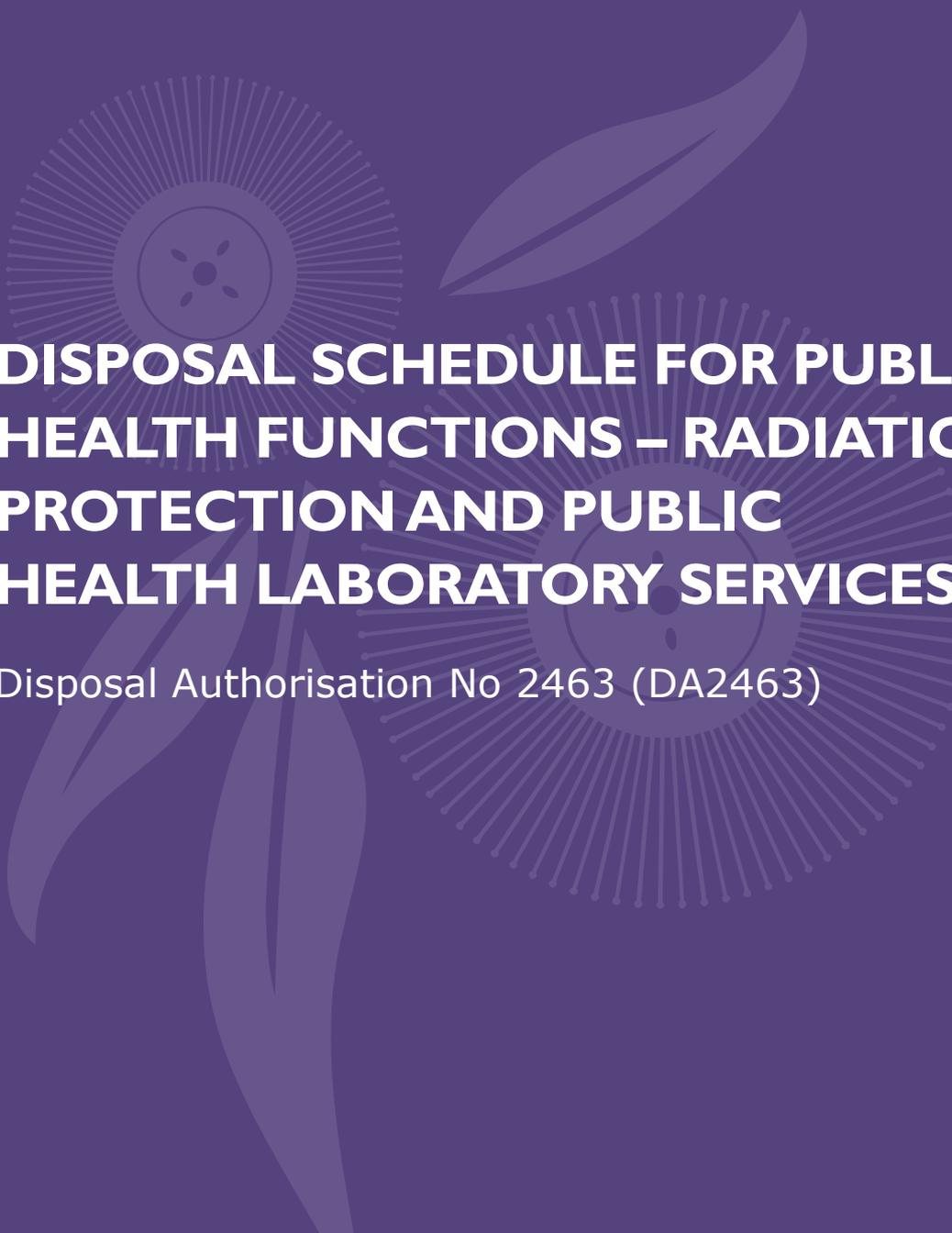


**Office of the  
State Archivist**



**DISPOSAL SCHEDULE FOR PUBLIC  
HEALTH FUNCTIONS – RADIATION  
PROTECTION AND PUBLIC  
HEALTH LABORATORY SERVICES**

Disposal Authorisation No 2463 (DA2463)

**April 2020**

## Authorisation

Under Section 20 (2) (b) of the *Archives Act 1983* (Tas), 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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### Document Development History

| Version | Date       | Comments  |
|---------|------------|---|
| 2.1     | 08/04/2020 | OSA template  |
| 2       | 16/10/2019 | <i>Public Health Services DA2463</i> was changed to <i>Public Health Functions – Radiation Protection and Public Health Laboratory Services DA2463</i> . Functions were renumbered. See note below. |
| 1       | 10/11/2016 | Radiation Protection and Public Health Laboratory functions authorised.   |

Notes:

The draft *Public Health Service DA2463* (March 2015) was intended to have five functions:

1. Communicable Diseases Prevention Unit
2. Pharmaceutical Services Branch
3. Public Health Laboratory
4. Radiation Protection
5. Protection Control Unit.

