

No.	Function/ Activity	Description	Disposal action	Justification
24.0.0	PUBLIC HEALTH	<p>The function of managing and conducting activities to protect and improve public health. Includes the monitoring of food, animals, infectious diseases and premises or businesses under public health legislation.</p> <p>See CORPORATE MANAGEMENT for records relating to tenders and contracts for the outsourcing or provision of services, policies, procedures, audits of services and operations</p> <p>See LAWS AND ENFORCEMENT Prosecutions for records of prosecutions of breaches of public health standards and regulations</p>		
24.1.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between the organisation and service providers and other government organisations to provide services or carry out regulatory activities.</p>		
24.1.1		<p>Records relating to the establishment, negotiation, maintenance and review of agreements with health authorities or other government organisations to provide services such as baby and maternal health, or carry out regulatory activities such as food inspections, etc. Records include:</p> <ul style="list-style-type: none"> • correspondence and records of negotiations • final, approved versions and significant drafts of agreements 	<p>Retain minimum of 7 years after expiry or termination of agreement, then destroy</p>	<p>Equivalent to GDA10, entry 24.1.1. Confirms existing authorised decision.</p>

		<ul style="list-style-type: none"> reviews of agreements. 		
24.2.0	Appointments	The activity of managing appointments of persons to conduct or provide services.		
24.2.1		Records relating to the appointment of visiting physicians and pharmacists for nursing homes.	Retain minimum of 10 years after appointment lapses, then destroy	Equivalent to GDA10, entry 24.2.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Please advise if you think these should be covered under PERSONNEL.			
24.3.0	Approvals	The activities associated with obtaining approvals for the operation of services or facilities provided by the organisation.		
24.3.1		<p>Records relating to the accreditation or licensing of health care services provided by or on behalf of the organisation. Records include:</p> <ul style="list-style-type: none"> applications approvals accreditation certificates/licences inspection reports associated correspondence. <p>Note: Accreditation of nursing homes and hostels is conducted by Federal agencies every 1–3 years.</p>	Retain minimum of 7 years after expiry or termination of accreditation, then destroy	Equivalent to GDA10, entry 24.3.1. Retention decreased from 10 years after action completed to 7 years after expiry or termination of accreditation. Retention period encompasses potential use of the records for ongoing administrative and accountability purposes and is consistent with that of similar records in COMMUNITY SERVICES - Licensing, entry 3.2.1.
<i>SRNSW</i>	Note proposed reduction in retention to 7 years after expiry or termination of accreditation.			
<i>SRNSW Queries</i>	Do councils need any other approvals to operate services, e.g. for cemeteries?			
24.4.0	Campaigns	Activities associated with raising awareness of special programs to improve the health of the community and		

		<p>address public health issues such as drug abuse and prevention of infection.</p> <p>See INFORMATION MANAGEMENT Publications for records relating to the design and production of campaign publications</p> <p>See PUBLIC HEALTH Planning for records of planning for campaigns</p> <p>See PUBLIC HEALTH Programs for records relating to the administration and implementation of public health programs</p>		
<i>SRNSW</i>	GDA10, entry 24.4.3 (campaign and advertising material received from other organisations) has been removed, as this material may be disposed of under normal administrative practice (NAP).			
24.4.1		<p>Final, approved versions of campaign policies and material developed by the organisation concerning public health issues such as:</p> <ul style="list-style-type: none"> • abuse of drugs and alcohol • disease and injury prevention, etc. <p>Includes final versions of policies relating to promotional activities. Records include:</p> <ul style="list-style-type: none"> • brochures and booklets • circulars • posters and displays. 	Required as State archives	Equivalent to GDA10, entry 24.4.1. Confirms existing authorised decision.
<i>SRNSW</i>	Scope expanded to cover campaign records, not just policies. Examples of records added.			
<i>SRNSW Queries</i>	GDA10, entry 24.4.1 covered policies relating to promotional activities. Could you please provide some additional information on what these policies specifically related to? Was there a separate policy for each public health campaign or was this a general policy for all campaigns?			
24.4.2		Records of arrangements for campaigns, including records relating to the distribution and placement of public health campaign material	Retain minimum of 2 years after action completed,	Equivalent to GDA10, entry 24.4.2. Confirms existing authorised

