

# Disposal Schedule for Client Health Records

Disposal Authorisation No: 2426

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# Client Health Records

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## INTRODUCTION

### Overview

#### Archives Legislation

The *Archives Act 1983* stipulates that State and local government organisations must not dispose of records of any type or format without the written approval of the State Archivist.

Disposal of records involves their destruction, their removal from custody of their creating agency, or their transfer to the Tasmanian Archive and Heritage Office.

#### Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- *Reference*

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive and Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- *Disposal Classes*

The groups of records that document, and are derived from, the performance of the functions and activities, are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- *Status*

All disposal classes have either "PERMANENT" or "TEMPORARY" status. Records identified as "PERMANENT" are those that will be transferred to the Archives Office to be retained as State archives. "TEMPORARY" records are those that can be destroyed under the authority of this schedule.

- *Disposal action*

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained, before it can be destroyed under this authorisation.

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## Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule.

When this occurs, this schedule should not be used to dispose of records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim.

## Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive and Heritage Office, 91 Murray Street Hobart, by email, or by phoning 03 6165 5581.

## Acknowledgements

The Tasmanian Archive and Heritage Office wishes to acknowledge [insert as required].

## Authorisation

### Document Development History

Version	Date	Reason	Sections
1.0	30-11-2013	Initial release	2.0.0; 6.0.0; 10.0.0; 13.0.0
2.0	16-11-2016	Mental Health function added	7.0.0
2.1	18-12-2017	Minor amendment to disposal trigger	02.02.03

## Authorisation

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

**Ross Latham**

**State Archivist**

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## Interpretation

### Definitions

**Permanent records** are those that will be transferred to the Tasmanian Archive and Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records, unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### Coverage

This schedule covers functional records of the Department of Health and Human Services (Client Health Records).

This schedule does not cover **pre-1960** records. The disposal of those records should be managed according to the procedures for unscheduled records.

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.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive and Heritage Office procedures for unscheduled records.

### Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### Permanent Records

All disposal classes of records identified as having '**PERMANENT**' status in this schedule should be transferred to the Tasmanian Archive and Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive and Heritage Office for earlier transfer of particular groups of records, and the Tasmanian Archive and Heritage Office may also initiate an earlier transfer arrangement.

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Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive and Heritage Office.

### **Temporary Records**

All records identified as having '**TEMPORARY**' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to 'after action completed' which means after completion of the transaction to which the records relate. The disposal action 'destroy when reference ceases' authorises the destruction of records when all business needs to refer to the records have ceased.

### **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule, should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure.

The following issues should be considered before destruction of any documents.

### **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

### **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

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### **Other Investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

### **Records relating to indigenous people**

Key recommendations of the *Bringing Them Home Report 1997* relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

### **Native Title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

### **Registration of Destruction**

Central to the accountability built into the disposal schedules is the requirement that agencies maintain a *Register of Records destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive and Heritage Office website.

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No	Function/Activity	Description	Status	Disposal Action
1	<b>Aged Care</b>			
2	<b>Child &amp; Youth Services</b>	The function of planning, implementing and coordinating a range of services and programs directed to enhancing the independence, wellbeing and sufficiency of Children and Youth.		
2.1	<b>Adoptions and Permanent Care</b>	The provision of permanent family placements for children who cannot be cared for by their biological family as well as counselling and access to information and the facilitation of reunion where this is the wish of both parties. Also includes financial assistance.		
2.1.1	<b>Adoption Register and Indices</b>	<p>Registers and indices used to control adoption files including those created prior to the Adoption Act 1988.</p> <p>Information may include:</p> <ul style="list-style-type: none"> <li>• name and details of applicants</li> <li>• date entered in the Register</li> <li>• date of approval</li> <li>• details of child placed</li> <li>• date of placement</li> <li>• date of adoption</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
2.1.2	<b>Original Adoption Orders.</b>	Original adoption orders made in accordance with the Adoption of Children Act 1920.	Permanent	Retain as State Archives
2.1.3	<b>Register of adoptive parents - approved and adoption successful.</b>	<p>Register documenting individual applications seeking approval under the Adoption Act 1988 to be adoptive parents where the applicants are approved and have successfully adopted a child.</p> <p>Information may include;</p> <ul style="list-style-type: none"> <li>• name of applicant</li> <li>• date of birth</li> <li>• contact details</li> <li>• date entered in register</li> <li>• date of approval</li> <li>• details of child placed</li> <li>• date of placement</li> <li>• date of adoption</li> </ul>	Permanent	Retain as State Archives
2.1.4	<b>Register of adoptive parents - not successful.</b>	<p>Register documenting individual applications seeking approval under the Adoption Act 1988 to be adoptive parents, where the applicant is;</p> <ul style="list-style-type: none"> <li>• not eligible,</li> </ul>	Temporary	Destroy 20 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Adoptions and Permanent Care*

