



Australian Government

National Archives of Australia

Records Authority

2022/00410625

**Antarctic Medical Services and
Support**

Australian Antarctic Division

2023



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Introduction

The Australian Antarctic Division (the Division) of the Department of Climate Change, Energy, the Environment and Water - 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 function of Antarctic Medical Services and Support. It represents a significant commitment on behalf of the Division to understand, create and manage the records of its activities.

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

The authority sets out those records that need to be retained as national archives and specify the minimum length of time that temporary records need to be kept. This authority gives the Division 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 Division.

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 supersedes the Medical Services Support and Research function of 2010/00178266 (2010). The superseded records authority function cannot be used by the Division to sentence records after the date of issue of this authority.
2. Records Authority 2005/00049707 (2005) is revoked.
3. 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 Division 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.
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
4. This authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express 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).
5. 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.

6. 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.
7. 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.
8. 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 Division 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.
9. In general, retention requirements indicate a minimum period for retention. The Division 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 Division 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.
10. Records coming within 'retain as national archives' classes 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*.
11. 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.
12. 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.
13. Advice on how to use this authority is available from the Division's 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 2022/00410625

Notice of authorisation

Person to whom notice of authorisation is given:

Emma Campbell
Head of Australian Antarctic Division
GPO Box 3090
Canberra City, ACT 2601
Australia

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 Antarctic Medical Services and Support.

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.

This document has been authorised through a digital workflow (R490582023)

Authorising Officer



Steven Fox
Assistant Director-General
National Archives of Australia

Date of issue

31 August 2023

ANTARCTIC MEDICAL SERVICES AND SUPPORT

The core business function of providing comprehensive medical services (medical, surgical and dental) at Australian Antarctic stations, field camps, voyage vessels and head office to support operations in Antarctica and the Southern Ocean including the Australian Antarctic Territory, sub-Antarctic territory of Heard Island and McDonald Islands, and Tasmania's sub-Antarctic Macquarie Island. Includes medical support provided to other individuals, agencies and nations.

The core activities include:

- receiving or providing medical advice and reports;
- providing medical services (including screenings) and support to individual patients or clients;
- collecting and managing health registers and data;
- managing the supply and dispensation of pharmaceuticals;
- obtaining and complying with medical permits, licences, approvals, or similar authorisations;
- collecting, tracking, moving and storing specimens; and
- carrying out investigations and reviews into medical issues, programs or activities.

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

- developing policies and procedures;
- delegating powers and authorising actions;
- identifying, assessing and managing risks;
- negotiating, establishing and reviewing agreements, contracts, joint ventures or similar partnership arrangements;
- participating in committees and meetings;
- managing reviews and appeals against decisions; and
- liaising with organisations and individuals.

Cross references to AFDA Express Version 2 Records Authority

For the acquisition of routine medical equipment and supplies, and the maintenance and servicing of equipment, including maintenance and operational procedures and manuals, use ASSET MANAGEMENT.

For the preparation and delivery of speeches and presentations at industry or public conferences, workshops, seminars, events, etc. for the purposes of exchanging ideas, sharing information or advocacy, use EXTERNAL RELATIONS.

For the construction and maintenance of routine/standard medical facilities, including the accreditation of medical laboratories, use PROPERTY MANAGEMENT.

Cross references to other records authorities

For the appointment, training, development of medical training courses, and management of medical practitioners, use ANTARCTIC EXPEDITIONER MANAGEMENT.

For the acquisition, design and construction or major modification and testing and calibration of highly specialised, innovative or purpose-built medical infrastructure or equipment; preparing and execute medical emergency evacuations; obtaining and complying with licences, permits and approvals such as those authorising the use of specialised medical equipment or the import or export medical specimens and samples, use ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPPORT.

For participation in medical research committees and the conduct of medical research, including human biology and medical research in Antarctica in the areas of health and behavioural studies, thermal adaptation, nutrition, epidemiology, cardiovascular studies, photobiology and diving medicine, use ANTARCTIC SCIENTIFIC RESEARCH

Classes

Class no	Description of records	Disposal action
63047	<p>Records documenting:</p> <ul style="list-style-type: none"> • medical support and services provided to individuals. Includes: <ul style="list-style-type: none"> ○ requests for medical assistance or referral of matters ○ medical and psychological screenings (e.g. confidential medical checklists, medical examinations and supporting documents, psychological adaptability assessments, etc.) ○ approved or refused requests for exemptions to comply with medical requirements; and ○ health assessment, diagnostic, treatment and care services (e.g. case files, dental charts, x-rays, films or other medical images and recordings, specialist and pathology results, immunisation records, medical reports, copies of medical certificates, etc.). • high-level advice provided by or to the agency relating to medical support and services, such as advice which requires immediate actioning to ensure the health, safety and wellbeing of expedition personnel. For example, advice concerning the recall of medical equipment, products or drugs and safety alerts • registers and control records recording the admission, identification, diagnosis and treatment of patients/clients. Includes the Australian National Antarctic Research Expeditions Health Register (AHR) and subsequent Australian Antarctic Health Register (AAHR), epidemiological health registers or similar health summary data collected to facilitate the making of treatment decisions; • descriptive or spatial data collections, including datasets, required for the purposes of developing information products to support medical services, support and medical research; • negotiating, establishing, maintaining and reviewing agreements, joint ventures, contracts or strategic partnerships of an innovative and/or high-profile nature with either a significant or potentially significant social, environmental or economic benefit to medical services, research and/or the Australian people; • appeals in relation to the delivery, administration or 	Retain as national archives

Class no	Description of records	Disposal action
	<p>coordination of medical services or support where the case has far-reaching environmental, cultural, economic, legal, social, political, or international implications or where there is a precedent case or where is significant public or historical interest in the case;</p> <p><i>For all other appeal cases, use class 63049.</i></p> <ul style="list-style-type: none"> • high-level policies relating to the medical services and support in Antarctica. Includes final versions, major drafts and summaries of external stakeholder consultations; • final versions, major drafts and supporting evidence of high-level or significant formal internal or external reports related to the medical services support function, including those which provide a summarised annual report on medical issues, matters of activities at stations or during voyages; and • high-level internal or external committees, meetings or working groups set up to discuss and make decisions affecting the provision of health or medical services and support to operations in Antarctica, and where the agency provides the secretariat, chair, or is the Commonwealth's main representative. Includes documents establishing the committee, minutes, tabled reports and papers, and assessments and evaluations of committees. 	
63049	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • medical services and support activities, other than those covered in classes 63047. 	Destroy 10 years after action completed