

**State Archives and Records Authority of New
South Wales**

**Functional Retention and Disposal
Authority: FA394**

This authority covers records documenting the function of
ambulance services

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA394

SR file no 08/0134

Scope This retention and disposal authority covers records documenting the provision of ambulance services.

Public office Ambulance Service of New South Wales

Approval date Approved by the Board of the State Archives and Records Authority of New South Wales

Date 15/02/2018

Issued date Issued by the State Archives and Records Authority of New South Wales

Date 21/02/2018

Revised Amendment of See references to reflect changes to GDA17 and cover records relating to child sexual abuse

Date 30/05/2019

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (NSW State Archives and Records) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which NSW State Archives and Records does not disapprove. Advice on the State Records Act can be obtained from NSW State Archives and Records.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. NSW State Archives and Records reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to NSW State Archives and Records any information which affects the retention of the records covered by the authority.

NSW State Archives and Records' decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of NSW State Archives and Records functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of NSW State Archives and Records and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails the assessment or examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see the *General Retention and Disposal Authority: original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to NSW State Archives and Records when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with NSW State Archives and Records regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to NSW State Archives and Records should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

NSW State Archives and Records recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office **must not** permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of NSW State Archives and Records.

Administrative change

This retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to NSW State Archives and Records for approval. However, when functions move from one public office to another the public office that inherits the new function should contact NSW State Archives and Records to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

NSW State Archives and Records must approve any amendment to this authority. Public offices that use the authority should advise NSW State Archives and Records of any proposed changes or amendments to the authority.

NSW State Archives and Records recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or NSW State Archives and Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between NSW State Archives Records and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

NSW State Archives and Records
PO Box 516, Kingswood NSW 2747
Telephone: (02) 9673 1788
E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority Ambulance services

Authority number: FA394

Dates of coverage: Open

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Dates of coverage: Open

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1.0.0 AMBULANCE FLEET MANAGEMENT

The function of managing specialised ambulance service vehicles (includes ambulance and rescue support vehicles, motorcycles, aircraft, etc.).

See General Retention and Disposal Authority *Administrative records* **FLEET MANAGEMENT** for records relating to the acquisition, disposal, registration, maintenance, etc., of vehicles.

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS** for the installation and maintenance of communication facilities on operational vehicles.

See General Retention and Disposal Authority *Public health services: administrative records* **EQUIPMENT (MEDICAL)** for records relating to the installation and maintenance of medical equipment on operational vehicles.

1.1.0 Aircraft operations

The activities relating to managing the performance and operations of aircraft services.

See **PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES** for records relating to requests for and the dispatch of transport services.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT – Security** for routine video footage captured in aircraft for the purpose of risk and safety monitoring.¹

1.1.1	Records relating to site availability and access for ambulance aircraft, including the establishment of helicopter landing sites in emergency situations. Includes advice from airport operators, communications with hospitals regarding helipads, correspondence with local councils regarding access to airfields, etc.	Retain until administrative or reference use ceases, then destroy
1.1.2	Records relating to aircraft status reports.	Retain minimum of 7 years after action completed, then destroy
1.1.3	Reports relating to the serviceability of aircraft.	Retain minimum of 1 year after action completed, then destroy

1.2.0 Fit-outs

The activities relating to the modification of vehicles for use.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** or **TENDERING** for records related to tendering for the designs.

¹ See reference added July 2022 to permit disposal of routine video footage after 30 days under the General retention and disposal authority: administrative records (GA28, entry 16.24.7)

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AMBULANCE FLEET MANAGEMENT- Fit-outs

1.2.1	Records relating to the design and fitout of emergency medical transport and response vehicles commissioned by the organisation which are unique, specialist or rare. Includes design specifications, plans and images of new models or developments. Vehicles can include ambulances, rescue trucks, motorbikes, and aircraft.	Required as State archives
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EDUCATION, TRAINING & DEVELOPMENT- Course development & delivery

2.0.0 EDUCATION, TRAINING & DEVELOPMENT

The function of developing and delivering education and development courses and training.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the engagement of training providers.

2.1.0 Course development & delivery

Activities associated with the development of the content of courses and programs of study.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* **EDUCATION, TRAINING AND STAFF DEVELOPMENT** for records relating to the accreditation of the organisation as a registered training provider and for records relating to the development of training courses and programs of study.

2.1.1	Approved curricula for clinical care (i.e. paramedic and emergency medicine) education and training courses developed by the organisation. Records include master copies of programs of study, course curriculum and objectives.	Required as State archives
2.1.2	Records relating to the delivery of education and training courses. Records include course scheduling, lesson plans, overheads, administrative arrangements for lecturers, etc.	Retain until administrative or reference use ceases, then destroy

2.2.0 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's operating procedures are determined.

