

Retention and Disposal Authority for Records of Public Health Function

Authority number: PROS 08/15 VAR 2



PROS 08/15 VAR 2

Retention and Disposal Authority for Records of Public Health Function

Issued Date: 27/11/2020

Retention and Disposal Authority for Records of Public Health Function

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Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Public Health Function.

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Public Health Function, issued as Public Record Office Standard (PROS) 08/15 on 12/02/2009, as follows:

- addition of class 4.7.0 to allow coverage for the monitoring of poisons databases.
- extension of retention period from 7 to 10 years in activity 4.2 create consistent disposal activity for similar records.
- updated the wording in class 4.3.2 to cover permits issued to medical practitioners.
- update to scope of the RDA allow Environment Protection Authority Victoria to also use the function of Environmental Health Management to sentence records.
- extension of the application of this Standard until 12/02/2022.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director & Keeper of Public Records

Date of issue: 21/05/2018

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Variation 2

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Public Health Function.

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Public Health Function, issued as Public Record Office Standard (PROS) 08/15 on 12/02/2009, as follows:

- Altering the title of activity 3.1, from "Notifiable Disease Surveillance" to "Communicable Disease Surveillance and Contact Tracing"
- Addition of class 3.1.6, to allow for the destruction of source or original COVIDSafe Application records when no longer required for contact tracing in alignment with the agreement between the Commonwealth and the State of Victoria.

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director & Keeper of Public Records

Date of issue: 27/11/2020

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Retention and Disposal Authority No	PROS 08/15 VAR 2
Scope	This Retention and Disposal Authority covers Public Health functions performed by the Department of Health and Human Services. The function of Environmental Health Management can also be used by the Environment Protection Authority Victoria (EPA Victoria).
Status	Issued by Keeper
Issue Date	27/11/2020

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

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

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

Signature: [signed]

Name: Fran Thorn

Position: Secretary, DHS

Date: 06/02/2009

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Health and Human Services. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood, Keeper of Public Records
Date of Issue: 12/02/2009