		<ul style="list-style-type: none"> <li>• is not approved,</li> <li>• withdraws or is not placed with a child before their approval expires.</li> </ul>		
2.1.5	<b>Child Adoption Cases - Case Management</b>	<p>Records relating to the adoption of individual children including pre and post adoption.</p> <p>Includes adoptions of locally born and overseas born children.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• child assessments</li> <li>• medical reports</li> <li>• child's progress reports</li> <li>• details of birth family and significant others including medical history</li> <li>• placement arrangements</li> <li>• consents to adoption</li> <li>• post placement reports</li> <li>• court application and associated documentation</li> <li>• adoption order</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
2.1.6	<b>Assessment Case Management files - suitable or eligible adoptive parents</b>	Assessment and Case Management of adoption applicants - suitable or eligible adoptive parents.  Records may include; <ul style="list-style-type: none"> <li>• expression of interest</li> <li>• application and supporting documentation</li> <li>• assessment reports</li> <li>• decision note</li> <li>• statements of understanding</li> <li>• placement information</li> <li>• medical reports</li> <li>• post placement reports</li> </ul>	Permanent	Retain as State Archives
2.1.7	<b>Assessment Case Management files - unsuitable or ineligible adoptive parents</b>	Records relating to the assessment of a person/family that is/are assessed as unsuitable to adopt a child.  Records may include; <ul style="list-style-type: none"> <li>• expressions of interest</li> <li>• applications and supporting documents</li> <li>• assessments and reports</li> </ul>	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
2.1.8	<b>Assessment Case Management files - eligible to adopt but no placement was made.</b>	<p>Records relating to the assessment and case management of adoption applicants where the applicants were eligible to adopt but no placement was made.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• expression of interest</li> <li>• application and supporting documentation</li> <li>• assessment reports</li> <li>• decision notice</li> </ul>	Temporary	Destroy 20 years after expiration of approval to adopt.
2.1.9	<b>Child Adoption Cases - temporary care but no adoption</b>	<p>Records of proposed relinquishments where children were placed in temporary care but did not result in adoption.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• case notes of meetings with birth parents</li> <li>• medical information</li> <li>• details of birth family and significant others including family history and medical history</li> <li>• child custody authority</li> <li>• temporary placement information</li> </ul>	Temporary	Destroy 110 years after date of birth of child.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
		<ul style="list-style-type: none"> <li>• consents/revocation of consent to adoption</li> </ul>		
2.1.10	<p><b>Child Adoption Cases - not placed in temporary care and do not result in adoption.</b></p>	<p>Records relating to proposed relinquishments where the children were not placed in temporary care and do not result in adoption.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• case notes of meetings with birth parents</li> <li>• medical information</li> <li>• details of birth family and significant others</li> </ul>	Temporary	Destroy 15 years after action completed.
2.1.11	<p><b>Adoption Information Service register</b></p>	<p>Register containing entries relating to parties to adoption who have expressed a wish relating to the exchange of information and contact, including contact vetos.</p> <p>Information may include;</p> <ul style="list-style-type: none"> <li>• names and addresses of persons - adopted person, natural relatives of adopted persons, natural parents of adopted persons, adoptive parents of adopted persons.</li> <li>• wishes of each person in relation to information exchange and contact, including contact vetos, with other parties to adoption.</li> </ul>	Permanent	Retain in Agency

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
2.1.12	<b>Adoption Information Service Case Management</b>	<p>Records of the requests for and the provision of information from past adoption records under Part IV of the Adoption Act 1988.</p> <p>Requests for and provision of birth family tracing and reunion services.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• application forms and identification</li> <li>• wishes relating to the adoption register</li> <li>• contact vetos</li> <li>• correspondence</li> <li>• copies of documents from the adoption record</li> <li>• notes from prescribed counselling interviews</li> <li>• search notes</li> <li>• letter exchanges</li> </ul>	Permanent	Retain in Agency
2.1.13	<b>Adoption Information Service Case Management - enquiries</b>	<p>Records of enquires relating to adoption information regarding adoptions that do not proceed.</p> <p>This includes applicants where no adoption record is found.</p> <p>Records may include;</p>	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Adoptions and Permanent Care</i>				
		<ul style="list-style-type: none"> <li>• correspondence</li> <li>• incomplete application forms</li> <li>• copies of identification documents</li> </ul>		
2.1.14	<b>After Care Support Service - Case Management</b>	<p>Records of a personal and/or financial nature relating to assistance to young care leavers aged 18-25.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• application</li> <li>• copies of identification</li> <li>• case notes</li> <li>• assessment including outcome</li> <li>• financial records</li> </ul>	Temporary	Destroy 110 years after date of birth of child.
2.1.15	<b>Abuse in Care Support Service Case Management</b>	<p>Records relating to services provided to people who experienced abuse in State care as children, including records of financial assistance.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• copies of identification</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Health &amp; Parenting Services</i>				
		<ul style="list-style-type: none"> <li>• case notes of interview including details of abuse</li> <li>• assessment and outcome of assessment</li> <li>• financial records</li> </ul>		
2.2	<b>Child Health &amp; Parenting Services</b>	The provision of services promoting child health, including growth and developmental assessments, parent support and information as well as early intervention services.		
2.2.1	<b>Early childhood client health records</b>	<p>Records relating to the provision of support, development and activities for parents and children from birth to 5 years (including parent assessments.)The Wetaway program caters for children and young adults 5-18 years of age.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• child health data</li> <li>• postnatal depression assessment</li> <li>• breastfeeding assessment</li> <li>• consent to share and release information</li> <li>• child health assessments</li> <li>• case review</li> </ul>	Temporary	Destroy 25 years after date of birth of child.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Health &amp; Parenting Services</i>				
		<ul style="list-style-type: none"> <li>• correspondence</li> <li>• progress notes</li> </ul>		
2.2.2	<b>CHaPS Statewide register</b>	CHaPS Statewide Register. Information may include; <ul style="list-style-type: none"> <li>• client details</li> <li>• site visit details entered by clinicians</li> <li>• date of attendance</li> </ul>	Temporary	Destroy 25 years after date of birth of child.
2.2.3	<b>Parenting Centre Records</b>	Records relating to the parenting of babies and young children (0-5 years). Records may include; <ul style="list-style-type: none"> <li>• registration form</li> <li>• client intake form</li> <li>• issues summary</li> <li>• progress notes</li> <li>• consent for sharing information</li> <li>• enhanced summary form</li> </ul>	Temporary	Destroy 7 years after action completed provided the client has attained the age of 25 years.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Health &amp; Parenting Services</i>				
2.2.4	<b>Child Development Records</b>	<p>Records relating to the comprehensive multidisciplinary assessment and referral for children (0-5 years) who are suspected of having delays in one or more areas of their development.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• registration form</li> <li>• progress notes</li> <li>• consent form</li> <li>• correspondence</li> </ul>	Temporary	Destroy 25 years after date of birth of child.
2.2.5	<b>Health Direct Telephone Triage Service</b>	Database recording calls to the Health Direct Telephone Triage Service, and advice given.	Temporary	Destroy 7 years after action completed.
2.3	<b>Child Protection</b>	The activity of providing services and strategies for the ongoing protection of children and young people through prevention and early intervention services and out of home care. This includes collaboration with community organisations under the <i>Children, Young Persons and their Families Act 1997</i> , and previously under the <i>Infants Welfare Act 1960</i> , and the <i>Child Protection Act 1974</i> .		
2.3.1	<b>Client records - Child subject to a Care and Protection Order</b>	<p>Records relating to the case management of children subject to a Care and Protection Order.</p> <p>Records may include;</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Protection</i>				
		<ul style="list-style-type: none"> <li>• personal demographic information such as previous addresses, names, relationships, schools and other supporting organisations</li> <li>• record of activities associated with notifications, incidents, records of interview, assessments, case planning and reviews, applications and referrals, legal applications ,out of home information, care and contact agreements, school/employment history, child protector worker history</li> <li>• case notes, file notes, meeting minutes, memos, briefings, contact visit reports</li> <li>• medical reports, photos, clothing lists, birth certificates, legal documents, medical and dental information</li> </ul>		
2.3.2	<b>Client records - Child never subject to a Care and Protection Order</b>	<p>Records relating to the case management of children subject to child protection intervention, where the child was not subject to a Care and Protection Order.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• personal demographic information such as previous addresses, names, relationships, schools and other supporting organisations</li> <li>• record of activities associated with notifications, incidents, records of interview, assessments, case planning and reviews,</li> </ul>	Temporary	Destroy 110 years after date of birth of child.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Protection</i>				
		<p>applications and referrals, legal applications ,out of home information, care and contact agreements, school/employment history, child protection worker history</p> <ul style="list-style-type: none"> <li>• case notes, file notes, meeting minutes, memos, briefings, contact visit reports</li> <li>• medical reports, photos, clothing lists, birth certificates, legal documents, medical and dental information</li> </ul>		
2.3.3	<b>Client records - no investigation</b>	<p>Records of an initial assessment where a decision is made not to proceed to investigation.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• initial report</li> <li>• results of preliminary assessment</li> </ul>	Temporary	Destroy 25 years after date of birth of child.
2.3.4	<b>Child Protection Notification</b>	<p>Reports received by Child Protection where no initial assessment could be made due to identity being unable to be established.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Notification</li> <li>• Decision making documentation</li> </ul>	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Child Protection</i>				
2.3.5	<b>Family Group Conferencing</b>	Family Group Conferencing records. Records may include; <ul style="list-style-type: none"> <li>• Notes</li> <li>• Meeting Minutes</li> </ul>	Temporary	Destroy after reference use ceases.
2.3.6	<b>Child Protection Board records</b>	Child Protection Board (CPAB files). Records may include; <ul style="list-style-type: none"> <li>• Minutes of decisions made in relation to Child Protection legal matters</li> </ul>	Permanent	Retain as State Archives
2.4	<b>Family Violence Counselling and Support</b>	The provision of specialised counselling and support to children, young people and adults affected by family violence		
2.4.1	<b>Child and Young Person's Program (CHYPP) files.</b>	Client files. Records may include; <ul style="list-style-type: none"> <li>• personal and demographic information</li> <li>• case notes, planning and summaries</li> <li>• referrals</li> <li>• external reports</li> <li>• financial record of assistance</li> </ul>	Temporary	Destroy 110 years after date of birth.