2.2.1	Policies relating to the qualifications, skills and professional development requirements for paramedics.	Required as State archives
2.2.2	Records relating to the development of policies for clinical education and training. Records include policy proposals, background research, draft versions circulated for consultation and associated feedback and comments.	Retain minimum of 10 years after superseded, then destroy

2.3.0 Student Management

Activities involving the management of students undertaking education and training.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Advice** for records relating to mentoring arrangements.

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EDUCATION, TRAINING & DEVELOPMENT- Student Management

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Employee service history** for records documenting individual staff members' attainment of required skill levels, competencies, qualifications, education and training, etc., for performance of their duties.

2.3.1	Records documenting the registration and enrolment of students in education and training courses leading to the recognition of vocational skills, competencies or a formal qualification. Includes records of assessment outcomes and the details of any qualifications, certificates or statement of attainments issued to them.	Retain minimum of 30 years after assessment and issue of award or completion of course, then destroy
2.3.2	Records relating to initial appeals against exam/assessment results. Includes completed student assessment items, examination papers, assignments and other items submitted by students for course assessment or recognised prior learning assessment purposes.	Retain minimum of 2 years after assessment is made, or appeal is finalised, then destroy
2.3.3	Records relating to appeals against exam/assessment results made to the Assessment Committee. These include copies of the exam or assessment papers, the students appeal and documentation in relation to the review process.	Retain minimum of 10 years after action completed, then destroy
2.3.4	Key records documenting graduation ceremonies. May include photographs of the graduation class, graduation ceremony programs and transcripts or recordings of addresses by the Executive or State representative (e.g. the Governor or Minister) at the ceremony.	Required as State archives

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COMMUNITY RELATIONS- Honours & Awards

3.0.0 COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for records of marketing, conferences, media relations, public reaction, etc.

3.1.0 Honours & Awards

The activities associated with the award of honours, medals, etc., in recognition of distinction or achievement.

See General Retention and Disposal Authority *Personnel records* **PERSONNEL - Performance management** for honours and awards to staff and volunteers.

3.1.1	Records relating to the receipt, assessment and approval of successful nominations for awards, honours, etc., for civilians in recognition of courageous or meritorious action.	Required as State archives
3.1.2	Records relating to the protocols for wearing of medals.	Required as State archives
3.1.3	Records relating to the receipt and assessment of unsuccessful nominations for awards, honours, etc. to civilians.	Retain minimum of 5 years after decision, then destroy

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PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Agreements

4.0.0 PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES

The function of providing clinical care and transport services in emergency and non-emergency situations.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Inquiries** for records relating to the organisation's involvement in formal investigations or inquiries conducted by another body.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to the management and handling of litigation involving the provision of treatment and care to patients/clients.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Misconduct** for records relating to employee misconduct.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* for records relating to planning and the development of programs for the provision or delivery of clinical care and health related transport services.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* **CORPORATE MANAGEMENT - Committees** for records relating to the management committees, task forces, working groups or parties etc. established for purposes of oversight and monitoring of the quality of clinical care / practice and patient safety.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* **CORPORATE MANAGEMENT - Compliance** for records relating to complying with legal or regulatory requirements or international or national healthcare and quality management standards.

See General Retention and Disposal Authority *Public Health Services: Patient/Client Records* **COMPLAINTS AND INCIDENT MANAGEMENT** for relating to the handling of complaints and investigation of incidents concerning the provision of patient/client treatment or care.

See General Retention and Disposal Authority *Public Health Services: Patient/Client Records* **PATIENT/CLIENT TREATMENT AND CARE** for records relating to the provision of health assessment, diagnosis, management, treatment and care services and/or advice to individual patients/clients.

See General Retention and Disposal Authority *Public Health Services: Patient/Client Records* **SEXUAL ASSAULT, PHYSICAL ABUSE AND NEGLECT PATIENTS** for records relating to the provision of treatment and care to victims of sexual assault, physical abuse and neglect.

4.1.0 Agreements

The processes associated with establishing, negotiating, maintaining and reviewing agreements related to patient care and transport.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* **CORPORATE MANAGEMENT - Agreements** for agreements, memorandum of understandings, etc., having implications for major liabilities, obligations or governance.

4.1.1	Records relating to inter or intra state agreements or contractual arrangements with other service providers, such as local district or area health services, police, fire and emergency services, concerning the provision	Retain minimum of 7 years after expiry or termination of agreement or
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PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Implementation

	<p>of clinical care or ambulance transport services. Records include:</p> <ul style="list-style-type: none"> • correspondence and negotiations including minutes or notes of meetings; • drafts containing significant changes or alterations; • final approved versions and subsequent reviews. 	<p>minimum of 7 years after action completed, whichever is longer, then destroy</p>
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4.2.0 Implementation

The activities associated with carrying out or putting into action plans, policies, procedures or instructions.