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No	Function/Activity	Description	Status	Disposal Action
1	CEMETERIES AND CREMATORIA REGULATION	The regulation of cemeteries and crematoria in accordance with the <i>Cemeteries and Crematoria Act</i> 2003. [For maintenance grants, use General Retention & Disposal Authority for Records of Common Administrative Functions]		
1.1	Cemetery Trust Regulation	The regulation of the management of cemetery trusts.		
1.1.1		Records of the appointment, retirement or resignation of trustees of cemeteries by Governor-in-Council.	Permanent	Retain as State archives
1.1.2		Records of complaints made regarding Trusts and/or cemetery issues. Includes any investigations and response to the complaints.	Temporary	Destroy 10 years after last activity on complaint.
1.1.3		Annual accounts and / or reports of cemetery trusts including the trusts income, expenditure, bank and investment balances.	Permanent	Retain as State archives
1.2	Exhumation Regulation	The regulation of the removal of human remains from a place of interment and re-interment at another location. Includes the issue of exhumation licences.		
1.2.1		Assessment of requests for exhumation and removal of human remains to another location and the issue of exhumation licences.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>CEMETERIES AND CREMATORIA REGULATION - Closure of Cemeteries</i>				
1.3	Closure of Cemeteries	The activities associated with the formal closure of cemeteries for further burials and interments. Closed cemeteries remain open to visitors indefinitely.		
1.3.1		Records of the closure of cemeteries for further burials.	Permanent	Retain as State archives
1.4	Purchase of Land	The activities associated with the approval of the purchasing of land by cemetery trusts to establish a new cemetery or to extend an existing cemetery.		
1.4.1		The assessment of applications and plans submitted by cemetery trusts intending to purchase land for a new cemetery or to extend an existing cemetery.	Permanent	Retain as State archives
2	CHRONIC DISEASE PREVENTION	<p>Research undertaken to inform the development of policy and programs designed for the prevention of chronic diseases within the community. Chronic diseases are common, widespread and may have long term effects, such as tobacco and alcohol related diseases and diseases associated with lifestyle and obesity (e.g. heart disease, diabetes).</p> <p>[For committee records, policy development, contract management, tendering, quotations, complaints, conferences, addresses, enquiries, exhibitions, grant allocation, marketing, medias relations & sponsorships, see General Retention & Disposal Authority for Records of Common Administrative</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CHRONIC DISEASE PREVENTION - Research</i>				
		Activities]		
2.1	Research	Research undertaken to assist with prevention of chronic diseases		
2.1.1		Research findings on chronic disease prevention which are of high interest to the community or lead to changes in legislation or agency policies, programs and procedures. Includes reports and publications.	Permanent	Retain as State archives
2.1.2		Research findings on chronic disease prevention which are of a more routine nature and have not resulted in legislative changes or changes in agency policies, programs and procedures. Includes reports and publications.	Temporary	Destroy 15 years after administrative use has concluded.
2.1.3		Research data, data analysis, preliminary findings and surveys collected for research into the prevention of chronic disease.	Temporary	Destroy 15 years after research is published.
3	COMMUNICABLE DISEASE CONTROL	The control and prevention of the spread of communicable infectious diseases in the community.		
3.1	Communicable Disease Surveillance and Contact Tracing	The surveillance of infectious disease in the community via compulsory notification and reporting as required by <i>Health (Infectious Diseases)Regulations 2001</i> . Notifiable infectious diseases are categorised into reporting groups which are:		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNICABLE DISEASE CONTROL - Communicable Disease Surveillance and Contact Tracing</i>				
		<ul style="list-style-type: none"> • Group A diseases must be reported immediately and use standard reporting (standard reporting includes person identification and address, reporting medical practitioner, and summary of notification) • Group B diseases must be reported within 5 days and use standard reporting • Group C diseases must be reported within 5 days and use standard / enhanced reporting which is standard reporting except that the patient identification is replaced by a coded id • Group D covers HIV/AIDS which must be reported within 5 days and use special reporting (special reporting is a coded patient id and an extended report on the disease instance). 		
3.1.1		Summary of notified cases of infectious diseases. Summary includes disease type, location, origin and date of its discovery. It does not include identifiable information.	Permanent	Retain as State archives
3.1.2		Prescribed notifications of all infectious diseases in Notifiable Disease Groups A, B and C excluding tuberculosis (TB) and HIV/AIDS notifications. Includes notifications of pathogens discovered in food.	Temporary	Destroy 5 years after notification has been summarised.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNICABLE DISEASE CONTROL - Communicable Disease Surveillance and Contact Tracing</i>				
		[For tuberculosis notifications, see class 3.1.4] [For HIV/AIDS notifications, see class 3.1.5]		
3.1.3		Records of investigations into notifications for which additional information and follow-up has been required. Includes detailed reports and questionnaires	Temporary	Destroy 50 years after investigation has concluded.
3.1.4		Monitoring of patients suffering tuberculosis (Group B Notification) including watching briefs, case notes and questionnaires.	Temporary	Destroy 90 years after case closure.
3.1.5		Monitoring of patients suffering HIV/AIDS (Group D Notification) including watching briefs, case notes and questionnaires.	Temporary	Destroy 50 years after case closure.
3.1.6		Records collected or generated through the operation of the COVIDSafe application (i.e. COVIDSafe app data) which is downloaded/extracted to the Department's Secure Data Store established to separate the COVIDSafe app data from the departmental contact tracing records. This class does NOT refer to the Department's contact tracing records and data, see class 3.1.3	Temporary	Destroy as soon as practicable when no longer required for contact tracing purposes, or immediately following the declaration of the end of the COVIDSafe data period, whichever is sooner.
3.2	Communicable Disease Prevention	The activities associated with publication of guidelines on the identification, treatment and		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNICABLE DISEASE CONTROL - Communicable Disease Prevention</i>				
		prevention of communicable infectious diseases. [For records of communicable disease prevention policy, use General Retention and Disposal Authority for Records of Common Administrative Functions]		
3.2.1		Final versions of publications, guidelines, notices and references regarding the identification, risks, treatment, history, containment and prevention of communicable infectious diseases. [For the drafting and production of publications and guidelines, use General Retention and Disposal Authority for Records of Common Administrative Functions]	Permanent	Retain as State archives
3.3	HIV Partner Notification and Counselling	The notification of HIV sufferers who allegedly continue to practice unsafe sex or otherwise place the community at risk.		
3.3.1		The monitoring of HIV sufferers who have been reported to the Department for allegedly practising unsafe sex or putting other people at risk. Records include initial reports, warning notices, reports to HIV Advisory Panel, and records of counselling provided.	Temporary	Destroy 25 years after case closure.
4	DRUGS AND POISONS REGULATION	The control and regulation of drugs, poisons and controlled substances in Victoria in accordance with the relevant legislation. Includes prescription medicines, pharmacy-only medicines, drugs of dependence and most household, industrial and		