Functions 1, 2, and 5 are now covered in *Department of Health (Public Health Services) DA 2523*.

Functions 3 and 4 remain in this schedule, *Public Health Functions – Radiation Protection and Public Health Laboratory Services DA 2463*. Function 3 (Public Health Laboratory Services) in the original *DA2463*, has been renumbered as Function 1, and Function 4 (Radiation Protection) in the original *DA2523*, has been renumbered as Function 2.

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## Introduction

### ARCHIVES LEGISLATION

The *Archives Act 1983* (Tas) 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 Archives.

### SCHEDULE ELEMENTS AND ARRANGEMENT

The administrative functions covered by this schedule are arranged in alphabetical order as function headings:

- *Reference*

All function 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 Archives 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, are listed as disposal classes under each function.

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 Tasmanian Archives 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.

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.

### 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.

## Interpretation

### DEFINITIONS

**Permanent records** are those that will be transferred to the Tasmanian Archives to be retained as State Archives. The *Archives Act 1983* (Tas) 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 the functional records of Radiation Protection and Public Health Laboratory services (Department of Health). All other Public Health services and programs are covered in *DA2523 - Disposal Schedule for Public Health Service 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 current procedures for unscheduled records.

### PRESERVATION OF RECORDS

Section 10 (1) (a) of the *Archives Act 1983* (Tas) 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.

### 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* (Tas) 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.

### PERMANENT RECORDS

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

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

## **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 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.

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 Archives.

## **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* (Tas)) 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 from the Office of the State Archivist.

## Disposal Schedule

| Reference | Function/Activity/Disposal Class                     | Description  | Status    | Disposal Action                            |
|-----------|--|--|-----------|--|
| I         | <b>PUBLIC HEALTH LABORATORY</b>                      | The function of the Public Health Laboratory (PHL) is to support Environmental Health Services by providing a wide range of National Association of Testing Authorities (NATA)-accredited microbiological testing of food and water. The PHL testing services are also conditionally available to the public, industry and Local Government. |           |  |
| I.1       | QUALITY CONTROL                                      | The activity of maintaining NATA Accreditation through an ISO 17025 accredited Quality system. The Quality Manual and other Laboratory Manuals describe the Quality system and the records required.   |           |  |
| I.1.1     | Internal and External Calibrations and Safety Checks | Records detailing the conduct of equipment calibration and safety checks in the PHL, including: <ul style="list-style-type: none"> <li>• internal - conducted by PHL staff</li> <li>• external - conducted by contractors</li> </ul>   | Temporary | Destroy 7 years after date of expiry.      |
| I.1.2     | Process Control Measures                             | Records documenting internal process controls which are used to demonstrate effective conduct with a known amount of a control organism.   | Temporary | Destroy 7 years after date of measurement. |
| I.1.3     | Media Records  | Records of production of media, including: <ul style="list-style-type: none"> <li>• media preparation sheets</li> <li>• autoclave records</li> </ul>   | Temporary | Destroy 7 years after date of production.  |
| I.1.4     | Customer Surveys                                     | Collated responses from customer surveys.  |           | Destroy 7 years after date of production.  |
| I.2       | TECHNICAL CONTROL                                    | The activity of ensuring that testing is performed in accordance with the terms of NATA Accreditation and the Australian Standard methods.   |           |  |