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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Family Violence Counselling and Support</i>				
2.4.2	<b>Adult Program (FVSCC) files</b>	Client files. Records may include; <ul style="list-style-type: none"> <li>• personal and demographic information</li> <li>• case notes and summaries</li> <li>• incident reports</li> <li>• legal orders</li> <li>• housing requests</li> <li>• financial records</li> <li>• police referrals</li> <li>• police reports</li> <li>• hospital reports</li> </ul>	Temporary	Destroy 110 years after date of birth.
2.5	<b>Out of Home Care</b>	The provision of placement options for children who are in need of care and protection away from their parents or guardians		
2.5.1	<b>Carer records</b>	Carer Records - records of people who have applied to care or have provided care for children under the guardianship or custody of children by the Secretary.  Records may include:	Temporary	Destroy 110 years after date of birth of last child cared for.

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No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Out of Home Care*

		<ul style="list-style-type: none"> <li>• Applications</li> <li>• Assessments/Registration</li> <li>• Care concern actions</li> <li>• Carer Agreements</li> <li>• Case notes and file notes</li> <li>• Criminal history checks</li> <li>• Documents establishing proof of identity</li> <li>• Exit interviews</li> <li>• Notifications</li> <li>• Referee questionnaires</li> <li>• Personal (including family and personal relationships) contact details</li> <li>• Dates of last child protection, conviction and medical checks</li> <li>• Carer approval status and assessments</li> <li>• Case notes, correspondence and other reports</li> </ul>		
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No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Out of Home Care</i>				
2.5.2	<b>Carer Applications - no child placement</b>	Records of applicants who completed their training and were approved, but a child was never placed with them.	Temporary	Destroy 10 years after action completed.
2.5.3	<b>Carer Application - assessment not completed</b>	Records of applicants who did not complete the training process.	Temporary	Destroy 2 years after action completed.
2.5.4	<b>Out of Home Care Placement Provider records</b>	<p>Records relating to the provision of out of home care for children (including residential care).</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Information about the organisation</li> <li>• record of all children that have been cared for in that organisation</li> <li>• record of the carers the organisation has supported</li> <li>• records of meetings, memos, file notes, briefings</li> <li>• Care concerns/complaints and reviews in relation to the provision of services to clients</li> </ul>	Permanent	Retain as State Archives
2.6	<b>Youth Detention</b>	The provision of providing safe and secure care for young people on remand and in detention.		
2.6.1	<b>Client records - serious offenders</b>	Client files of children and young people who have been in custody at Ashley Youth Detention Centre	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