		and circulars, including displays mounted by the organisation. Records include distribution lists.	then destroy	decision.
24.4.3		Campaign and advertising material from other organisations.	Retain until ceases to be of administrative or reference use, then destroy	Equivalent to GDA10, entry 24.4.3. Confirms existing authorised decision.
24.5.0	Cemeteries	The activity of managing burials or cremations. See DEVELOPMENT AND BUILDING CONTROLS Building and Development Applications for records relating to subdivision applications for burials on private land See PUBLIC HEALTH Permits for records of permits for burials and exhumations See PUBLIC HEALTH Registration for summary records and registers of burials, cremations and plot allotments		
24.5.1		Records relating to policies and regulations on the burial, cremation and exhumation of bodies, developed and provided by external organisations, such as the Department of Health.	Retain until superseded, then destroy	Equivalent to GDA10, entry 24.5.1 and 24.5.2. Confirms existing authorised decisions.
SRNSW	GDA10, entries 24.5.1 and 24.5.2 have been combined as they covered similar records with the same retention periods.			
24.5.2		Records relating to the exhumation of bodies.	(A) For exhumations ordered by a Court: Retain minimum of 12 years after exhumation completed, then destroy (B) For exhumations authorised by	New entry. Retention period consistent with that of similar records in DA180 (Joint Committee of Necropolis Trustees) – BURIAL ADMINISTRATION – Burials, entries 1.3.2 and 1.3.3. Records may be required as evidence in case

			the Department of Health: Retain minimum of 4 years after exhumation completed, then destroy	issues arise.
<i>SRNSW</i>	New entry. Records not previously covered.			
24.5.3		Records relating to policies on the layout, regulation and use of cemeteries, memorials and plaques. Records include final versions and significant drafts, background research, etc.	Required as State archives	Equivalent to GDA10, entry 24.5.3. Confirms existing authorised decision.
24.5.4		Records of applications and orders for plaques and headstones. Records include: <ul style="list-style-type: none"> orders, applications and requests invoices and receipts. 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 24.5.4. Retention increased from 6 to 7 years after action completed in line with that of other financial and accounting records.
<i>SRNSW</i>	Note proposed increase in retention to 7 years after action completed in line with that of other financial and accounting records.			
24.5.5		Records relating to the conversion of cemeteries to other uses, including cases that do not proceed. Records include: <ul style="list-style-type: none"> Ministerial determinations and approvals maps and plans of site objections and submissions reports. 	Required as State archives	Equivalent to GDA10, entry 24.5.5. Confirms existing authorised decision.
24.5.6		Records relating to burial rights for plot allocations, including applications and revocations of burial rights. Records include: <ul style="list-style-type: none"> applications for entitlement 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 24.5.6. Retention increased from 2 years after plot has been claimed to 7 years after action completed.

		<ul style="list-style-type: none"> • right to burial forms • records relating to the reservation and sale of plots and burial rights • notices of intention to revoke burial rights • negotiations with burial rights holders for compensation or renewal. <p>Note: Plot allocations and reservations are recorded in the burial register, but remain the property of the purchaser until used or limited tenure expires, is revoked or renewed.</p>		Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes and should issues or disputes arise in relation to plot allocation.
<i>SRNSW</i>	Note proposed retention increase to 7 years after action completed, as 2 years may not be sufficient should any issues or disputes arise. Scope of class expanded and examples of records added.			
24.5.7		Records relating to reburials, e.g. where remains have become exposed.	Retain minimum of 4 years after reburial completed, then destroy	New entry. Retention period consistent with that of similar records in DA180 (Joint Committee of Necropolis Trustees) – BURIAL ADMINISTRATION – Burials, entry 1.3.6.
<i>SRNSW</i>	New entry. Records not previously covered in GDA10.			
24.6.0	Inspections	<p>The process of officially examining facilities, properties, equipment and items to ensure compliance with standards, regulatory requirements or codes.</p> <p>See LAWS AND ENFORCEMENT Notifications for records of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and regulations, including the certification of regulated systems, quarterly cooling tower reports and fire safety</p>		