| Reference | Function/Activity/Disposal Class | Description   | Status    | Disposal Action                                       |
|-----------|----------------------------------|---|-----------|---|
| 1.2.1     | Annual Review Report             | Report on the annual review of the PHL by the Manager of Environmental Health Services  | Temporary | Destroy 7 years after date of review.                 |
| 1.2.2     | Laboratory Manuals               | The manuals include Standing Operating Procedures for microbiological techniques and media preparation instructions. Manuals may include: <ul style="list-style-type: none"> <li>• Media Manual</li> <li>• Water Manual</li> <li>• Food Manual</li> <li>• Quality Manual</li> </ul>   | Temporary | Destroy 7 years after date of withdrawal/replacement. |
| 1.2.3     | Training records                 | Staff training records detailing training from initial orientation to on-going professional development. These are required for on-going NATA Accreditation.  | Temporary | Destroy 7 years after date of staff separation.       |
| 1.2.4     | Audits                           | Internal and external audit records of the PHL Quality system. Records may include; <ul style="list-style-type: none"> <li>• internal audit reports (monthly)</li> <li>• external audit reports (18-monthly)</li> <li>• safety inspection records (6 monthly)</li> <li>• records of corrective action undertaken</li> </ul> | Temporary | Destroy 7 years after date of audit.                  |
| 1.2.5     | Measurement uncertainty          | Calculation of measurement uncertainty for all test methods for matrices tested with the PHL, as required by NATA.  | Temporary | Destroy 7 years after date of method withdrawal.      |
| 1.2.6     | Proficiency testing              | Records of testing work performed to meet requirements of proficiency comparisons with other laboratories. Proficiency samples are issued by a central authority and results analysed against consensus results. Records may include: <ul style="list-style-type: none"> <li>• testing worksheets</li> </ul>                | Temporary | Destroy 7 years after date of testing.                |

| Reference | Function/Activity/Disposal Class | Description  | Status    | Disposal Action                             |
|-----------|----------------------------------|--|-----------|---|
|           |                                  | <ul style="list-style-type: none"> <li>• results summaries/analysis issued by authority</li> <li>• Proficiency Program Reports issued by authority</li> </ul>  |           |   |
| I.3       | TESTING                          | The activity of conducting NATA-accredited testing using a wide variety of food and water tests. The conduct of testing is documented through an electronic database - LIMS1 (Laboratory Information Management System One).   |           |   |
| I.3.1     | Client Submission Forms          | <p>PHL-provided forms completed by clients and submitted with physical samples of water or food, providing details required for sample registration, including;</p> <ul style="list-style-type: none"> <li>• client contact details</li> <li>• sample details</li> <li>• specific non-routine requests</li> </ul>  | Temporary | Destroy 7 years after date of submission.   |
| I.3.2     | Working Sheets                   | <p>LIMS1 generated forms (blue paper) created after registration of samples in the LIMS1 database, which are completed by hand, with details of testing and results, including:</p> <ul style="list-style-type: none"> <li>• initials of staff labelling, checking, testing, reading, and entering and checking results</li> <li>• media codes used in testing</li> <li>• observed results</li> <li>• any additional observations</li> </ul> | Temporary | Destroy 7 years after date of registration. |
| I.3.3     | Results Certificates             | LIMS1 generated Certificates, created after entering and checking results transcribed from the working sheets. The Certificates detail results, for issue to clients by email and hard copy, and are signed by a microbiologist.   | Temporary | Destroy 7 years after date of issue.        |

| Reference | Function/Activity/Disposal Class | Description   | Status    | Disposal Action                             |
|-----------|----------------------------------|---|-----------|---|
| 1.3.4     | LIMS I Database Entries          | <p>Database compiling electronic records of all stages of testing. LIMS I records include:</p> <ul style="list-style-type: none"> <li>• client details</li> <li>• sample registration information</li> <li>• tests assigned</li> <li>• test results</li> <li>• comments by PHL</li> <li>• result certificates</li> </ul>  | Temporary | Destroy 7 years after date of registration. |
| 2         | <b>RADIATION PROTECTION UNIT</b> | <p>The Radiation Protection Unit aims to protect Tasmanians and the environment from the risks associated with exposure to radiation, while recognising and enabling access to the beneficial uses of radiation. The function of this Unit is to regulate the safe use, transport, storage and disposal of X-ray units and radioactive material used in medicine, research, industry and mining, along with the regulation of high power lasers and intense pulse lights (IPL).</p> |           |   |
| 2.1       | ADVICE                           | <p>The activity of providing technical and scientific advice relating to radiation to the Minister, government agencies, professional organisations and the public.</p> <p>Advice relates to radiation sources including (but not limited to);</p> <ul style="list-style-type: none"> <li>• microwaves</li> <li>• power lines</li> <li>• mobile phones</li> <li>• communication towers</li> <li>• lasers</li> </ul>   |           |   |

