

Local Government – Management of Medical Practice Records

Across the State there are many regional, rural or remote local governments responsible for the operation of Medical Practices. Such Practices, whether they are run by local government, or outsourced and operated by a third party provider, are required to manage their records in accordance with the responsible local government's Recordkeeping Plan and with State Records Commission 1 OD N O O .

The following advice applies to local governments in relation to management of Medical Practice records.

Disposal of **all** records of a Medical Practice operated by a local government **must** be in accordance with the *FOI M P M I P P P M P F O F O FDP* (GDA LG) only. This includes administrative, financial, human resource and medical / patient information related records. The GDA LG is available on the State Records Office website - <http://www.sro.wa.gov.au/>

All medical / patient / client records that relate to children, regardless of whether c@^Áæ!^Á } [, Áæã ~|c•ÉÁ { ~•cÁà^Á \ ^] cÁã } Áæ&& [!áæ } &^Á , áç@Áç@^Á% **Disposal Freeze**+Áã••~^áÁ by the State Archivist on 5 April 2018. Please refer to the State Records Office website for further detail. Any such records held by local governments, or their outsourced agents, **must not be destroyed** until further notice.

Health records relating to Aboriginal people - As outlined in the GDA LG, health care facilities **must** retain Aboriginal patient records indefinitely for clients with a date of birth prior to and including 1970. In addition, Aboriginal patient records created by remote clinics in the Kimberley, Pilbara, Goldfields and Midwest Health regions **must** also be retained indefinitely. If a health care facility is unable to determine if a patient was of Aboriginal descent, the facility should retain evidence to demonstrate that reasonable attempts were made to research and determine the Aboriginal status of the patients before conducting legal destruction of the record. Please contact the SRO for further advice.

If a local government Medical Practice