		statements, etc.		
<i>SRNSW Queries</i>	<p>Could you please advise whether inspections are only carried out for matters relating to public health (i.e. would it be more appropriate to broaden this activity to cover other types of inspections and to include it in the LAWS AND ENFORCEMENT function instead)? I note that environmental matters are also referred to here.</p> <p>Are these regular inspections for compliance or licensing purposes or inspections carried out after Council is alerted to a possible breach of regulations or hazard?</p>			
24.6.1		Records relating to inspections of businesses, facilities, buildings, etc. where there are major public health issues, including significant cases of environmental pollution or disease, or matters involving major controversy or major breaches of regulations. Records include reports.	Required as State archives	Equivalent to GDA10, entry 24.6.1. Confirms existing authorised decision.
24.6.2		Records relating to inspections of businesses, facilities, buildings, etc. which do not involve entry with force or entry without notice and where there are no major public health issues and where matters do not involve major controversy or major breaches of regulations. Records include reports.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 24.6.2. Confirms existing authorised decision. Also encompasses inspections of meat/abattoirs previously covered under GDA10, entry 8.11.6.
24.6.3		Records relating to inspections of businesses, facilities, buildings, etc. which involve entry with force or entry without notice and where there are no major public health issues and where matters do not involve major controversy or major breaches of regulations. Records include reports.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 24.6.3. Confirms existing authorised decision.
24.6.4		Inspection reports for licence inspections. Records include diaries and field books of inspectors or surveyors.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 24.6.4. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Please advise whether you believe that these should be retained for longer, e.g. in case any legal or licensing issues arise.			
24.7.0	Monitoring	Activities that check, observe		

		<p>or record the operation of equipment, infrastructure, services or systems. Includes the monitoring of health and food quality.</p> <p>See PUBLIC HEALTH Service Provision for records of individual patients and clients</p>		
24.7.1		<p>Summary records of monitoring services and service provision relating to personal health, such as:</p> <ul style="list-style-type: none"> • medicine usage • baby health • drug recalls. 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 24.7.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Could you please provide some examples of records?			
24.7.2		<p>Records relating to the administration of food sampling and analysis to ensure that it meets health standards. Records include:</p> <ul style="list-style-type: none"> • requests for food sampling • food analysis certificates • certification of clean conditions of food premises. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 24.7.2. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Please advise whether these should be retained for longer - I note that similar Food Authority records are retained for 7 years.			
24.7.3		<p>Records relating to appeals against the findings of food analysis. Records include:</p> <ul style="list-style-type: none"> • appeals and objections • results of tests • determinations • associated correspondence. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 24.7.3. Confirms existing authorised decision.
<i>SRNSW</i>	Examples of records added.			
<i>SRNSW Queries</i>	Given that these are appeals records do you think they should be retained for longer in case issues arise?			
24.7.4		Statistics on food	Retain	Equivalent to

		surveillance collected by or for the organisation in the local area.	minimum of 10 years after action completed, then destroy	GDA10, entry 24.7.4. Confirms existing authorised decision.
24.7.5		Records relating to external monitoring of public health care services operated by or on behalf of the organisation, including nursing homes. Includes monitoring of service delivery, accessibility, usage of services, etc.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 24.7.5. Confirms existing authorised decision.
<i>SRNSW</i>	Scope of class expanded to cover monitoring of public health services provided by the organisation, not just of nursing homes. Liaison with other organisations is now covered in the Liaison activity (see entry 24.16.2).			
24.8.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation.		
24.8.1		Records relating to the issue of notices advising of public health issues and/or rectification action, such as: <ul style="list-style-type: none"> • building unfit for human habitation • dangerous waterhole • demolition order • disinfecting of property or disaffection/destruction of bedding • health notices and notices to comply • food offences • rodent control • walls - removal. 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 24.8.1. Confirms existing authorised decision.
24.8.2		Records relating to official notifications of infectious diseases, including notice of: <ul style="list-style-type: none"> • previous infections • notifiable and infectious diseases • diseases in premises • notices to remove 	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 24.8.2. Confirms existing authorised decision.