| Reference | Function/Activity/Disposal Class                    | Description   | Status    | Disposal Action                          |
|-----------|---|---|-----------|--|
|           |   | <ul style="list-style-type: none"> <li>• X-rays, and</li> <li>• radioactive materials, both natural and manufactured</li> </ul>   |           |  |
| 2.1.1     | Formal advice                                       | <p>Records documenting the provision of formal advice to the Minister, government agencies, professional organisations and the public, relating to controversial issues, innovative practices and significant policy developments.</p> <p>Examples of significant policy developments may include any changes relating licence conditions affecting how a licence operates and also any changes in radiation protection requirements nationally being adopted by Tasmania.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• comments on national codes of practice</li> <li>• guidelines in relation to radiation protection</li> </ul> | Permanent | Retain as State Archives.                |
| 2.1.2     | Routine advice                                      | <p>Records documenting routine advice in relation to radiation protection such as:</p> <ul style="list-style-type: none"> <li>• licensing processes</li> <li>• legislative requirements</li> <li>• advice on natural and artificial radioactive materials</li> <li>• information sheets</li> </ul>  | Temporary | Destroy 7 years after action completed.  |
| 2.2       | MONITORING AND TESTING                              | The activity of monitoring radiation levels and testing for the presence of radioactive materials to confirm that radiation practices are conducted safely.   |           |  |
| 2.2.1     | Radiation Monitoring Instrument Calibration Records | <p>The Radiation Protection Unit calibrates some of its own and some licence holders' radiation monitoring instruments annually.</p> <p>Records may include:</p>  | Temporary | Destroy 10 years after last calibration. |

| Reference | Function/Activity/Disposal Class  | Description  | Status    | Disposal Action   |
|-----------|-----------------------------------|--|-----------|---|
|           |                                   | <ul style="list-style-type: none"> <li>• the data obtained for each instrument</li> <li>• the report prepared for each instrument</li> <li>• associated correspondence with the licence holder</li> <li>• reports of calibration conducted by other parties for some other Radiation Protection Unit and licence holders' instruments</li> </ul>   |           |   |
| 2.2.2     | Wipe tests                        | <p>Wipe test reports relating to swabs from radioactive sources or from surfaces in sites in which radioactive sources are, or have been used in Tasmania.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports that summarise the radiation measurements made on the swabs</li> </ul>   | Temporary | Destroy 30 years after notification that the radiation source has been disposed of or has left the State. |
| 2.2.3     | Personal Monitoring Dose Reports. | <p>Records relating to the results of personal radiation monitoring of Radiation Protection Unit staff, and of individuals in Tasmania whose work may expose them to radiation, and of locations close to where radiation sources are stored or used. These records are provided to the RPU by external personal radiation monitoring service providers in either hard copy or electronically.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports of radiation doses received by Radiation Protection Unit staff</li> <li>• reports of radiation doses received by persons occupationally exposed to radiation</li> <li>• reports of radiation doses in areas close to radiation sources where individuals may be present</li> </ul> | Temporary | Destroy 90 years after date of issue.   |

| Reference | Function/Activity/Disposal Class | Description  | Status    | Disposal Action   |
|-----------|----------------------------------|--|-----------|---|
| 2.2.4     | Inventory of School Sources      | <p>Records may include:</p> <ul style="list-style-type: none"> <li>• lists of schools</li> <li>• inventories of radiation sources</li> <li>• wipe test reports for school sources</li> <li>• audit reports</li> <li>• associated correspondence eg response to queries</li> <li>• notification that radiation sources have been disposed of</li> </ul>   | Temporary | Destroy 40 years after notification received that all such radiation sources in a school have been disposed of. |
| 2.3       | REGULATION                       | <p>The activity of regulating radiation places, people and radiation sources to protect the health and safety of all persons and the environment from the harmful effects of unnecessary radiation exposure and usage.</p> <p>Tasmania issues three types of radiation licences - for dealings with radioactive material; for dealings with ionising radiation apparatus; and for dealings with non-ionising radiation apparatus.</p> <p>Dealings include, but are not limited to, acquisition, possession, storage, use, manufacture, transport, sale, repair and disposal.</p> <p>Each licence documents: the people authorised to deal with the radiation sources; the radiation sources; and the conditions under which the radiation sources may be dealt with.</p> |           |   |
| 2.3.1     | Register of authorities          | <p>Records must include the following information prescribed in the <i>Radiation Protection Regulations 2016</i> or equivalent:</p> <ul style="list-style-type: none"> <li>• information about a licence</li> </ul>  | Permanent | Retain in Agency.   |