4.2.1	<p>Records relating to the implementation of clinical care or transport service improvements and technologies e.g. patient safety or peer review programs, introduction of defibrillators. Includes specifications, briefing notes, usage directions and project guidelines, monitoring of implementation schedule and standards, notifications, advice and updates to staff about roll-out and implementation of new programs.</p>	<p>Retain minimum of 10 years after action completed, then destroy</p>
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4.3.0 Patient Treatment and Care

The activity of providing clinical treatment and care to patients/clients.

See General Retention and Disposal Authority *Public Health Services: Patient/Client Records* **PATIENT/CLIENT TREATMENT AND CARE** for records documenting the treatment and care of ambulance patients/clients.

See General Retention and Disposal Authority *Original or source records that have been copied* for records that have been imaged or filmed.

4.3.1	<p>Station copies of patient health care records.</p>	<p>Retain minimum of 6 months after action completed, then destroy</p>
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4.4.0 Policy and procedures

The activities associated with the development and implementation of policies, procedures, protocols etc.

4.4.1	<p>Records relating to the development of policies, procedures, guidelines and protocols for the care, treatment and transport of patients/clients. This includes:</p>	<p>Required as State archives</p>
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PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Policy and procedures

	<ul style="list-style-type: none"> • master copies of approved policies and procedures or standard operating policy and procedure manuals, and • records of research into and the creation or retirement of treatment protocols and pharmacologies. <p>Note: Excludes procedures which are owned, produced or issued by external entities such as the Medical Dispatch Procedures which are owned International Academy of Emergency Dispatch (IAEMD).</p>	
4.4.2	Records relating to the development of operational policy or procedures in accordance with NSW Health policy and to the formulation and implementation of local operational procedures. Includes policies or procedures addressing protection of patient privacy, obtaining patient consent for treatment, competencies and performance of procedures, etc. Also includes circulars, notices and advice to staff records relating to clinical and operational procedures and clinical safety alerts, notices and information.	Retain minimum of 25 years after superseded, then destroy

4.5.0 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for records relating to reports to Government on the organisation's core functions and performance.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Misconduct** for records relating to employee misconduct.

See General Retention and Disposal Authority *Public Health Services: Administrative Records* for internal reporting on services and activities, the reporting of incidents or adverse events, etc.

See General Retention and Disposal Authority *Public Health Services: Patient/Client Records* **COMPLAINTS AND INCIDENT MANAGEMENT** for records relating to the management of complaints from or incidents involving patients/clients.

4.5.1	Records relating to the provision of statements or information to police or to insurance companies. Includes copies of completed standard questionnaires for insurance companies, requests for interviews and statements for police.	Retain minimum of 7 years after action completed, then destroy
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4.6.0 Reviewing

The activities involved in reviewing service performance, products, processes, procedures, standards and systems. Includes recommendations, advice and initiatives resulting from these activities

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PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Reviewing

4.6.1	Records relating to reviews of clinical practices or of patient care and transport services resulting in recommendations for a new or amended protocol, or establishing the need for major reform or restructure of programs or services e.g. reviews of the provision of mental health services to patients.	Required as State archives
4.6.2	Records relating to reviews of clinical practices or patient care and transport services that do not result in recommendations for a new or amended protocol or major reform or restructure of services or operations.	Retain minimum of 10 years after action completed, then destroy
4.6.3	Records of surveys conducted as part of or to support review processes. Includes survey forms, completed returns and compiled data.	Retain until administrative or reference use ceases, then destroy

4.7.0 Service Requests and Dispatch

The activity of receiving and actioning calls or requests.

4.7.1	Records documenting the receipt of service calls or requests and dispatch of resources, advice or further action in response. Includes records of calls received, logs of calls and recordings of calls. Includes emergency and non-emergency calls and dispatches. Note: records documenting consultations with and the provision of advice concerning patient treatment and care may warrant retention as per the <i>General retention and disposal authority: public health services – patient/client records</i> .	Retain minimum of 7 years after action completed, then destroy
4.7.2	Caller identification logs.	Retain minimum of 2 years after action completed, then destroy
4.7.3	Records associated with the investigation of hoax / non-genuine calls including reports and related correspondence.	Retain minimum of 7 years after action completed, then destroy
4.7.4	Records relating to the risk management of calls to addresses identified as requiring caution e.g. through caution notes. Includes investigation and reviews.	Retain minimum of 7 years after action completed, then destroy

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<i>PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Service Requests and Dispatch</i>		
4.7.5	Records documenting requests and preparation for ambulance attendance at sporting, recreational or cultural events.	Retain minimum of 7 years after action completed, then destroy
4.7.6	Intermediary transport requests (e.g. for road transport to transfer a patient between a hospital and an airport) forwarded from units to control centres for action.	Retain until transcribed or recorded into call and dispatch system, then destroy
4.7.7	Records relating to requests to experience the provision of emergency or paramedic services ('ride-alongs').	Retain minimum of 3 years after action completed, then destroy

4.8.0 Transport Services

The activities associated with providing medical retrieval and transport services.

