

General Retention and Disposal Authority: Patient Records (GDA17) and Administrative Records (GDA21)

Summary The Board of the State Archives and Records Authority of New South Wales have approved a revision of GDA 17 and a minor update to GDA 21.

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Corporate Administration - Records

Applies to Ministry of Health, Public Health Units, Local Health Districts, Specialty Network Governed Statutory Health Corporations, NSW Health Pathology, Community Health Centres, NSW Ambulance Service, Dental Schools and Clinics, Public Hospitals

Distributed to Ministry of Health, Public Health System, NSW Ambulance Service

Audience Administration and records

GENERAL RETENTION AND DISPOSAL AUTHORITY: PATIENT RECORDS (GDA17) AND ADMINISTRATIVE RECORDS (GDA21)

PURPOSE

The Board of the State Archives and Records Authority NSW has approved a revised General retention and disposal authority: Public health services - patient records (GDA17), and made a minor change to General retention and disposal authority: Public health services - administrative records (GDA 21) in line with the approval of the Functional retention and disposal authority: *Provision and regulation of childcare services* (FA404).

KEY INFORMATION

1. General retention and disposal authority: Public health services - patient records (GDA17)

GDA17 applies to the records of patient care provided by the NSW Health system. The authority underwent a review and was revised on 30 May 2019.

The disposal action for certain patient records has been changed as a result of the review. NSW State Archives and Records website has available the current version of GDA17 and a schedule of amendments and justifications to show where the retention periods have changed. Where they have changed the old entries in GDA17 can no longer be used as the source of legal authority for the disposal of records under the State Records Act 1998.

2. General retention and disposal authority: Public health services - administrative records (GDA 21)

GDA21 applies to records created and maintained to support the management and delivery of public health care services and programs. It was amended on 30 May 2019 to remove classes covered by FA404, Provision and regulation of childcare services. Those sections of GDA21 relating to childcare can no longer be used as the source of legal authority for the disposal of records under the State Records Act 1998.

FA404 applies to the provision of childcare services by NSW public offices including the local health districts.

Refer to the NSW State Archives and Records website for the latest version of both GDA21 and FA404.

ATTACHMENTS

The authorities mentioned in this information bulletin are available from the NSW State Archives and Records website using the following links.

GDA 17	https://www.records.nsw.gov.au/recordkeeping/rules/gdas/gda17
GDA 21	https://www.records.nsw.gov.au/node/490
FA404	https://www.records.nsw.gov.au/sites/default/files/Recordkeeping/FA0404%20Provision%20and%20regulation%20of%20childcare%20services.pdf