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No	Function/Activity	Description	Status	Disposal Action
<i>DRUGS AND POISONS REGULATION - Maintenance of Poisons Code</i>				
		agricultural chemicals.		
4.1	Maintenance of Poisons Code	<p>The maintenance of the poisons code which is a listing of:</p> <ul style="list-style-type: none"> • all Schedule 1 poisons; • Schedule 1 poisons and Commonwealth Schedule 2 to 9 poisons that are not for sale by retail; and • exemptions of Schedule 1 poisons and Commonwealth Schedule 2 to 9 poisons. 		
4.1.1		Final published version of the Poisons Code	Permanent	Retain as State archives
4.2	Regulation of the Manufacture, Supply & Use of Drugs and Poisons	The authorisation and monitoring of the manufacture, supply and use of drugs and poisons in accordance with relevant legislation.		
4.2.1		<p>Summary record of licenses issued to manufacture or supply poisons or controlled substances, and permits issued to obtain poisons or controlled substances and warrants issued for the use of specified poisons or controlled substances.</p> <p>Summary includes person and company identification, authorisation type, issue and renewal history and conditions.</p>	Temporary	Destroy 10 years after licence, permit or warrant has expired.

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No	Function/Activity	Description	Status	Disposal Action
<i>DRUGS AND POISONS REGULATION - Regulation of the Manufacture, Supply & Use of Drugs and Poisons</i>				
4.2.2		Successful applications for a licence to manufacture, sale or supply by either wholesale or retail poisons.	Temporary	Destroy 10 years after licence expires.
4.2.3		Successful applications for a permit to purchase or obtain any scheduled poison for industrial, research, educational or advisory purpose or the provision of a health service. Permit conditions include restricted resale / distribution of the specific substances covered by the permit.	Temporary	Destroy 10 years after permit expires.
4.2.4		Successful applications for a warrant to purchase or obtain a scheduled poison.	Temporary	Destroy 10 years after warrant expires.
4.2.5		Unsuccessful applications for the issue or renewal of licences, permits and warrants.	Temporary	Destroy 2 years after date of decision.
4.2.6		Records prepared for appearances at Victorian Civil and Administrative Tribunal (VCAT) hearings of appeals against the non-issue or revocation of a licence, permit or warrant.	Temporary	Destroy 7 years after date of decision.
4.2.7		Monitoring of licence, permit and warrant holders to ensure compliance with the conditions of the instrument. Includes records of any complaints, inspections or investigations.	Temporary	Destroy 10 years after licence, permit or warrant has expired.
4.3	Regulating Drugs of Addiction	The regulation of drugs of addiction including notifications relating to drug dependent patients and permits to treat a patient with a Schedule 8 or 9 poison by medical practitioners or nurse practitioners		