		sufferer to hospital.		
24.8.3		Notices of entry to inspect where notices are accompanied by authorisation of use of force or entry without notice.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 24.8.3. Confirms existing authorised decision.
24.8.4		Routine notices of entry to inspect.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 24.8.4. Confirms existing authorised decision.
24.8.5		Records relating to the monitoring and updating of the status of notices issued, e.g. tracking or update of notices outstanding.	Retain until ceases to be of administrative or reference use, then destroy	Equivalent to GDA10, entry 24.8.5. Confirms existing authorised decision.
24.9.0	Permits	<p>The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, e.g. using hazardous chemicals.</p> <p>See ENVIRONMENTAL MANAGEMENT Permits for records of permits to use agricultural chemicals, herbicides or pesticides</p> <p>See LAWS AND ENFORCEMENT Licensing for records of licences for prescribed premises and activities, such as food premises, noxious trades, etc.</p>		
<i>SRNSW Queries</i>	<p>Do councils issue permits for any activities not covered in entries 24.9.1 - 24.9.4 relating to public health?</p> <p>Are the permits covered here issued by Councils or by other organisations (and Councils are sent copies)?</p>			
24.9.1		Records relating to the licensing or issuing of permits for the use of chemicals that may have long term impact on human health, other than agricultural chemicals,	Retain minimum of 30 years after action completed, then destroy	Equivalent to GDA10, entry 24.9.1. Confirms existing authorised decision.

		pesticides or herbicides. Records include: <ul style="list-style-type: none"> • applications and determinations • copies of permits or licences • associated correspondence. 		
24.9.2		Records of permits for: <ul style="list-style-type: none"> • burial, including applications for burial on private land • exhumation • flammable products. Records include: <ul style="list-style-type: none"> • applications and determinations • copies of permits or licences • associated correspondence. <p>Note: applications for private burials require a development application for subdivision.</p>	Retain minimum of 4 years after expiry or termination of permit, then destroy	Equivalent to GDA10, entry 24.9.2. Confirms existing authorised decision.
24.9.3		Records of permits for the use of portable and temporary toilet facilities. Records include applications, copies of permits and associated correspondence.	Retain minimum of 1 year after expiry or termination of permit, then destroy	Equivalent to GDA10, entry 24.9.3. Confirms existing authorised decision.
<i>SRNSW</i>	Note proposed change of disposal trigger from after action completed to after expiry or termination of permit.			
24.9.4		Records of permits for the use of vending machines. Records include applications, copies of permits and associated correspondence.	Retain minimum of 2 years after expiry or termination of permit, then destroy	Equivalent to GDA10, entry 24.9.4. Confirms existing authorised decision.
<i>SRNSW</i>	Note proposed change of disposal trigger from after action completed to after expiry or termination of permit.			
24.10.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the		

		determination of services and needs, and the solution to those needs.		
24.10.1		<p>Records relating to the development of plans and strategies for the protection and improvement of public health. Includes the Public Health Plan, high level strategic plans for the provision of health care services and planning for the delivery of significant or unique public health programs and campaigns that have been initiated by the organisation in response to identified community needs, etc. Records include:</p> <ul style="list-style-type: none"> • final versions and significant drafts of plans • background research • submissions and records of consultation • associated correspondence indicating who the plans apply to and responsibilities for their implementation. 	Required as State archives	Equivalent to GDA10, entry 24.10.1 and 24.11.2 with respect to plans for significant or unique public health programs. Confirms existing authorised decisions.
<i>SRNSW</i>	Scope of class expanded to cover plans for unique or significant public health programs (previously covered in GDA10, entry 24.11.2) and to cover other high level strategic plans for the provision of health services.			
24.10.2		<p>Records relating to the development of operational plans and strategies for the day-to-day management of public health care services or programs administered by the organisation and the improvement of public health in the local area. Includes plans and strategies for monitoring food services, routine planning for the implementation of public health programs, etc. Records include:</p> <ul style="list-style-type: none"> • significant drafts and final versions of plans 	Retain minimum of 10 years after plan superseded, then destroy	New entry. Equivalent to GDA10, entry 24.15.1 with respect to operational plans for health care services - confirms existing authorised decision. Retention period encompasses potential use of the records for administrative and reference purposes while