		<p>(AYDC) and who have committed serious offences. Also includes offenders whose offences during their lifetime generated significant public interest or controversy and clients who died in custody.</p> <p>Serious offences are;</p> <ul style="list-style-type: none"> <li>• Murder</li> <li>• Manslaughter</li> <li>• Attempted murder</li> <li>• Dangerous or negligent driving causing death</li> <li>• Fraud in excess of \$500,000</li> <li>• Abduction/kidnapping</li> <li>• Conspiracy</li> <li>• Bribery involving government officials</li> <li>• Blackmail and extortion directed at corporations or public safety</li> </ul> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Demographic details</li> <li>• Guardian details</li> </ul>		
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**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

		<ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Indigenous status</li> <li>• Emergency contact</li> <li>• Legal details</li> <li>• Medical information</li> <li>• Education details</li> <li>• Risk status and classification</li> <li>• Facsimile coversheet with detainee particulars</li> <li>• Permission to obtain personal property</li> <li>• Property forms</li> <li>• Warrants of remand</li> <li>• Memorandum of sentence</li> <li>• Memorandum to gaoler (body warrants)</li> <li>• Supervised release orders</li> <li>• Bail documents</li> <li>• Summonses (witness) to appear</li> </ul>		
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**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

		<ul style="list-style-type: none"> <li>• Daily incentives</li> <li>• Detainee phone sheets</li> <li>• Unit transfer sheets</li> <li>• Request, compliment and appeal forms</li> <li>• Case management - goals, assessment, emails, correspondence</li> <li>• Temporary Leave forms</li> <li>• Exit plans</li> <li>• Pre-sentence reports</li> <li>• CHART modules</li> <li>• Letters to parents/guardians</li> <li>• Letters from Solicitors</li> <li>• Incident Advice forms</li> <li>• Individual Timetables</li> <li>• Behaviour Observation Diary</li> <li>• Unit transfer sheet</li> <li>• Observation records</li> </ul>		
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**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

		<ul style="list-style-type: none"> <li>• Transfer Assessment Information</li> </ul>		
2.6.2	<b>Client records - not serious offences</b>	<p>Records of clients who did not commit serious offences or go on to commit serious offences late in life.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Demographic details</li> <li>• Guardian details</li> <li>• Birth certificates</li> <li>• Indigenous status</li> <li>• Emergency contact</li> <li>• Legal details</li> <li>• Medical information</li> <li>• Education details</li> <li>• Risk status and classification</li> <li>• Facsimile coversheet with detainee particulars</li> <li>• Permission to obtain personal property</li> <li>• Property forms</li> </ul>	Temporary	Destroy 110 years after date of birth.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

		<ul style="list-style-type: none"> <li>• Warrants of remand</li> <li>• Memorandum of sentence</li> <li>• Memorandum to gaoler (body warrants)</li> <li>• Supervised release orders</li> <li>• Bail documents</li> <li>• Summonses (witness) to appear</li> <li>• Daily incentives</li> <li>• Detainee phone sheets</li> <li>• Unit transfer sheets</li> <li>• Request, compliment and appeal forms</li> <li>• Case management - goals, assessment, emails, correspondence</li> <li>• Temporary Leave forms</li> <li>• Exit plans</li> <li>• Pre-sentence reports</li> <li>• CHART module</li> <li>• Letters to parents/guardians</li> </ul>		
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**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Youth Detention</i>				
		<ul style="list-style-type: none"> <li>• Letters from Solicitors</li> <li>• Incident Advice forms</li> <li>• Individual Timetables</li> <li>• Behaviour Observation Diary</li> <li>• Unit transfer sheet</li> <li>• Observation records</li> <li>• Transfer Assessment Information</li> </ul>		
2.6.3	<b>Admission Register</b>	Register documenting Young People admitted to detention.  Information includes; <ul style="list-style-type: none"> <li>• full name</li> <li>• date of birth</li> <li>• number of admissions</li> </ul>	Permanent	Retain as State Archives
2.6.4	<b>Abducting and Escape Register</b>	Register documenting detainees who have unlawfully escaped.	Permanent	Retain as State Archives
2.6.5	<b>Visitor Register</b>	Register listing individuals permitted to enter Ashley Youth Detention Centre to visit detainees, to meet with staff or management, or to perform work on site.	Temporary	Destroy 7 years after action completed.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Child & Youth Services - Youth Detention*

2.6.6	<b>Personal Property Register</b>	Record of property owned by individual detainees at the time of their admission or subsequently received by Ashely Youth Detention Centre.	Temporary	Destroy 2 years after date of client exiting AYDC.
2.6.7	<b>Search Register</b>	A list, by individual detainee, of searches conducted on detainees on each occasion of admission to AYDC.	Temporary	Destroy 110 years after date of birth.
2.6.8	<b>CCTV - showing incidents</b>	CCTV showing evidence of incidents	Temporary	Destroy 7 years after action completed.
2.6.9	<b>CCTV - no incidents</b>	CCTV with no evidence of incidents	Temporary	Destroy 1 month after date of event.
2.6.10	<b>Transport letter</b>	Letter regarding secure transportation of detainees	Temporary	Destroy 2 years after action completed.
2.6.11	<b>Shared Communications</b>	Records documenting shared information such as; <ul style="list-style-type: none"> <li>• standard observation checks</li> <li>• record of movement of young people across the Centre and off-site</li> <li>• significant events or incidents that occur on shift</li> <li>• names and location of staff on shift</li> <li>• staff backfill arrangements</li> <li>• yard checks, safety and security issues</li> </ul>	Temporary	Destroy 15 years after action completed.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Youth Detention</i>				
		<ul style="list-style-type: none"> <li>• maintenance</li> <li>• escorts</li> <li>• admissions and discharges</li> <li>• medical issues</li> <li>• court appearances and other detainee appointments.</li> </ul> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• diaries</li> <li>• daily unit sheets</li> </ul>		
2.6.12	<b>Minutes of Meetings</b>	<p>Minutes of Meetings of various Support and Advisory Teams such as;</p> <ul style="list-style-type: none"> <li>• Centre Support Team</li> <li>• Multidisciplinary Review Team</li> <li>• Program Advisory Team</li> <li>• Transfer Assessment Panel</li> </ul>	Temporary	Destroy 7 years after action completed.
2.7	<b>Youth Health</b>	The provision of information, education, support, referral and counselling to 11-25 year olds to assist them in the making of informed life and health decisions.		