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No	Function/Activity	Description	Status	Disposal Action
<i>DRUGS AND POISONS REGULATION - Regulating Drugs of Addiction</i>				
		as part of their treatment.		
4.3.1		Notifications by a medical or nurse practitioner of a patient dependence on Schedule 4, 8 or 9 Poisons (drugs of dependence).	Temporary	Destroy 25 years after final treatment.
4.3.2		Permits issued to a medical practitioner or nurse practitioner to treat a patient with a Schedule 8 or Schedule 9 Poison.	Temporary	Destroy 25 years after final treatment.
4.4	Appointment of Authorised Officers	The appointment of authorised officers to undertake inspections of the practices and records of permit, licence and warrant holders for the manufacture, supply and use of drugs and poisons to determine compliance.		
4.4.1		Records of appointment of Authorised Officers.	Temporary	Destroy 50 years after the appointment has expired.
4.5	Prohibition of Poisons or Controlled Substances	The prohibition or restriction of the supply, sale or use of controlled substances or poisons in Victoria.		
4.5.1		Records of the Prohibition Orders, extensions of prohibition orders, alteration of prohibition orders or revocation of prohibition orders as made by Governor in Council and published in the Government Gazette. Includes requests for orders.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>DRUGS AND POISONS REGULATION - Emergency Public Health Orders</i>				
4.6	Emergency Public Health Orders	<p>The issuing of emergency public health orders in response to a public health emergency, for example an influenza pandemic or bioterrorism incident. The orders detail the:</p> <ul style="list-style-type: none"> • nature of the emergency; • location or place of the emergency; • persons or class of persons who may obtain, possess, use, supply or sell specific or classes of poisons or controlled substances as stated in the order; • date on which the order takes effect; and date (not greater than 6 months) on which the order ceases. 		
4.6.1		Records of the issue of emergency public health orders. Includes records documenting any extension, modification or revocation to the orders. Also includes the publication of the orders in the Victorian Government Gazette.	Permanent	Retain as State archives
4.7	Monitored Poisons Management	The monitoring and recording of data relating to the supply of monitored poisons, in accordance with relevant legislation.		
4.7.1		Records relating to the supply of a monitored poison by a registered medical practitioner, nurse	Temporary	Destroy 25 years after record created.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT</i>				
		practitioner, pharmacist or authorised supplier.		
5	ENVIRONMENTAL HEALTH MANAGEMENT	<p>The function of managing community health risks and issues that are dependent on or related to environment factors or causes such as climate, weather, location, air, land, water radiation, hazardous substances, etc.</p> <p>[For enquiries, publications, newsletters, tenders and contract management, government relations, see General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
5.1	Health Risk Management Advice	<p>The provision of advice on environmental health risk issues on environmental studies, reports or approvals undertaken by other Victorian government agencies. Includes advice on works approvals which are issued by EPA, permitting work to be undertaken that will have an effect on the wastes discharged to the environment. Also includes the provision of advice on environmental impact studies and to inform community advice provided by agencies (e.g, post bushfire advice).</p>	Temporary	Destroy 10 years after administrative use has concluded.
5.2	Legionella Prevention	<p>The prevention of Legionella diseases. Includes the regulation of cooling tower installations in accordance with <i>Building Act 1993</i>, the <i>Building(Legionella Risk Management) Regulations 2001</i> and <i>Health (Legionella) Regulations 2001</i>.</p> <p>Includes the certification of auditors of site</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Legionella Prevention</i>				
		management plans.		
5.2.1		Summary record of registered cooling tower installation sites. Includes site location, registration dates, summary of inspections and audits, and de-commissioning details.	Temporary	Destroy 10 years after decommissioning of site.
5.2.2		Records of the registration of new cooling tower installations, including site management plans and the decommissioning of existing cooling tower installations.	Temporary	Destroy 10 years after decommissioning of site.
5.2.3		Records of the certification of auditors to undertake audits of site management plans.	Temporary	Destroy 7 years after final certification renewal.
5.2.4		Audits of site management plans that indicate plans are compliant with prescribed legislation.	Temporary	Destroy 10 years after decommissioning of site.
5.2.5		Audits of site management plans that indicate plans do not comply with prescribed legislation.	Temporary	Destroy 10 years after decommissioning of the site and final action completed.
5.2.6		Records of case investigations undertaken into non-compliant sites.	Temporary	Destroy 10 years after decommissioning of site and final action completed.
5.3	Radiation Safety	The regulation of users and sources of radiation for		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Radiation Safety Regulation</i>				