		<ul style="list-style-type: none"> background research. 		plans are current and for reference as part of review processes.
24.11.0	Programs	<p>The activities related to the management of projects undertaken by the organisation to promote awareness of public health issues and to improve the safety and well-being of the community, e.g. drug and alcohol abuse (alcohol free zones), infection and injury prevention, community and child safety, etc.</p> <p>See ENVIRONMENTAL MANAGEMENT Programs for records relating to the usage of pesticides</p> <p>See LAWS AND ENFORCEMENT for records relating to licence applications and for submissions and complaints concerning licensed premises lodged by the organisation</p> <p>See PUBLIC HEALTH Campaigns for records of campaigns to promote awareness of public health issues</p> <p>See PUBLIC HEALTH Planning for records of planning for public health programs</p>		
<i>SRNSW</i>	<p>Specific examples of programs removed from the activity description and added to index instead.</p> <p>GDA10, entry 24.11.4 (surveys and reports relating to public health programs) has been merged with GDA10, entry 24.11.1. Plans for public health programs are now covered in the Planning activity.</p>			
24.11.1		<p>Records relating to the administration and implementation of programs and projects designed to promote health, including summary records for programs and projects that are not significant or unique local programs initiated by the organisation, including local liquor accords. Records include:</p>	<p>Retain minimum of 10 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entries 24.11.1 and 24.11.4. Confirms existing authorised decisions.</p>

		<ul style="list-style-type: none"> • project schedules • assessments of resources required and acquisition of resources • liaison/communication with local community groups concerning the administration and implementation of programs • draft local liquor accords submitted to external organisations, such as the Police, for approval • surveys • progress reports • final reports and program evaluations. 		
<i>SRNSW</i>	<p>Examples of records added. Added coverage for records of local liquor accords. Plans are now covered in the Planning activity.</p> <p>GDA10 entries 24.11.1 and 24.11.4 have been combined as retention was the same and they covered similar records.</p>			
24.11.2		<p>Policies and summary records of significant or unique local public health programs or projects initiated by the organisation, including local liquor accords. Records include:</p> <ul style="list-style-type: none"> • summary reports • evaluations of program success • final versions and significant drafts of policies • background research. 	Required as State archives	Equivalent to GDA10, entry 24.11.2. Confirms existing authorised decision.
<i>SRNSW</i>	<p>Plans are now covered in the Planning activity.</p>			
24.11.3		<p>Records of chemical usage for mosquito control programs involving spraying and drainage programs. Records include:</p> <ul style="list-style-type: none"> • spraying logs and diaries • maps and plans showing locations of 	Retain minimum of 30 years after action completed, then destroy	Equivalent to GDA10, entry 24.11.3. Confirms existing authorised decision.

		chemical usage, etc.		
24.11.4		<p>Records relating to the establishment of alcohol free zones. Records include:</p> <ul style="list-style-type: none"> • consultation with external agencies responsible for declaring restricted alcohol areas, and for enforcing alcohol free zones and restricted areas • proposals for establishing alcohol free zones • records of consultations with external organisations and the public concerning proposed alcohol free zones • requests for the establishment of alcohol free zones received from external organisations or local residents. 	Retain minimum of 3 years after area has ceased to be an alcohol free zone, then destroy	New entry. Records not previously covered in GDA10. Alcohol free zones are established for a period of 3 years and may be re-established for further periods, each not exceeding 3 years (<i>Local Government Act 1993, s.644 and 644b</i>). Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes.
<i>SRNSW</i>	New entry. Records not previously covered in GDA10. Alcohol free zones are established for a period of 3 years and may be re-established for further periods, each not exceeding 3 years (<i>Local Government Act 1993, s.644 and 644b</i>).			
<i>SRNSW Queries</i>	Could you please advise whether you create or maintain summary records of health care services other than immunisations and nursing home clients, e.g. of patients of hospitals or medical/community health centres?			
24.12.1		<p>Summary records of matters of potential long term public health concern, including burials and cremations, burials on private land and plot allotments, notifiable and infectious diseases and of the usage and licences/permits for the usage of hazardous substances (other than agricultural chemicals, herbicides and pesticides). Records include:</p> <ul style="list-style-type: none"> • plot allocation and human remain internment (burial) 	Required as State archives	Equivalent to GDA10, entry 24.12.1. Confirms existing authorised decision.