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Youth Health</i>				
2.7.1	<b>Youth Health Client records</b>	<p>Records relating to health and wellbeing services and support provided to young people aged 11-25.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• intake form</li> <li>• assessment records</li> <li>• consent to share information</li> <li>• correspondence</li> <li>• progress notes</li> <li>• Pregnancy test documents</li> <li>• Youth health funding applications</li> </ul>	Temporary	Destroy 7 years after last date of access provided the client has attained the age of 25 years.
2.7.2	<b>Youth Health Client records - Sexual Assault</b>	<p>Records relating to health and wellbeing services and support provided to young people aged 11-25 where sexual assault counselling has been provided or allegations of sexual assault have been made.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Intake form</li> <li>• Assessment form</li> <li>• Consent to share information form</li> </ul>	Temporary	Destroy 110 years after date of birth.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Child &amp; Youth Services - Youth Health</i>				
		<ul style="list-style-type: none"> <li>• Correspondence with other agencies</li> <li>• Progress notes</li> <li>• Pregnancy test documents</li> <li>• Youth Health Funding applications</li> </ul>		
2.7.3	<b>Minutes of Meetings - Clients</b>	Minutes of Meetings to discuss clients. Meetings may include; <ul style="list-style-type: none"> <li>• Client Intake Meetings</li> <li>• Client review Staff Meetings</li> </ul>	Temporary	Destroy 7 years after action completed.
2.7.4	<b>Staff Diaries and Notebooks</b>	Staff Diaries and Notebooks. Information may include; <ul style="list-style-type: none"> <li>• appointment details</li> <li>• client notes</li> </ul>	Temporary	Destroy after reference use ceases.
2.8	<b>Youth Justice - Community</b>	Records created in the provision of support to Courts in the supervision, diversion and rehabilitation of young people in the Community under Tasmanian Youth Justice Legislation		
2.8.1	<b>Client records</b>	Client records. Information may include;	Temporary	Destroy 110 years after date of birth.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Community Health Care</i>				
		<ul style="list-style-type: none"> <li>• personal information such as names, contact details, date of birth, relationships</li> <li>• case notes/file notes</li> <li>• correspondence</li> <li>• Community Service Order arrangements and schedules</li> <li>• Contravene and Review Court reports</li> <li>• incident reports</li> <li>• medical consent forms</li> <li>• legal orders</li> <li>• referrals for, and outcomes of, a Community Conference</li> <li>• pre-sentencing reports</li> <li>• applications to vary or breach court orders</li> <li>• client assessments</li> <li>• notice to Public Prosecutions</li> </ul>		
3	<b>Community Health Care</b>			

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Correctional Health</i>				
4	<b>Correctional Health</b>			
5	<b>Alcohol and Drug Services</b>			
6	<b>Inherited Diseases</b>	<p>Services related to inherited diseases are offered by the Tasmanian Clinical Genetics Service.</p> <p>They provide a clinical service for the diagnosis, management, counselling and support of individuals and families with a wide range of genetic disorders.</p> <p>A range of services are also provided to people who are pregnant or planning a pregnancy.</p>		
6.1	<b>Client records of the Tasmanian Clinical Genetics Service (Inherited Diseases)</b>	Records documenting the diagnosis, management, counselling and support of individuals and families with a wide range of genetic disorders.		
6.1.1	<b>Genetic family records</b>	<p>Genetic family records.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• referrals</li> <li>• 'Progeny' - electronic pedigree program</li> <li>• access database</li> <li>• Genetic test results</li> </ul>	Permanent	Retain in Agency

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services</i>				
		<ul style="list-style-type: none"> <li>• correspondence</li> <li>• counselling notes</li> <li>• demographic data</li> </ul>		
7	<b>Mental Health Services</b>	The function of providing specialist clinical mental health services to individuals with a severe mental illness		
7.1	<b>Access and Support</b>	The activity associated with facilitating access to Mental Health services and programs including assessment, triage and intervention.		
7.1.1	<b>Records of facilitating access to Mental Health Services</b>	<p>Records of facilitating access to Mental Health Services including assessment, triage and intervention.</p> <p>Examples include records of the</p> <ul style="list-style-type: none"> <li>• Mental Health Helpline, and former services</li> <li>• Crisis Assessment Triage Team (CATT) and the</li> <li>• Mobile Intensive Support Team (MIST)</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Risk assessment and screening</li> <li>• Referral to other services</li> </ul>	Temporary	Destroy 7 years after date of last contact provided the client has obtained the age of 25 years.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Mental Health Services - Access and Support*