	Regulation	<p>medical, industrial, mining and research activities, to protect the health and safety of all persons and the environment from the harmful effects of unnecessary radiation exposure and usage.</p> <p>[For appointment of radiation analyst and operations of the Radiation Advisory Committee, use General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
5.3.1		<p>Summary record of authorisations issued including:</p> <ul style="list-style-type: none"> • licence holders authorised to conduct a radiation practice, • licence holders authorised to use radiation sources, • holders of facility construction licences authorising the construction of radiation facilities, and • approved testers of radiation sources. <p>Includes details of radiation source types, location of facility/practice, installation and de-installation dates, qualifications of users of radiation sources, purpose of facility and radiation source, etc.</p>	Temporary	Destroy 10 years after the licence has expired..
5.3.2		Successful applications for all licenses that authorise the conduct of a radiation practice and the use of a	Temporary	Destroy 10 years after licence expires.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Radiation Safety Regulation</i>				
		radiation source.		
5.3.3		Successful applications for all licenses that authorise the construction of a radiation facility.	Temporary	Destroy 10 years after facility has ceased to operate as a radiation facility.
5.3.4		Unsuccessful applications for all licences that authorise the construction of a radiation facility.	Temporary	Destroy 2 years after lodgement of the application.
5.3.5		Unsuccessful applications for all licences that authorise the conduct of a radiation practice or the use of a radiation source.	Temporary	Destroy 2 years after lodgement of the application.
5.3.6		Unsuccessful applications for approval of a person as a tester of radiation sources.	Temporary	Destroy 2 years after lodgement of the application.
5.3.7		Records of the preparation for an appearance at VCAT on decisions to decline or reject an application.	Temporary	Destroy 7 years after the date of decision.
5.3.8		Records related to investigations of complaints about licence holders or alleged breaches of licence conditions or the <i>Health (Radiation Safety) Regulations 1994</i> and <i>Radiation Act 2005</i> . Includes initial complaint or allegation, findings of investigations and resulting actions.	Temporary	Destroy 7 years after actions completed.
5.3.9		Final versions of radiation standards and safety tests as published in the Government Gazette.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Radiation Safety Regulation</i>				
5.3.10		Certificates of compliance for licensed radiation sources as issued to licence holders by approved testers.	Temporary	Destroy 10 years after expiry of the radiation source user licence.
5.3.11		Records of authorisations issued by the Secretary in response to a Radiation Emergency i.e. an incident or event which may result in the emission of radiation from a radiation source. Includes the appointment of authorised officers, statements of the scope and effective period of the authorisation, variations to the authorisation and actions taken under the authorisation.	Permanent	Retain as State archives
5.3.12		Notifications of prescribed radiation incidents to the Australian Radiation Protection and Nuclear Safety Agency (or any predecessor / successor Commonwealth agencies).	Permanent	Retain as State archives
5.3.13		Notifications of the theft, loss or abandonment of radiation sources.	Temporary	Destroy 10 years after expiry of associated user or management licence.
5.4	Regulation of Drinking Water	The regulation of drinking water to ensure its safety and is in accordance with the <i>Safe Drinking Water Act 2007</i> and <i>Environment Protection Act 1970</i> . Includes the regulation of water fluoridisation treatment systems and endorsement of Class A water treatment systems.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Regulation of Drinking Water</i>				
5.4.1		Endorsement of Class A Water Treatment System proposals submitted to the Environment Protection Authority (EPA).	Temporary	Destroy 10 years after assessment completed.
5.4.2		Assessment of water treatment plans and systems for the fluoridisation of drinking water for approval.	Temporary	Destroy 10 years after plan has been revised and/or replaced.
5.4.3		Monthly reporting of fluoride levels in drinking water supplied by water authorities.	Temporary	Destroy 2 years after the end of the reporting year in which the report was made.
5.4.4		Records of the investigation of non-compliance with the Safe Drinking Water Act by water authorities. Includes comments, reports, findings and actions undertaken.	Temporary	Destroy 10 years after the investigation has closed.
5.4.5		Certification of Water Quality Analysts in accordance with <i>Safe Drinking Water Act 2007</i> , Includes renewals.	Temporary	Destroy 10 years after the certification has ceased.
5.4.6		Unsuccessful applications for certification as Water Quality Analysts.	Temporary	Destroy 2 years after decision made.
5.4.7		Aggregated water quality data collected from water suppliers and used for water quality reporting.	Permanent	Retain as State archives
5.4.8		Monthly water quality data collected from water suppliers to verify compliance with water quality	Temporary	Destroy 5 years after data has been collected