		<ul style="list-style-type: none"> registers • cremation registers • registers of human remain internment (burial) on private land • maps and diagrams of graves • registers of infectious and notifiable diseases • registers of the usage and licences/permits for the usage of hazardous substances. 		
<i>SRNSW</i>	<p style="color: red;">Added coverage for summary records of usage and permits for hazardous substances (summary records relating to the usage and licences for agricultural chemicals, herbicides and pesticides are covered in ENVIRONMENTAL MANAGEMENT - Registration, entry 11.10.1 and are required as State archives).</p>			
24.12.2		<p>Summary records of vaccines, including:</p> <ul style="list-style-type: none"> • vaccine authority register • vaccines issued register/listing • immunisation registers. <p>Also includes summary records and registers of legal action and summonses on health issues and health notices and notices to comply.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 24.12.2. Confirms existing authorised decision.</p> <p>Equivalent to GDA10, entry 24.12.1 for summary records of immunisations - retention decreased from required as State archives to 7 years after action completed.</p> <p>Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes.</p>
24.12.3		<p>Registers of nursing home in-patient admission and separation. Records include in-patient records accounting for services from admission to separation.</p>	<p>Retain minimum of 10 years after last attendance or official contact or access by or on behalf of the patient,</p>	<p>Equivalent to GDA10, entry 24.12.3. Confirms existing authorised decision.</p>

			then destroy	
24.13.0	Regulations	The activities associated with the formulation of local laws and regulations. See CORPORATE MANAGEMENT Legislation for records relating to the formulation of local laws and regulations or input into other laws and regulations		
24.14.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request or to provide formal statements or findings of the results of an examination or investigation. See CORPORATE MANAGEMENT Reporting for internal and external reports relating to the provision of health care services, including reports submitted to other organisations under statutory reporting requirements See PUBLIC HEALTH Programs for final and progress reports of individual public health projects and programs		
24.14.1		Records relating to reports concerning public health issues specific to the local area, including medical officers' reports.	Required as State archives	Equivalent to GDA10, entry 24.14.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Would these reports be submitted to Council, and therefore captured in Council meeting papers?			
24.14.2		Records relating to reports concerning conditions of areas where the report is adverse or details outbreaks of epidemics, including medical officers' reports.	Required as State archives	Equivalent to GDA10, entry 24.14.2. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Would these reports be submitted to Council, and therefore captured in Council meeting papers?			
24.14.3		Routine reports on public health issues, including reports produced by other	Retain minimum of 2 years after	Equivalent to GDA10, entry 24.14.3. Confirms

		organisations.	action completed, then destroy	existing authorised decision.
<i>SRNSW Queries</i>	Could you please provide some information on what these reports relate to and please advise whether the reports from other organisations are commissioned by Council or are simply external reports that are freely available?			
24.14.4		Returns of immunisation and doses statistics.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 24.14.4. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Could you please advise whether you still create or retain these records?			
24.15.0	Service Provision	<p>The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services.</p> <p>See FINANCIAL MANAGEMENT for financial and accounting records relating to payments or charging for services, including authorisations to withdraw money from clients' accounts and to pay fees and charges by direct debit</p> <p>See PERSONNEL for records relating to the recruitment and employment of staff by the organisation</p> <p>See PLANT, EQUIPMENT AND STORES for records relating to the acquisition, maintenance and disposal of equipment</p> <p>See PROPERTY MANAGEMENT for records relating to the acquisition, construction, maintenance and disposal of facilities</p> <p>See PUBLIC HEALTH Agreements for agreements with other agencies to provide services</p>		

		<p>See PUBLIC HEALTH Approvals for records of accreditations and licences to operate services</p> <p>See PUBLIC HEALTH Monitoring for records of external monitoring of health care services provided by the organisation</p> <p>See PUBLIC HEALTH Planning for records of strategic and operational plans for the provision and management of health care services</p>		
<i>SRNSW Queries</i>	Could you please advise whether your council has operated or still operates any hospitals? If not, are you aware of any council that operates or has operated a hospital?			
<i>SRNSW</i>	GDA10, entry 24.15.8 (records of all other routine cases, including client files) has been deleted as the retention period (5 years after action completed) was not appropriate for records of patients/clients of health care services.			
24.15.1		<p>Records relating to the day-to-day management and routine operation of health care services by or on behalf of the organisation.</p> <p>Records include:</p> <ul style="list-style-type: none"> • rosters, schedules and operating hours • referrals • appointment diaries • inspection reports. 	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 24.15.1. Confirms existing authorised decision.
<i>SRNSW</i>	Plans are now covered in the Planning activity.			
24.15.2		Records relating to arrangements and bookings for services, including mobile blood banks, legionnaire's disease monitoring, screening services and immunisation.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 24.15.2. Confirms existing authorised decision.
24.15.3		<p>Records relating to the provision of non-inpatient treatment and care to community based clients, e.g. screening services, immunisation, etc.. Records include:</p> <ul style="list-style-type: none"> • patient files • infant history 	Retain minimum of 7 years after last attendance or official contact or access by or on behalf of the patient or on behalf of the patient or until patient reaches or	Equivalent to GDA10, entry 24.15.3, with respect to maternal and child health care services. Equivalent to GDA10, entry 24.15.4, with