		<ul style="list-style-type: none"> <li>• Crisis interview (counselling)</li> <li>• Progress record</li> <li>• Correspondence</li> <li>• Helpline database</li> </ul>		
7.1.2	<b>Records of informal contacts</b>	<p>This includes where clients are not formally accepted into the service and a formal client record is not created.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• referrals received but client not accepted into service or did not attend</li> <li>• description of presenting problem</li> <li>• redirection to another service</li> <li>• recommendations/advice given</li> <li>• triage information</li> <li>• enquiry details - method, assistance requested, information provided to enquirer</li> <li>• date and time of contact</li> </ul>	Temporary	Destroy 2 years after date of last action.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Forensic Case Management</i>				
7.2	<b>Forensic Case Management</b>	<p>The activity of managing individuals with a mental illness who are involved with, or at risk of becoming involved with the criminal justice system.</p> <p>Includes assessment and planning individual case outcomes.</p>		
7.2.1	<b>Client records of the Court Liaison Service</b>	<p>Records created in the assessment and identification of individuals before the judiciary who may not be fit to plead and/or require diversion into a mental health setting through the Mental Health Diversional List.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• mental health assessment</li> <li>• court dates</li> <li>• pending charges and other legal information</li> <li>• court outcomes</li> <li>• progress notes</li> <li>• client demographic details</li> <li>• discharge summaries</li> <li>• correspondence</li> <li>• summary sheet</li> </ul>	Temporary	Destroy 15 years after date of last contact.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Forensic Case Management</i>				
7.2.2	<b>Client records of the Community Forensic Case Management Service</b>	Client records of the Community Forensic Case Management Service  Records may include: <ul style="list-style-type: none"> <li>• Mental health assessment</li> <li>• Counselling notes</li> <li>• Advice given</li> <li>• Referrals to other services</li> <li>• Case management plan</li> <li>• Case Management review</li> <li>• Chief Psychiatrist approved forms</li> </ul>	Temporary	Destroy 15 years after date of last contact.
7.2.3	<b>Client records of the former Forensic Mental Health Prison Service</b>	Includes records where the original information is not stored in the Prison Health Inmate File.  Records may include: <ul style="list-style-type: none"> <li>• registration</li> <li>• progress notes</li> <li>• correspondence</li> <li>• assessment</li> </ul>	Temporary	Destroy 15 years after date of last contact.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Forensic Case Management</i>				
		<ul style="list-style-type: none"> <li>• history</li> </ul>		
7.2.4	<b>Legal Files</b>	<p>Records of clients of Forensic Mental Health Services pertaining to any legal matter, including records sourced in the writing of court reports.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Request for court report by judge or magistrate</li> <li>• Source documents eg police reports, victim/witness impact statement, criminal history/record, any document relevant to the case</li> <li>• Copy of final report</li> <li>• Mental Health Tribunal hearings, reports and outcomes</li> <li>• Probation orders</li> <li>• Legal outcomes of court</li> <li>• Correspondence regarding any legal matter</li> <li>• Warrants</li> </ul>	Temporary	Destroy 15 years after date of last contact.
7.3	<b>Mandatory Reporting and Monitoring</b>	The activity of mandatory reporting and review of the management, health and treatment of clients and patients under the Mental Health Act.		

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Mandatory Reporting and Monitoring</i>				
7.3.1	<b>Monthly reports</b>	<p>Monthly reports on long term voluntary inpatients</p> <p>Report prepared for the Mental Health Tribunal and Chief Civil Psychiatrist on the accommodation and treatment of long term voluntary inpatients.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Patient name</li> <li>• date of admission</li> <li>• details of treatment and care given during the month</li> </ul>	Temporary	Destroy 5 years after action completed.
7.3.2	<b>Restraint and Seclusion Registers</b>	<p>Restraint and Seclusion Registers - Summary Record</p> <p>Records may contain:</p> <ul style="list-style-type: none"> <li>• Patient details (label)</li> <li>• Date/time of admission</li> <li>• Date of restraint/seclusion</li> <li>• Type of restraint</li> <li>• Time seclusion/restraint commenced</li> <li>• Time seclusion/restraint ceased</li> <li>• Total time</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Mandatory Reporting and Monitoring</i>				
		<ul style="list-style-type: none"> <li>• Name and title of person approving</li> </ul>		
7.3.3	<b>Weekly Reports to Mental Health Tribunal</b>	<p>Weekly report by Secure Mental Health Unit on each forensic patient to the Mental Health Tribunal</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• admission and discharge dates</li> <li>• the exercise of visitation rights (including any denial or restriction of those rights)</li> <li>• searches, detentions, arrests (whether of visitors or other persons)</li> <li>• seizures of property (whether from the patient or visitors)</li> <li>• police visits</li> <li>• the exercise of telephone rights (including any denial or restriction of those rights)</li> <li>• the exercise of correspondence rights (including any denial or restriction of those rights)</li> </ul>	Temporary	Destroy after administrative use ceases.
7.3.4	<b>Client mail</b>	<p>Registers documenting the management of client mail in the Secure Mental Health Unit</p> <p>This includes;</p>	Temporary	Destroy 7 years after action completed.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Mandatory Reporting and Monitoring</i>				
		<ul style="list-style-type: none"> <li>• Register of Prohibited Addressees,</li> <li>• Refused (Outgoing) Mail Register,</li> <li>• Refused (Incoming) Mail/Contraband Register.</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• details of addressee's who have asked not to receive mail</li> <li>• details of restraint and family violence orders</li> <li>• reasons for refusal of mail incoming and outgoing</li> <li>• list of contraband items</li> <li>• reasons for refusal of contraband items</li> </ul>		
7.3.5	<b>Legal Order tracking</b>	<p>Working documents created in the process of tracking Mental Health Act Legal Orders</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• name of patient</li> <li>• THCI (Tasmanian Health Client Index) number</li> <li>• Type of order</li> <li>• Service type eg inpatient, forensic</li> </ul>	Temporary	Destroy 12 months after action completed.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• expiry date of current order</li> <li>• number of days before order expires</li> <li>• date of order hearing</li> <li>• working notes of legal orders coordinator</li> <li>• renewal of order status</li> <li>• date renewal will take place</li> <li>• issues register</li> <li>• outdated orders</li> <li>• legacy guardianship orders</li> </ul>		
7.4	<b>Patient/Client Treatment and Care</b>	<p>The activity of providing services by health professionals for the benefit of the patient/client such as;</p> <ul style="list-style-type: none"> <li>• medical examination,</li> <li>• assessment,</li> <li>• diagnosis,</li> <li>• treatment,</li> <li>• care and</li> </ul>		

