the incident.</p>	<p>Permanent Retain as State Archives</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

6: FOOD SAFETY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	<p>FOOD SAFETY MANAGEMENT</p> <p>The function of ensuring that the labelling, production, transportation, storage and sale of food products meets regulatory, safety and hygiene standards so that it is fit for human consumption.</p> <p>[For participation in industry groups and peak bodies, see General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
6.1.0	<p>Food Recalls and Investigations</p> <p>The activities associated with managing the recall of food products and investigating instances of food contamination or spoilage which has led to a recall.</p>		

6: FOOD SAFETY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.1.1	Records associated with the issuing of food recall notifications. Includes investigation records.	Temporary Destroy 10 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.2.0	Premises Closures The activities associated with the closure of food premises and issue of closure orders.		
6.2.1	Records related to the closure of food premises. Includes records of the investigation, and the issue of closure notices.	Temporary Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

6: FOOD SAFETY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.3.0	<p>Complaints, Notifications and Investigations</p> <p>The investigation of food complaints which are wide-spread, cross local government or state boundaries or are systematic in nature. Includes the compulsory reporting of the discovery of notifiable pathogens in food.</p> <p>[For mandatory notification of pathogens discovered in food by laboratories, use Communicable Disease Control – Notifiable Disease Surveillance].</p>		
6.3.1	Investigation of food safety complaints which may have national or state-wide impact.	<p>Temporary</p> <p>Destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.2	Investigations into food contamination incidents. Includes copies of associated police investigations.	<p>Temporary</p> <p>Destroy 10 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

6: FOOD SAFETY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.4.0	Surveys and Research Research and surveys undertaken to inform the development of information, guidelines and advice on food preparation, safety, handling and storage issues.		
6.4.1	Outcome of surveys and research, including reports of results and publications.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
6.4.2	Data collected on food safety. Records include survey returns, data entry and preliminary analysis. Also includes draft reports, analysis of data and surveys.	Temporary Destroy 15 years after publication of associated research.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

6: FOOD SAFETY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.5.0	Food and Food Labelling Standards Development Comments and proposals made to the development of food standards and food labelling standards which are issued and managed by the Commonwealth.		
6.5.1	Proposals for new food and food labelling standards or to change existing standards.	Temporary Destroy 10 years after implementation or rejection of proposal.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.5.2	Comments on draft standards and draft amendments to existing standards.	Temporary Destroy 10 years after implementation or rejection of new standard or amendment to standard.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

7: PEST CONTROL INDUSTRY REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	<p>PEST CONTROL INDUSTRY REGULATION</p> <p>Regulation of companies and individuals on the commercial use of pesticides and pest control products.</p> <p>[Note: For records of the licensing and regulation of the manufacture and distribution Pest Control products, use Drugs and Poisons Regulation.]</p>		
7.1.0	<p>Pest Control Licensing</p> <p>The licensing of persons and companies involved in pest control to use prescribed pest control products and methods.</p>		
7.1.1	<p>Summary record of people licensed to use pesticides. Includes contact details, business identification, and previous work in pest control.</p>	<p>Temporary</p> <p>Destroy 10 years after expiry of licence.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

7: PEST CONTROL INDUSTRY REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.1.2	Successful applications for pest control licences. Includes licence renewals.	Temporary Destroy 10 years after license cancelled or expired.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.1.3	Unsuccessful applications for pest control licences.	Temporary Destroy 2 years after date of application.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.2.0	Auditing of Licence Holders Auditing of pest control licence holders to ensure conditions of the licence are being met.		

7: PEST CONTROL INDUSTRY REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.2.1	Audits of pest control licence holders. Includes audits of operational records, skills, knowledge and maintenance of vehicles and equipment.	Temporary Destroy 10 years after license cancelled or expired.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.3.0	Investigations Investigation of alleged breaches of the section of the <i>Health Act</i> 1958 governing the Pest Control Industry (i.e. Part V, Division 2A)		
7.3.1	Investigation of alleged breaches that result in prosecutions. Includes investigation reports, legal briefings and outcomes of court cases and licence revocations.	Temporary Destroy 10 years after final action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

7: PEST CONTROL INDUSTRY REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.3.2	Investigation of alleged breaches that does not result in prosecutions. Includes investigation reports.	Temporary Destroy 2 years after investigation concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.4.0	Training and Education The provision of education and training for pest control industry. Includes the development of content for courses, guidelines and the delivery of training. Also includes the development of the education standards for pest control industry.		
7.4.1	Records documenting the development and provision of content for course material, practice notes and guidelines. Includes development of the Education Standards for the pest control industry.	Temporary Destroy 5 years after material has been superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

