

**Disposal Schedule  
for  
Functional records of  
The Tasmanian  
Ambulance Service**

91 Murray St Hobart Tasmania 7000

**Disposal Authorisation No. 27**

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## **INTRODUCTION**

### **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 the custody of their creating Agency, or their transfer to the Tasmanian Archive & 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 & 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.

### **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 those 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. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), or by phoning 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 27**

**Title:** Disposal Schedule for Functional Records of the Tasmanian Ambulance Service

**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

**Document Development History**

**Build Status**

Version	Date	Author	Reason	Sections
2.0	July 2013	Deborah Drinkell	New Template and removed duplication	03.00.00
1.0	02/08/1996	AOT	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
State Communication	03.00.00	Removed duplication

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & 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 to the Tasmanian Archive & Heritage Office 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 (name of agency or sector).

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 & 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 & Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

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

## **Other Investigations and 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.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **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 process 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 & Heritage Office website.

Reference	Disposal class	Status and Disposal Action
<b>01.00.00</b>	<b>CLINICAL PRACTICE &amp; EDUCATION</b>	
<b>01.01.00</b>	<b>Course Documentation</b>	
01.01.01	Master copies of Tasmanian Ambulance Service in-house and externally developed course and curriculum documentation, syllabuses, unit outlines, overheads and lesson plans.	PERMANENT
01.01.02	Copies of course and curriculum documentation not included in I.I.I.	TEMPORARY Destroy when reference ceases.
01.01.03	Numbered copies of course syllabuses, unit outlines and course documentation including overheads and lesson plans.	TEMPORARY Destroy when reference ceases.
<b>01.02.00</b>	<b>Assessment Records</b>	
01.02.01	Student Register (electronic) containing training details of permanent, temporary, volunteer and honorary ambulance officers. Information contained in register includes commencement date, qualifications, courses successfully completed, courses attempted or not successfully completed.	PERMANENT Retain in the agency in a readily accessible format for as long as required for administrative use. When planning to discontinue the system (in part or in whole) contact the Tasmanian Archive & Heritage Office to discuss future custody arrangements.
01.02.02	Student assessment papers	Return to student 12 months after the completion of the performance evaluation report.
01.02.03	Performance evaluation reports.	TEMPORARY Destroy 7 years after Officer ceases employment or voluntary service.
01.02.04	Notices of Achievement issued at the completion of a particular stage of a training unit.	TEMPORARY Destroy 7 years after Officer ceases employment or voluntary service.
01.02.05	Notices of interim course outcomes and notices of completion of training units.	TEMPORARY Destroy when Authorisation to Practice is issued or 7 years after Officer ceases employment or voluntary service.

01.02.06	Authorisations to Practice issued following the successful completion of a training unit.	TEMPORARY Destroy 7 years after Officer ceases employment or voluntary service.
01.02.07	Protocol update forms.	TEMPORARY Destroy when Authorisation to Practice is issued.
01.02.08	Quarterly clinical audit forms	TEMPORARY Destroy 7 years after action completed.
01.02.09	Annual clinical audit forms	TEMPORARY Destroy 7 years after action completed.

Reference	Disposal class	Status and Disposal Action
<b>01.03.00</b>	<b>Training Administration</b>	
01.03.01	Records relating to attendance at training courses including letters/notices calling for nominations, requests to attend and notices of acceptance/non acceptance.	TEMPORARY Destroy when reference ceases.

Reference	Disposal class	Status and Disposal Action
<b>02.00.00</b>	<b>OPERATIONAL RECORDS</b>	
<b>02.01.00</b>	<b>Case Management Records</b> The white copy of the case sheet is delivered to the health facility with the patient.	
02.01.01	Pink copies of Case Sheets which document details of the case and treatments administered to patient.	TEMPORARY Destroy 7 years after action completed.
02.01.02	Yellow copies of Case Sheets which document details of the case and treatments administered to patient.	TEMPORARY Destroy when reference ceases.
02.01.03	Case de-briefs.	TEMPORARY Destroy 7 years after action completed.
<b>02.02.00</b>	<b>Ambulance Vehicles</b> <b>Purpose built or designed vehicles used to transport and treat patients including cab-chassis and treatment modules.</b> <u>See DS2157</u> for vehicles not used to transport or treat patients.	
02.02.01	Design records and records illustrating policy and establishing precedents relating to the provision and use of vehicles.	PERMANENT Transfer 5 years after action completed.
02.02.02	Records (including accident reports) which account for the purchase, registration, management, maintenance and operation and disposal of vehicles.	TEMPORARY Destroy 2 years after disposal of vehicle.
02.02.03	Vehicle logbooks.	TEMPORARY Destroy 2 years after action completed.
02.02.04	Fuel issue records	TEMPORARY Destroy 2 years after action completed.
02.02.05	Vehicle histories and vehicle running details including fuel consumption contained in the fleet database.	TEMPORARY Delete relevant information from database 2 years after disposal of vehicle.

Reference	Disposal class	Status and Disposal Action
<b>03.00.00</b>	<b>State Communication</b>	
<b>03.01.00</b>	<b>Policy and Administration</b>	
03.01.01	Records illustrating policy and establishing precedents relating to State Communications.	PERMANENT Transfer 5 years after action completed.
03.01.02	Routine correspondence including inquiries and provision of routine information.	TEMPORARY Destroy 2 years after action completed.
03.01.03	Daily activity reports.	Destroy when reference ceases
<b>03.02.00</b>	<b>Emergency Calls</b> Note: When voice recordings are required for police investigations (3.1.2), a duplicate copy is made and kept as 3.1.1	
03.02.01	Voice recordings which are not required for police investigations.	TEMPORARY Destroy 6 mths after date of recording by re-use of the recording medium.
03.02.02	Voice recordings required for police investigations.	Transfer custody of tapes to Tasmania Police.