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• education.</li> </ul> <p>See 7.2 for Forensic Case Management</p>		
7.4.1	<b>Client records - inpatient, residential or extended care facility.</b>	<p>Records of patients/clients receiving mental health care and/or treatment in an inpatient, residential or extended care facility</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• alert sheet</li> <li>• Chief Psychiatrist approved forms</li> <li>• history and examination</li> <li>• medical charts</li> <li>• consent forms</li> <li>• electroconvulsive therapy (ECT) forms</li> <li>• surgical safety checklist</li> <li>• nursing short stay summary</li> <li>• medical certificate</li> <li>• progress notes</li> </ul>	Temporary	Destroy 25 years after date of last contact.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• observation charts</li> <li>• investigation results</li> <li>• Mental Health Act legal orders</li> <li>• discharge summary/letters</li> <li>• Mental Health Tribunal correspondence</li> <li>• risk assessment</li> <li>• incident reports</li> <li>• client financial records such as account statements, benefits and claims, payment authorisations, fee payments, accounts management</li> </ul>		
7.4.2	<b>Client Records - Secure Mental Health Unit - controversial</b>	<p>Records of inpatients/clients admitted to a Secure Mental Health Unit where the cases caused significant controversy and/or widespread public interest.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• patient identification</li> <li>• patient portfolio</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• Chief Psychiatrist approved forms</li> <li>• alert sheet</li> <li>• patient property</li> <li>• Mental Health Act legal orders</li> <li>• correspondence</li> <li>• investigation results</li> <li>• code blue plan</li> <li>• current physical observations</li> <li>• management plan</li> <li>• patient leave documents</li> <li>• psychology evaluations, progress notes, test results, reports</li> <li>• multidisciplinary team (MDT) client review notes</li> <li>• intensive case review notes</li> <li>• medication records</li> </ul>		
7.4.3	<b>Client records - Secure Mental Health</b>	Records of patients/clients admitted to a Secure Mental Health Unit whose cases did not cause	Temporary	Destroy 25 years after date of last contact.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
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*Mental Health Services - Patient/Client Treatment and Care*

	<p><b>Unit - non controversial</b></p>	<p>significant controversy and/or widespread public interest.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• patient identification</li> <li>• patient portfolio</li> <li>• Chief Psychiatrist approved forms</li> <li>• alert sheet</li> <li>• patient property</li> <li>• Mental Health Act legal orders</li> <li>• correspondence</li> <li>• investigation results</li> <li>• code blue plan</li> <li>• current physical observations</li> <li>• management plan</li> <li>• patient leave documents</li> </ul>		
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**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• psychology evaluations, progress notes, test results, reports</li> <li>• multidisciplinary team (MDT) client review notes</li> <li>• intensive case review notes</li> <li>• medication records</li> </ul>		
7.4.4	<b>Client records - non-admitted, outpatient or community health (over 18 years)</b>	<p>Records of clients/patients receiving mental health care in a non-admitted, outpatient or community health setting where the patient/client is aged 18 years and over</p> <p>Includes client records of the:</p> <ul style="list-style-type: none"> <li>• Dementia Behaviour Management Advisory Services (DBMAS)</li> <li>• Dementia Support Unit</li> <li>• Community Dementia (North)</li> <li>• Community Adult Mental Health Services</li> <li>• Older Persons Mental Health Service Community</li> <li>• Memory Clinic</li> <li>• Roy Fagan Day Centre</li> </ul>	Temporary	Destroy 7 years after date of last contact.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• Rehabilitation</li> <li>• Crisis Assessment and Triage</li> <li>• Emergency Department attendances</li> </ul> <p>See 7.4.7 for records of Prevocational Training</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• chief psychiatrist approved forms</li> <li>• mental health services checklist</li> <li>• care plan</li> <li>• medication information</li> <li>• assessment</li> <li>• correspondence</li> <li>• clinical reviews</li> <li>• progress notes</li> <li>• transfer of care/clinical handover</li> <li>• case closure/client discharge</li> </ul>		