| Reference | Function/Activity/Disposal Class       | Description  | Status    | Disposal Action  |
|-----------|--|--|-----------|--|
|           |  | <ul style="list-style-type: none"> <li>• information about a certificate of registration</li> <li>• information about certificates of accreditation</li> </ul>   |           |  |
| 2.3.2     | Successful applications for licences   | <p>Records of successful applications for licences or amendments to licences that authorise dealings with a radiation apparatus or radioactive materials and the documentation issued to licence holders for renewal of those licences.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• completed licence application</li> <li>• amendment forms sent by the licence holder</li> <li>• copies of current and expired licence documents</li> <li>• copies of documentation sent to licence holders for renewal of their licences</li> <li>• copies of current and expired radiation management plans</li> <li>• audit reports</li> <li>• correspondence</li> </ul> <p>See 2.3.4 for records of returned applications for licence renewal</p> | Temporary | Destroy 40 years after expiry or termination of licence.                 |
| 2.3.3     | Unsuccessful applications for licences | <p>Records relating to unsuccessful applications for a licence.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• completed licence application</li> <li>• Director of Public Health response</li> </ul>  | Temporary | Destroy 2 years after applicant is notified of unsuccessful application. |

| Reference | Function/Activity/Disposal Class                              | Description  | Status    | Disposal Action  |
|-----------|---|--|-----------|--|
| 2.3.4     | Records relating to returned applications for licence renewal | <p>Records relating to returned applications for licence renewal.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• confirmation from the licence holder that the details of the radiation sources listed on the licence renewal are correct</li> <li>• confirmation from the individuals included on the licence renewal documents that their details relating to dealings with the radiation sources are correct</li> </ul>   | Temporary | Destroy 30 years after action completed.   |
| 2.3.5     | Records relating to the Registration for Radiation Places     | <p>Records relating to the Registration for Radiation Places.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• completed application forms (for the place initially and whenever any structural changes are made)</li> <li>• certificates of registration</li> <li>• building plans</li> <li>• shielding calculations</li> <li>• notification of permanent removal of radiation source</li> <li>• certificates of compliance for places</li> <li>• correspondence</li> </ul> | Temporary | Destroy 40 years after notification that all radiation sources are permanently removed from the place. |
| 2.3.6     | Certificates of Compliance                                    | <p>Certificates of compliance for radiation sources (radiation apparatus and sealed radioactive material sources)</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports from accredited persons</li> <li>• certificates of compliance for radiation sources</li> </ul>  | Temporary | Destroy 40 years after notification received that the source is disposed of.                           |

| Reference | Function/Activity/Disposal Class                        | Description   | Status    | Disposal Action   |
|-----------|---|---|-----------|---|
|           |   | <ul style="list-style-type: none"> <li>• correspondence</li> <li>• approvals</li> </ul>   |           |   |
| 2.3.7     | Records of accredited persons - Successful applications | <p>Records of accredited persons - successful applications</p> <p>These applications may include:</p> <ul style="list-style-type: none"> <li>• successful applications for certificates of accreditation to authorise an individual to test radiation sources or radiation places and to renew or amend a certificate of accreditation for the period specified in the certificate</li> <li>• professional portfolio of previous work conducted by the applicant and provided in support of the application</li> <li>• reports to the Director of Public Health that enable the Director to make a decision on whether the individual should be authorised to test radiation sources of places</li> <li>• copies of certificates of accreditation issued</li> </ul> | Temporary | Destroy 10 years after the certificate of accreditation expires.      |
| 2.3.8     | Records of accredited persons - unsuccessful applicants | <p>Records of accredited persons - unsuccessful applications.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• unsuccessful applications for certificates of accreditation to authorise an individual to test radiation sources or radiation places and to renew or amend a certificate of accreditation</li> <li>• information provided in support of the application</li> <li>• reports to Director of Public Health</li> </ul>   | Temporary | Destroy 2 years after applicant notified of unsuccessful application. |

| Reference | Function/Activity/Disposal Class | Description   | Status    | Disposal Action   |
|-----------|----------------------------------|---|-----------|---|
| 2.3.9     | Approved Codes of Practice       | <p>Approved <i>Codes of Practice</i> for radiation sources and radiation places.</p> <p>These approved documents contain the safety standards against which radiation sources and places must be tested.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• the approved <i>Codes of Practice</i></li> <li>• approvals from the Director of Public Health</li> <li>• correspondence relating to the development and approval of the Codes</li> </ul>          | Permanent | Retain as State Archives.   |
| 2.3.10    | Investigations and complaints    | <p>Records relating to investigations and complaints about licence holders or alleged breaches of:</p> <ul style="list-style-type: none"> <li>• licence conditions</li> <li>• <i>Radiation Protection Act 2005</i>(Tas)</li> <li>• <i>Radiation Protection Regulations 2016</i> (Tas)</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• initial complaint or allegation</li> <li>• findings of investigations</li> <li>• resulting actions</li> </ul> | Temporary | Destroy 40 years after licence expires, is cancelled, suspended, surrendered or action completed. |