7: PEST CONTROL INDUSTRY REGULATION			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.4.2	Records that facilitate the delivery of training programs. Includes arrangements for the provision of training and course evaluations.	Temporary Destroy 2 years after date of training.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

8: RESEARCH ETHICS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.0.0	RESEARCH ETHICS The function of ensuring research undertaken by individuals and organisations complies with ethics standards for human research prescribed by the <i>National Health and Medical Research Council Act 1992</i> . Includes reviews and approval of human research proposal which involve more than a low risk.		
8.1.0	Approval of Human Research Project Proposals The activities associated with the review, ethical approval and registration of human research projects by the Human Research Ethics Committee. Includes projects that are either commissioned, funded or undertaken directly by the Department and which have a human research component.		

8: RESEARCH ETHICS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.1.1	Human research project proposals submitted to the Human Research Ethics Committee for approval. Records for each proposal include: <ul style="list-style-type: none"> • the detailed project proposal; • communications between the committee and researcher; • public complaints in respect to the project; • annual project reports; • published research; • details of adverse events; • complaints against the committee; • final project reports. 	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.1.2	Summary record of research proposals submitted to Human Research Ethics Committee for approval. Includes: <ul style="list-style-type: none"> • research details; • synopsis of project; • category of risk; • date project commenced; • date of completion (or expected date); • status 	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

8: RESEARCH ETHICS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.2.0	Human Research Ethics Committee The activities associated with the management of the Human Research Ethics Committee.		
8.2.1	Records of the appointment, resignation and retirement of members and roles of members of the Human Research Ethics Committee.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.2.2	Master set of minutes and agenda of Human Research Ethics Committee meetings.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

9: EMERGENCY RESPONSE PLANNING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.0.0	EMERGENCY RESPONSE PLANNING The planning of responses to emergencies and disasters that impact upon public health.		
9.1.0	Records documenting the development of advisory materials or training content for internal or external use.	Temporary Destroy 10 years after information is superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
9.2.0	Delivery of training for responding to a public health emergency or disaster.	Destroy 10 years after information is superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction

10: STATE-WIDE HEALTH REPORTING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.0.0	<p>STATE-WIDE HEALTH REPORTING</p> <p>The function of reporting on the overall state of health and health issues in Victoria. Includes the collection and analysis of peri-natal birth quality data and data on mortality and morbidity on anaesthesia and surgical cases. Also includes the use of the data for the development of guidelines, issuing warnings and to improve procedures and quality of services.</p>		
10.1.0	<p>Consultative Councils</p> <p>The activities associated with the management of the formal consultative councils, established under the <i>Health Act</i> 1958, responsible for State-wide health reporting, providing advice to improve procedures and quality of services.</p> <p>The consultative councils include the:</p> <ul style="list-style-type: none"> • Consultative Council on Obstetric and Paediatric Mortality and Morbidity; • Victorian Consultative Council on Anaesthetic Mortality and Morbidity; and • Victorian Surgical Consultative Council. 		

10: STATE-WIDE HEALTH REPORTING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.1.1	Records of the establishment of consultative councils, including the appointment and resignation of members.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.1.2	Master set of minutes and agenda of consultative council meetings.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.2.0	Birth, Mortality and Morbidity Reporting and Analysis Reporting of births, morbidity and mortality, including anaesthetic mortality and morbidity; obstetric mortality and morbidity; and surgical mortality and morbidity. Includes the analysis of reported case data and reporting of statistics, findings and recommendations.		

10: STATE-WIDE HEALTH REPORTING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.2.1	Raw identified data and follow-up case data including any questionnaires, or surveys.	Temporary Destroy 15 years after data is published and administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
10.2.2	Records of complete, encoded and classified case data (identifying) compiled for analysis, reporting and future research.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

10: STATE-WIDE HEALTH REPORTING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.2.3	Reports by the consultative councils on birth defects, birth statistics, perinatal deaths, anaesthesia mortality and morbidity and surgical mortality and morbidity.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.2.4	Practice statements, guidelines and warnings published by the consultative councils for use in hospitals and by health professionals.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.3.0	General Public Health Reporting Reporting on the broad public health issues in Victoria.		

10: STATE-WIDE HEALTH REPORTING

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.3.1	Reports on the overall status and key issues of public health in Victoria, for example Victorian Population Health Survey and Victorian Health Monitor.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.3.2	Population survey data and statistics compiled for reports.	Temporary Destroy 15 years after reports have been published.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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