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• incident report forms</li> <li>• consent forms</li> </ul>		
7.4.5	<b>Client records - non-admitted, outpatient or community health (under 18 years)</b>	<p>Records of client/patients receiving mental health care in a non-admitted, outpatient or community health setting where the patient/client is under the age of 18</p> <p>Includes client records of:</p> <ul style="list-style-type: none"> <li>• Child and Adolescent Mental Health Services - including family and parental therapy</li> <li>• Emergency Department attendances</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• strengths and difficulties questionnaires</li> <li>• care plan</li> <li>• discharge letter</li> <li>• progress notes</li> <li>• medication information</li> </ul>	Temporary	Destroy 15 years after date of last contact provided the client has reached the age of 25.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• assessment</li> <li>• correspondence</li> <li>• case closure/client discharge</li> <li>• consent forms</li> <li>• Chief Psychiatrist approved forms</li> <li>• attendance and appointment information</li> <li>• assessments and questionnaires</li> </ul>		
7.4.6	<b>Client records - Huntington's Disease Service</b>	<p>Case management records of clients/patients of Huntington's Disease Service</p> <p>See 6.1.1 Inherited Diseases for genetic records</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient registration</li> <li>• alert sheet</li> <li>• history</li> <li>• case planning, individual service plan</li> <li>• risk management plan</li> <li>• psychiatric notes</li> </ul>	Temporary	Destroy 110 years after date of birth.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• progress notes</li> <li>• correspondence</li> <li>• referral</li> <li>• assessments</li> <li>• investigation results</li> <li>• consent forms</li> </ul>		
7.4.7	<b>Client records - Prevocational training</b>	<p>Client records of prevocational training services</p> <p>Includes Prevocational Unit who provide training and skill development to individuals affected by mental health issues to facilitate their progress into employment.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• client contact details</li> <li>• clinical information</li> <li>• progress notes</li> </ul>	Temporary	Destroy 2 years after date of last contact.
7.4.8	<b>Client records - University Psychology Clinic</b>	<p>Client records of the University Psychology Clinic</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• alert sheet</li> </ul>	Temporary	Destroy 7 years after date of last contact provided the client has reached the age of 25 years.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• registration form</li> <li>• clinical progress notes</li> <li>• history</li> <li>• assessments and reports</li> <li>• referral</li> <li>• client therapy history</li> <li>• consent form</li> <li>• care plan</li> <li>• intake interview</li> <li>• correspondence</li> <li>• discharge/transfer summary</li> </ul>		
7.4.9	<b>Client records - Wilfred Lopes Private Practitioner</b>	Client records of Dr Wilfred Lopes Private Practitioner Records may include: <ul style="list-style-type: none"> <li>• patient information sheet</li> <li>• progress notes</li> <li>• correspondence</li> </ul>	Temporary	Destroy 10 years after date of transfer to Agency.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
7.4.10	<b>Client records - psychiatric institutions</b>	<p>Records of patients/clients in psychiatric institutions established and managed by the Agency until their closure in November 2000</p> <p>Facilities include Royal Derwent Hospital and Willow Court.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• alert sheet</li> <li>• patient registration</li> <li>• admission and discharge dates</li> <li>• leave dates</li> <li>• date of death</li> <li>• voluntary or involuntary status of patient</li> <li>• Mental Health Act legal orders</li> <li>• medical history</li> <li>• examination</li> <li>• clinical treatment</li> <li>• progress notes</li> <li>• medication charts</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		<ul style="list-style-type: none"> <li>• periodic observations and examinations</li> <li>• discharge summary/letters</li> <li>• incident reports</li> <li>• consent forms</li> <li>• social worker client files</li> <li>• client financial records</li> <li>• restraint and seclusion summaries</li> </ul>		
7.4.11	<b>Diaries and appointment books</b>	Personal or work diaries and appointment books where relevant information has been transferred to the client/patient's medical record.  Records may include: <ul style="list-style-type: none"> <li>• details of appointments</li> <li>• client contact details</li> <li>• client attendance</li> <li>• dates/times of meetings</li> </ul>	Temporary	Destroy after administrative use ceases.
7.4.12	<b>Patient/Client lists</b>	Patient/client lists  See 7.5.1 for Patient Master Index/Register	Temporary	Destroy after administrative use ceases.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Patient/Client Treatment and Care</i>				
		Records may include: <ul style="list-style-type: none"> <li>• appointment lists</li> <li>• attendance sheets</li> <li>• service provider client list</li> <li>• client observation sheets (Secure Mental Health Unit)</li> <li>• client activity approval sheets (Secure Mental Health Unit)</li> <li>• client canteen order lists (Secure Mental Health Unit)</li> </ul>		
7.4.13	<b>Records of Client property</b>	Records of client property and valuables where this is not retained in the client record Records may include: <ul style="list-style-type: none"> <li>• property</li> <li>• apparel</li> <li>• money</li> <li>• valuables</li> </ul>	Temporary	Destroy 12 months after administrative use ceases.
7.5	<b>Registration and Identification</b>	The activity of managing the identification, registration and client contact with services.		

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Mental Health Services - Registration and Identification</i>				
7.5.1	<b>Patient Master Index/Register</b>	<p>Records of the names of patient and clients linking them to their unique identifier, where applicable. In addition other patient/client information may be recorded thereby acting as a summary record of client contact with the service.</p> <p>Includes electronic systems that include the function of a Patient Master Index e.g. iPM, HOMER, database</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• patient/client name(s)</li> <li>• unique identifier</li> <li>• date of birth</li> <li>• sex</li> <li>• address</li> <li>• alerts</li> <li>• dates of contact with service</li> </ul>	Permanent	Retain in Agency
8	<b>Occupational Medicine</b>			
8.1				
8.1.1				

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Sexual Health</i>				
9	<b>Sexual Health</b>			
10	<b>Patient Travel Assistance</b>	The Patient Travel Assistance Scheme (PTAS) provides financial assistance with travel and/or accommodation costs for Tasmanian residents to access a range of specialist medical services, where these services are not available locally.		
10.1	<b>Client records (Patient Travel Assistance Scheme)</b>	Records documenting the application and provision of the Patient Travel Assistance Scheme (PTAS) to clients.		
10.1.1	<b>Client files</b>	<p>Client files.</p> <p>Records may include;</p> <ul style="list-style-type: none"> <li>• Application for Assistance Form</li> <li>• Finance records</li> <li>• Correspondence</li> <li>• Reports</li> <li>• Supporting documentation</li> <li>• Purchase orders &amp; requisitions</li> </ul>	Temporary	Destroy 7 years after action completed.
11	<b>Public Hospitals</b>			
12	<b>Rehabilitation</b>			

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Screening Programs</i>				
13	<b>Screening Programs</b>	Screening Programs - DHHS operates various screening programs to minimise cancer mortality and morbidity through screening, early detection, community education and health promotion.		
13.1	<b>Client records (Screening Programs)</b>	Records documenting the provision of screening services to clients.		
13.1.1	<b>Client files</b>	Client file.  Records may include; <ul style="list-style-type: none"> <li>• scans and ultrasounds</li> <li>• progress notes</li> <li>• registration forms</li> <li>• consents</li> <li>• worksheets</li> <li>• assessment forms</li> <li>• biopsy records</li> <li>• histopathology audits</li> <li>• treatment forms</li> <li>• radiographers forms</li> </ul>	Temporary	Destroy 10 years after date of last screening.

**Retention & Disposal Schedule number: 2426**

No	Function/Activity	Description	Status	Disposal Action
<i>Screening Programs - Client records (Screening Programs)</i>				
		<ul style="list-style-type: none"><li>• discharge/restore forms</li><li>• general client correspondence</li><li>• imaging films (x-rays), requests, records, reports and recordings</li></ul>		
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