

# Retention and Disposal of COVID-19 Information

Information Management Advice  
for State Organisations

Revised January 2024





<p>COVID-19 health declarations.</p>	<p><b>Local Government:</b>  <a href="#">2023-005 General Retention and Disposal Authority for Local Government Information</a>  Section 92.1</p> <p><b>State Government:</b>  <a href="#">2023-004 General Retention and Disposal Authority for State Government Information</a>  Section 74.1</p>
<p>COVID-19 vaccination status records. – government employees and visitors.</p> <p>Information may be recorded in paper documents, in digital forms or documents or held as data in databases.</p> <p>Information may be in held in a personnel file for employees and/or in other systems e.g., Ascender.</p>	<p><b>Local Government:</b>  <a href="#">2023-005 General Retention and Disposal Authority for Local Government Information</a>  Section 92.1</p> <p><b>State Government:</b>  <a href="#">2023-004 General Retention and Disposal Authority for State Government Information</a>  Section 74.1</p> <p>Remove from personnel file and/or other systems and destroy or minimise retention of personal information where no longer required to provide evidence of vaccination status.</p> <p>Redact Individual Health Identifiers* from any information that must be retained.</p>
<p>Statistical or summary information.</p> <p>Aggregated data and information (dataset).</p>	<p><b>Local Government:</b>  <a href="#">2023-005 General Retention and Disposal Authority for Local Government Information</a>  Section 100 as applicable</p> <p><b>State Government:</b>  <a href="#">2023-004 General Retention and Disposal Authority for State Government Information</a>  Section 82 as applicable</p> <p>Retain if significant - see <b>Attachment 1</b> for guidance on assessing significance.</p> <p>Otherwise destroy according to an approved disposal authority.</p>

\*An Individual Healthcare Identifier (IHI) is a unique 16-digit number the My Health Record system uses to identify an individual. These may be found on an individual’s vaccination certificate and other health records. For further information about protection and handling of

IHIs see: <https://www.oaic.gov.au/privacy/guidance-and-advice/privacy-guidance-regarding-individual-healthcare-identifiers-ihis-on-covid-19-digital-vaccination-certificates>

### **STEP 3: PREPARE DISPOSAL AUTHORISATION/S FOR APPROVAL**

Disposal of State records must be authorised by the lead officer of the organisation (CEO or equivalent) or their approved delegate.

The SRO's Records Management Advice on [Destruction of Temporary Records](#) outlines the specific information that should be included in a disposal authorisation.

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<b>Category</b>	<b>Retention and Disposal Authority</b>
<p>Records documenting decisions made to accommodate short-term changes required to manage COVID-19 in the organisation.</p> <p>Decisions could be part of activities such as procurem.9 0.5 (r)-e (r)--5.6 (oc)-2</p>	

## **ATTACHMENT 1 – Definition of “Significant” Information**

Records may be considered “significant” if the activity:

- x Substantially affects the obligations, responsibilities or liabilities of the State or the organisation
- x Substantially affects the whole-of-sector function
- x Substantially affects the development of legislation, regulations or organisation policy
- x Substantially affects the agency's business, structure or policy
- x Substantially affects the implementation or development of legislation or government policy
- x Sets a legal or substantive precedent
- x Generates / involves substantial community or public interest, debate or controversy
- x Involves / affects property (land, infrastructure, structures, buildings or items considered to have cultural, Aboriginal, environmental or heritage significance
- x Concerns / affects the long-term environmental impact on State or local government land, waters or air
- x Led, or substantially contributed to, a major investigation or formal inquiry
- x Involves innovative, unique or precedent-setting practices, techniques or methods

Source:

*General Retention and Disposal Authority for Local Government Records*

*General Retention and Disposal Authority for State Government Information*



## ATTACHMENT 2 – Disposal Authorisation Example

The following is an example of a disposal authorisation form. This may be modified depending on the organisation’s internal authorisation/approval processes.

Information in [square brackets] is for instructional purposes and should be removed from organisation documents.

<b>Disposal Authorisation</b>					
<b>REVIEW</b>					
I have reviewed the records and disposal actions as listed below and <u>recommend</u> these records for disposal.					
Name / Position: _____ Signature: _____ Date: _____					
<i>[add other names as required]</i>					
<b>AUTHORISATION</b>					
I have reviewed the records and disposal actions as listed below and <u>authorise</u> these records for disposal.					
Name / Position <i>[CEO or delegate]</i> : _____ Signature: _____ Date: _____					
Record/File Number (if applicable)	Title / Description	Date Range	Disposal Authority (including category number)	Destruction Due Date	Other information if required <i>[e.g., record location]</i>
<i>[add as required]</i>	COVID-19 vaccination status records - <i>[number]</i> staff members	1 Jan 2022 – 31 Dec 2022	2021-010 2.2 End of Public Health State of Emergency	4 Nov 2022	
	COVID-19 vaccination status records - <i>[number]</i> visitors	1 Jan 2022 – 31 Dec 2022	2021-010 2.3 End of Public Health State of Emergency	4 Nov 2022	



	Check in forms - visitors	1 Jul – 31 Jul 2022	<i>Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021</i>	28 Aug 2022	
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