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Regulation of Drinking Water</i>				
		standards.		and aggregated.
5.4.9		Annual reports provided by water suppliers and water storage managers.	Permanent	Retain as State archives
5.4.10		Notices of reporting requirements applicable to water suppliers and water storage managers published in the Government Gazette. This is a written notice to water suppliers and water storage managers of specific details to be included in the annual report.	Permanent	Retain as State archives
5.4.11		Approval of auditors to undertake audits of risk management plans prepared by water suppliers and water storage managers. Auditors are nominated by the water suppliers or water storage managers and approved by the Agency.	Temporary	Destroy 10 years after expiry of approval.
5.4.12		Audit certificates for risk management plans that do not comply with s 7(1) or s 8(1) of the <i>Safe Drinking Water Act 2007</i> .	Temporary	Destroy 10 years after audit certificate issued and administrative actions have been concluded.
5.4.13		Notifications received from suppliers (s.18 <i>Safe Drinking Water Act 2007</i>) that the supplied drinking water does not or is not likely to comply with relevant water quality standards.	Temporary	Destroy 10 years after administrative use has concluded.
5.4.14		Successful applications for variations of aesthetic standards of drinking water (s.19 <i>Safe Drinking Water Act 2007</i>). Includes the assessment of the	Temporary	Destroy 10 years after expiry date of variation.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Regulation of Drinking Water</i>				
		applications and conditions on variations imposed by the Minister.		
5.4.15		Unsuccessful applications for variations of aesthetic standards of drinking water (s.19 <i>Safe Drinking Water Act 2007</i>).	Temporary	Destroy 2 years after date of application.
5.4.16		Successful applications for exemptions from water quality standards (s.20 <i>Safe Drinking Water Act 2007</i>). Includes conditions on exemptions imposed by the Minister and assessment of the applications.	Temporary	Destroy 10 years after expiry date of exemption.
5.4.17		Unsuccessful applications for exemptions from water quality standards (s.20 <i>Safe Drinking Water Act 2007</i>).	Temporary	Destroy 2 years after date of application.
5.4.18		Compulsory reporting of known or suspected contamination of drinking water that may lead to illness, cause public complaint or contain pathogens that pose a risk to public health (s. 22 <i>Safe Drinking Water Act 2007</i>).	Temporary	Destroy 25 years after reporting date.
5.4.19		Undertakings by water suppliers or water storage managers to address contravention or pending contraventions of s.30 of the <i>Safe Drinking Water Act 2007</i> .	Temporary	Destroy 10 years after cessation of business of the water supplier or water storage manager.
5.4.20		Summary record of approved variation of aesthetic standards; exemption from a water quality standard or undertakings made by water suppliers or water storage managers to address contraventions of s.30	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL HEALTH MANAGEMENT - Regulation of Drinking Water</i>				
		<p>of the <i>Safe Drinking Water Act 2007</i>.</p> <p>Includes the identify of the water supplier or storage manager, The standard/s being exempted, details of the exemption/s granted, the effective date of the exemption and the expiry date of the exemption.</p>		
5.4.21		<p>Assessment and response to incidents where drinking water quality is not likely to comply with standards and may present a public health risk. (S (34) Public Health - <i>Safe Drinking Water Act 2007</i>).</p> <p>Includes assessments, directions to and responses from water suppliers or storage managers and progress and final reports.</p>	Permanent	Retain as State archives
5.4.22		<p>The assessment and response to an immediate risk to Public Health in respect to safe drinking water (s.36 Power to Access and Address Immediate Risks - <i>Safe Drinking Water Act 2007</i>).</p> <p>Includes assessments and reports, and the appointment and terms of reference of officers to act on behalf of the agency to manage and resolve the incident.</p>	Permanent	Retain as State archives
6	FOOD SAFETY MANAGEMENT	The function of ensuring that the labelling, production, transportation, storage and sale of food products meets regulatory, safety and hygiene standards so that it is fit for human consumption.		