See General Retention and Disposal Authority *Administrative records* **FLEET MANAGEMENT** for records relating to the acquisition and maintenance of transport vehicles.

4.8.1	Records relating to medical retrieval and transport aircraft operations, including mission reports and debriefs, flight manifests and logs, variations to flight plans, notifications of aircraft arrival times.	Retain minimum of 7 years after action completed or until all persons involved attain or would have attained the age of 25, whichever is longer, then destroy
4.8.2	Communication books maintained by aeromedical personnel in relation to daily operational matters.	Retain until administrative or reference use ceases, then destroy
4.8.3	Records relating to communications from other organisations, e.g. from medical centres, road authorities, local councils, in relation to ambulance or rescue vehicle access issues. Includes weather related notifications such as flood reports and 'sit-reps'.	Retain minimum of 7 years after action completed, then destroy

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PATIENT CARE AND HEALTH RELATED TRANSPORT S

5.0.0 EMERGENCY MANAGEMENT

The function of preparing to respond to emergencies and disasters. Includes supporting the health aspects associated with major events.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to the establishment of or representation on interagency emergency and counter disaster planning committees.

See **EDUCATION, TRAINING & DEVELOPMENT** for the delivery of emergency management education and training.

5.1.0 Incident Management

The activities associated with managing and controlling incidents.

5.1.1	Reports and briefings relating to the response to emergencies, natural disasters or incidents have been declared state or national emergencies or disasters or have involved provision of resources and assistance in response to internal emergencies or disasters. Records include incident or debriefing reports and liaison with other agencies involved in the response.	Required as State archives
5.1.2	Records relating to the response to incidents that have a limited impact on the State or a particular region or locality and its residents and to request and preparation for the provision of services at major events (e.g. Anzac Day Parade, New Year's Eve, etc.). Records include incident plans, reports, debriefs and liaison with other agencies involved in the response.	Retain minimum of 7 years after action completed, then destroy
5.1.3	Records relating to the organisation of, and participation in, exercises conducted to test emergency management and counter disaster planning and performance. Includes records relating to the planning and administration of exercises, debriefs, reporting and correspondence and liaison with other emergency management entities such as the NSW Police or State Emergency Services.	Retain minimum of 5 years after action completed, then destroy

5.2.0 Liaison

The activities associated with developing and maintaining contacts, networks and relationships.

See **EMERGENCY MANAGEMENT - Planning, Policy and Procedures** where liaison or dealings relate to the development of plans.

5.2.1	Records relating to liaison and information exchange with other organisations or entities concerning emergency management and counter disaster planning arrangements. Includes maintenance of distribution	Retain minimum of 5 years after action completed, then destroy
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PATIENT CARE AND HEALTH RELATED TRANSPORT SERVICES- Ser

	lists for supplies maintained in relation to health emergency responses planning.	
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5.3.0 Planning, Policy and Procedures

The activity of planning and developing plans, operational policies, procedures and performance management frameworks.

5.3.1	Records relating to the development or review of State-wide emergency and disaster management plans, protocols and standard operating procedures e.g. the NSW Health and Ambulance Services sub-plans (HEALTHPLAN and AMPLAN) of the State Disaster Plan (DISPLAN). Includes background research, correspondence, submissions and final approved copies and any associated health emergency management directives, guidelines and information bulletins issued by the organisation as the lead agency.	Required as State archives
5.3.2	Records relating to the implementation of State-wide emergency and disaster management plans and to the development and implementation of operational emergency management plans. Includes records relating to the development of rescue and emergency services operational protocols, policies, procedures, guidelines, information bulletins, training, etc., and to the coordination of plan review processes.	Retain minimum of 10 years after action completed or after plan, protocol, etc., superseded, then destroy

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PATIENT CARE AND H

6.0.0 PRE 1940 RECORDS

6.0.1	Records relating to the administration of ambulance services for NSW created prior to 1940 including records identified in the sections above created wholly, or in part, prior to 1940.	Required as State archives
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