		<ul style="list-style-type: none"> • cards/registers • enrolment records • child transfer records • screening/test results • immunisation consent records • immunisation cards for individual clients • copies of medical certificates issued to patients and clients. 	would have reached 25 years of age, whichever is the longer, then destroy	<p>respect to screening services. Equivalent to GDA10, entry 24.15.6, with respect to immunisation services. Scope of class expanded to cover records of other patients of medical and community health centres. Retention period changed to 7 years after last attendance or official contact or access by or on behalf of the patient or until patient reaches or would have reached 25 years of age, whichever is the longer and is consistent with that of similar records in the <i>General Retention and Disposal Authority – Public Health Services: Patient/Client Records</i> (GDA17) – PATIENT/CLIENT TREATMENT AND CARE – Community Health Care (entries 1.2.1 and 1.2.3).</p>
<i>SRNSW</i>	<p>GDA10, entries 24.15.3, 24.15.4 and 24.15.6 have been combined as the retention requirements were the same. Scope of class has been expanded to cover records of patients of medical and community health centres.</p> <p>Note proposed changes to retention periods for consistency with that of similar records in the <i>General Retention and Disposal Authority - Public Health Services: Patient/Client Records</i> (GDA17) - PATIENT/CLIENT TREATMENT AND CARE - Community Health Care.</p> <p>Note broadening of scope of class to include all out-patient services provided to clients.</p>			
24.15.4		Records relating to requests for admission to health,	Retain minimum of 2	Equivalent to GDA10, entry

		nursing or aged care services, including waiting lists and details of ballots.	years after action completed, then destroy	24.15.5. Confirms existing authorised decision.
24.15.5		Records of clients of nursing homes and aged care hostel services. Records include client files.	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 24.15.7. Confirms existing authorised decision.
24.15.6		Records of treatment and care provided to patients at hospitals operated by or on behalf of the organisation.	Dispose of in accordance with the <i>General Retention and Disposal Authority - Public Health Services: Patient/Client Records</i> (GDA17)	New entry. Records of hospital patients have retention requirements which differ from those outlined in this activity. Any Councils that operate hospitals should refer to the <i>General Retention and Disposal Authority - Public Health Services: Patient/Client Records</i> (GDA17) when sentencing and disposing of records of hospital patients.
<i>SRNSW</i>	New entry - contains see reference to GDA17 for records of hospital patients. Any Councils that operate hospitals should refer to GDA17 when sentencing and disposing of records of hospital patients.			
24.16.0	Liaison	The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.		
<i>SRNSW</i>	New activity. The addition of a Liaison activity to relevant functions was requested by users of the authority.			
24.16.1		Records relating to liaison with professional organisations, other organisations and community	Retain minimum of 5 years after action	New entry. This class incorporates GDA10, entry 24.7.5 (in the

		groups on routine public health matters. Also includes liaison with government health organisations regarding the surveillance, accreditation, inspections, standards and accessibility of nursing homes and other public health services, including those run by or on behalf of the organisation.	completed, then destroy	Monitoring activity) as it seemed to relate to liaison activities, not monitoring. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Records of liaison on controversial or significant matters will be retained as State archives (see entry 24.16.1 above).
<i>SRNSW</i>	New entry. This class incorporates GDA10 entry 24.7.5 (in the Monitoring activity) as it seemed to relate to liaison activities, not monitoring. Entry 24.7.5 has been amended to focus on monitoring.			