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No	Function/Activity	Description	Status	Disposal Action
<i>FOOD SAFETY MANAGEMENT - Food Recalls and Investigations</i>				
		[For participation in industry groups and peak bodies, see General Retention & Disposal Authority for Records of Common Administrative Functions].		
6.1	Food Recalls and Investigations	The activities associated with managing the recall of food products and investigating instances of food contamination or spoilage which has led to a recall.		
6.1.1		Records associated with the issuing of food recall notifications. Includes investigation records.	Temporary	Destroy 10 years after administrative use has concluded.
6.2	Premises Closures	The activities associated with the closure of food premises and issue of closure orders.		
6.2.1		Records related to the closure of food premises. Includes records of the investigation, and the issue of closure notices.	Temporary	Destroy 7 years after administrative use has concluded.
6.3	Complaints, Notifications and Investigations	The investigation of food complaints which are wide-spread, cross local government or state boundaries or are systematic in nature. Includes the compulsory reporting of the discovery of notifiable pathogens in food. [For mandatory notification of pathogens discovered in food by laboratories, use Communicable Disease Control Notifiable Disease Surveillance].		
6.3.1		Investigation of food safety complaints which may	Temporary	Destroy 7 years after administrative use has

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No	Function/Activity	Description	Status	Disposal Action
<i>FOOD SAFETY MANAGEMENT - Complaints, Notifications and Investigations</i>				
		have national or state-wide impact.		concluded.
6.3.2		Investigations into food contamination incidents. Includes copies of associated police investigations.	Temporary	Destroy 10 years after administrative use has concluded.
6.4	Surveys and Research	Research and surveys undertaken to inform the development of information, guidelines and advice on food preparation, safety, handling and storage issues.		
6.4.1		Outcome of surveys and research, including reports of results and publications.	Permanent	Retain as State archives
6.4.2		Data collected on food safety. Records include survey returns, data entry and preliminary analysis. Also includes draft reports, analysis of data and surveys.	Temporary	Destroy 15 years after publication of associated research.
6.5	Food and Food Labelling Standards Development	Comments and proposals made to the development of food standards and food labelling standards which are issued and managed by the Commonwealth.		
6.5.1		Proposals for new food and food labelling standards or to change existing standards.	Temporary	Destroy 10 years after implementation or rejection of proposal.
6.5.2		Comments on draft standards and draft amendments to existing standards	Temporary	Destroy 10 years after implementation or rejection of new standard or amendment

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No	Function/Activity	Description	Status	Disposal Action
<i>PEST CONTROL INDUSTRY REGULATION</i>				
				to standard.
7	PEST CONTROL INDUSTRY REGULATION	Regulation of companies and individuals on the commercial use of pesticides and pest control products. [Note: For records of the licensing and regulation of the manufacture and distribution Pest Control products, use Drugs and Poisons Regulation.]		
7.1	Pest Control Licensing	The licensing of persons and companies involved in pest control to use prescribed pest control products and methods.		
7.1.1		Summary record of people licensed to use pesticides. Includes contact details, business identification, and previous work in pest control.	Temporary	Destroy 10 years after expiry of licence.
7.1.2		Successful applications for pest control licences. Includes licence renewals.	Temporary	Destroy 10 years after license cancelled or expired.
7.1.3		Unsuccessful applications for pest control licences.	Temporary	Destroy 2 years after date of application.
7.2	Auditing of Licence Holders	Auditing of pest control licence holders to ensure conditions of the licence are being met.		
7.2.1		Audits of pest control licence holders. Includes audits of operational records, skills, knowledge and maintenance of vehicles and equipment.	Temporary	Destroy 10 years after license cancelled or expired.

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No	Function/Activity	Description	Status	Disposal Action
<i>PEST CONTROL INDUSTRY REGULATION - Investigations</i>				
7.3	Investigations	Investigation of alleged breaches of the section of the <i>Health Act 1958</i> governing the Pest Control Industry (i.e. Part V, Division 2A)		
7.3.1		Investigation of alleged breaches that result in prosecutions. Includes investigation reports, legal briefings and outcomes of court cases and licence revocations.	Temporary	Destroy 10 years after final action.
7.3.2		Investigation of alleged breaches that does not result in prosecutions. Includes investigation reports.	Temporary	Destroy 2 years after investigation concluded.
7.4	Training and Education	The provision of education and training for pest control industry. Includes the development of content for courses, guidelines and the delivery of training. Also includes the development of the education standards for pest control industry.		
7.4.1		Records documenting the development and provision of content for course material, practice notes and guidelines. Includes development of the Education Standards for the pest control industry.	Temporary	Destroy 5 years after material has been superseded.
7.4.2		Records that facilitate the delivery of training programs. Includes arrangements for the provision of training and course evaluations.	Temporary	Destroy 2 years after date of training.
8	RESEARCH ETHICS	The function of ensuring research undertaken by individuals and organisations complies with ethics standards for human research prescribed by the <i>National Health and Medical Research Council Act</i>		

