

National Premier Disability Services

Archiving, Retention and Disposal of Consumer Health Records Procedure

Purpose

Kalinda Wellbeing Centre's consumer health records are archived and destroyed in accordance with relevant legislation and the requirements of our service agreements. This procedure sets out the organisation's responsibilities and requirements to ensure compliance with these obligations.

Responsibility

The Service Manager is responsible for the archiving and disposal of all approved (electronic and paper based) consumer records.

The service manager is responsible for monitoring compliance with this procedure.

Procedure details

Archiving of Paper-based Consumer Health Records

When it is time to archive consumer health records, the health records will be transferred for storage in the archives area at an offsite locked storage site.

Disposal of Paper-based Health Records

The Service Manager is responsible for the disposal of all (electronic and paper based) consumer health records. Consumer data may not be destroyed without the express involvement and endorsement of the Service Manager.

Health records stored at the offsite locked storage facility are stored according to their anticipated disposal date.

Document Destruction

The Crimes (Document Destruction) Act 2006 holds managers and staff personally accountable if they knowingly destroy documents that are or are reasonably likely to be required as evidence in existing or even potential legal proceedings. Note that this refers to all documents and not just documents contained within the consumer health record.

References or related Documents

- Public Records Office Standard *11/06 Retention and Disposal Authority for Patient Information Records 9/9/2011*
- Disability Employment Services *Records Management Instruction Guidelines V2.0 23/01/2014*
- *Health Records Act 2001 (Vic)*
- *Health Records and Information Privacy Act 2002 (NSW)*
- *Health Records (Privacy and Access) Act 1997 (ACT)*
- *Crimes (Document Destruction) Act 2006 (Vic)*