



Australian Government

National Archives of Australia

Records Authority
2020/00352226

**Australian Commission on Safety
and Quality in Health Care
(ACSQHC)**

*HEALTH CARE SAFETY AND QUALITY
IMPROVEMENT COORDINATION*

2021



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Introduction

The Australian Commission on Safety and Quality in Health Care (ACSQHC) and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business areas of Health Care Safety and Quality Improvement Coordination. It represents a significant commitment on behalf of ACSQHC to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of ACSQHC. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

The authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This authority gives ACSQHC permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives on the basis of information provided by the agency.

As changes in circumstances may affect future information management requirements, the periodic review of this authority is recommended. All amendments must be approved by the National Archives.

Application of this Authority

1. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority:
 - where the minimum retention period has expired and the records are not needed for ACSQHC business they should be destroyed as authorised in this authority;
 - records that have not reached the minimum retention period must be kept until they do; and
 - records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
2. This authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) Express Version 2 issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - General Records Authority (31) - Destruction of source or original records after digitisation, conversion or migration (2015).
3. The normal administrative practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction together with an agency's records authority or authorities, and with AFDA Express Version 2. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at www.naa.gov.au.
4. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant act must not be destroyed until the action has been completed.
5. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au.

6. Where the method of recording information changes (for example from an analogue system to a digital system, or when information is migrated from one system to a new system) this authority can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this authority. The ACSQHC will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
7. In general, retention requirements indicate a minimum period for retention. The ACSQHC may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the ACSQHC believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
8. Records coming within 'retain as national archives' class in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
9. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Records created digitally after 1 January 2016 can be transferred in digital formats only.
11. Advice on how to use this authority is available from the ACSQHC information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

Contact Information

For assistance with this authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

Authorisation

Records Authority 2020/00352226

Notice of authorisation

Person to whom notice of authorisation is given:

Adjunct Professor Debora Picone
Chief Executive Officer
Level 5, 255 Elizabeth Street
Sydney NSW 2000

Purpose

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application

All core business records relating to HEALTH CARE SAFETY AND QUALITY IMPROVEMENT AND COORDINATION.

Authority

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorising Officer



Jason McGuire
Assistant Director-General, Government Data & Policy A/g
National Archives of Australia

Date of Issue:

9 June 2021

Health Care Safety and Quality Improvement Coordination

The core business of leading and coordinating national improvements in the safety and quality of health care for patients and consumers. Includes formulating national standards, model national schemes, guidelines, charts and indicators on health care safety and quality matters, promoting, supporting and monitoring the implementation of arrangements, programs and initiatives, and partnering with key stakeholders to ensure better health care safety for the population. Also includes conducting information campaigns and disseminating information, publications and resources about health care safety and quality matters.

The **core activities** include:

- developing national standards (national safety and quality standards and clinical care standards), model national schemes (for the accreditation of organisations that provide health care services), frameworks, guidelines, charts and indicators on health care safety and quality matters;
- providing advice to the relevant minister and state and territory health ministers about health care safety and quality matters (e.g. on standards suitable for implementation as national clinical standards);
- promoting, supporting and monitoring the implementation of arrangements, programs and initiatives (e.g. national safety and quality health service standards, national general practice accreditation scheme);
- promoting, supporting, encouraging, conducting and evaluating research in connection with the performance of the core business; and
- developing and providing information, reports, publications and other resources on health care safety and quality matters.

The performance of the core business is supported by **general activities** such as:

- establishing agreements and memoranda of understanding (MoUs);
- establishing and managing committees, including inter-jurisdictional committees, working groups and other bodies;
- delegating powers and authorising actions;
- consulting and cooperating with key stakeholders (e.g. patients, consumers, communities, governments, international organisations) on health care safety and quality matters;
- developing and reviewing operational policies, plans, procedures, guides, etc., in relation to core business;
- managing projects and programs;
- providing internal and external reports; and
- identifying, assessing, and managing operational risks.

Cross references to AFDA Express Version 2 Records Authority

For master set of media releases, and addresses and speeches made by the Agency Head, use EXTERNAL RELATIONS.

For developing high-level reports (e.g. annual reports, formal reports submitted to the minister or government), use EXTERNAL RELATIONS.

Cross references to other records authorities

For the functions of the Board of the Commission, and appointments and separations of Board members, use General Records Authority 26 – ADVISORY BODIES.

Classes

Class no	Description of records	Disposal action
62839	<p>Records documenting:</p> <ul style="list-style-type: none"> development, implementation and review of national standards (national safety and quality standards and clinical care standards program), model national schemes, frameworks (e.g. National Clinical Trials Governance Framework), guidelines, charts and indicators on health care safety and quality matters. Includes final versions, major drafts, stakeholder engagement, supporting research papers, briefs and correspondence; high-level advice and briefings on clinical standards. Includes advice to the minister and state and territory health ministers; <p><i>[For formal reports prepared and submitted to the minister or government on the performance of the agency's functions, use EXTERNAL RELATIONS].</i></p> <ul style="list-style-type: none"> final versions of major marketing and information campaigns (e.g. Australian Charter of Health Care Rights), reports, publications and other resources (e.g. online webinars, factsheets and posters on COVID-19) on health care safety and quality matters; high-level agreements or memoranda of understanding (MoUs) with stakeholders which establish significant partnerships or other cooperative arrangements. Includes signed versions and records of negotiations; high-level internal and external committees, working groups, and other bodies relating to the core function, where the agency provides the secretariat, is the Australian Government's main representative or plays a prominent or central role. Includes records of establishment, final version of minutes, associated reports, and supporting documentation such as briefing notes and discussion papers; high-level meetings, conferences, and international engagement on health care safety and quality; and high-level or major research and analysis (e.g. on matters that are controversial, subject of extensive debate, involve the use of innovative 	Retain as national archives

Class no	Description of records	Disposal action
	techniques, or represent a significant contribution to the body of knowledge) conducted or commissioned by the agency in relation to the core business. Includes final research reports, statistical modelling and trend analysis, and supporting research datasets and associated information.	
62840	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• all other core business activities not covered in class 62839.	Destroy 7 years after last action