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH ETHICS - Approval of Human Research Project Proposals</i>				
		1992. Includes reviews and approval of human research proposal which involve more than a low risk.		
8.1	Approval of Human Research Project Proposals	The activities associated with the review, ethical approval and registration of human research projects by the Human Research Ethics Committee. Includes projects that are either commissioned, funded or undertaken directly by the Department and which have a human research component.		
8.1.1		<p>Human research project proposals submitted to the Human Research Ethics Committee for approval. Records for each proposal include:</p> <ul style="list-style-type: none"> • the detailed project proposal; • communications between the committee and researcher; • public complaints in respect to the project; • annual project reports; • published research; • details of adverse events; • complaints against the committee; • final project reports. 	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH ETHICS - Approval of Human Research Project Proposals</i>				
8.1.2		Summary record of research proposals submitted to Human Research Ethics Committee for approval. Includes: <ul style="list-style-type: none"> • research details; • synopsis of project; • category of risk; • date project commenced; • date of completion (or expected date); • status 	Permanent	Retain as State archives
8.2	Human Research Ethics Committee	The activities associated with the management of the Human Research Ethics Committee.		
8.2.1		Records of the appointment, resignation and retirement of members and roles of members of the Human Research Ethics Committee.	Permanent	Retain as State archives
8.2.2		Master set of minutes and agenda of Human Research Ethics Committee meetings.	Permanent	Retain as State archives
9	EMERGENCY RESPONSE PLANNING	The planning of responses to emergencies and disasters that impact upon public health.		

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No	Function/Activity	Description	Status	Disposal Action
<i>EMERGENCY RESPONSE PLANNING</i>				
9.1		Records documenting the development of advisory materials or training content for internal or external use.	Temporary	Destroy 10 years after superseded.
9.2		Delivery of training for responding to a public health emergency or disaster.	Temporary	Destroy 10 years after superseded.
10	STATE-WIDE HEALTH REPORTING	The function of reporting on the overall state of health and health issues in Victoria. Includes the collection and analysis of peri-natal birth quality data and data on mortality and morbidity on anaesthesia and surgical cases. Also includes the use of the data for the development of guidelines, issuing warnings and to improve procedures and quality of services.		
10.1	Consultative Councils	<p>The activities associated with the management of the formal consultative councils, established under the <i>Health Act 1958</i>, responsible for State-wide health reporting, providing advice to improve procedures and quality of services. The consultative councils include the:</p> <ul style="list-style-type: none"> • Consultative Council on Obstetric and Paediatric Mortality and Morbidity; • Victorian Consultative Council on Anaesthetic Mortality and Morbidity; and • Victorian Surgical Consultative Council. 		

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No	Function/Activity	Description	Status	Disposal Action
<i>STATE-WIDE HEALTH REPORTING - Consultative Councils</i>				
10.1.1		Records of the establishment of consultative councils, including the appointment and resignation of members.	Permanent	Retain as State archives
10.1.2		Master set of minutes and agenda of consultative council meetings.	Permanent	Retain as State archives
10.2	Birth, Mortality and Morbidity Reporting and Analysis	Reporting of births, morbidity and mortality, including anaesthetic mortality and morbidity; obstetric mortality and morbidity; and surgical mortality and morbidity. Includes the analysis of reported case data and reporting of statistics, findings and recommendations.		
10.2.1		Raw identified data and follow-up case data including any questionnaires, or surveys.	Temporary	Destroy 15 years after data is published and administrative use has concluded.
10.2.2		Records of complete, encoded and classified case data (identifying) compiled for analysis, reporting and future research.	Permanent	Retain as State archives
10.2.3		Reports by the consultative councils on birth defects, birth statistics, perinatal deaths, anaesthesia mortality and morbidity and surgical mortality and morbidity.	Permanent	Retain as State archives
10.2.4		Practice statements, guidelines and warnings published by the consultative councils for use in	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>STATE-WIDE HEALTH REPORTING - General Public Health Reporting</i>				
		hospitals and by health professionals.		
10.3	General Public Health Reporting	Reporting on the broad public health issues in Victoria.		
10.3.1		Reports on the overall status and key issues of public health in Victoria, for example Victorian Population Health Survey and Victorian Health Monitor.	Permanent	Retain as State archives
10.3.2		Population survey data and statistics compiled for reports.	Temporary	Destroy 15 years after reports have been published.