



Public Record Office Standard

PROS 04/04

Authority

Retention & Disposal Authority for Records of the Victorian Cervical Cytology Registry

Version 2017

2004/04

Issue Date: 17/06/04

Expiry Date: 17/06/2014

Variation 1

Issue Date: 24/12/2013

Expiry Date: 31/12/2016

Variation 2

Issue Date: 03/02/2017

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Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Victorian Cervical Cytology Registry

Public Record Office Standard (PROS) 04/04

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Retention and Disposal Authority for Records of the Victorian Cervical Cytology Registry, issued as Public Record Office Standard (PROS) 04/04 on 17/06/2004, as follows:

Extension of the application of this Standard until 31/12/2016

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 24/12/2013

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Victorian Cervical Cytology Registry

Public Record Office Standard (PROS) 04/04

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Retention and Disposal Authority for Records of the Victorian Cervical Cytology Registry, issued as Public Record Office Standard (PROS) 04/04 on 17/06/2004, as follows:

Extend the application of this Authority until varied or revoked.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 03/02/2017

Director and Keeper of Public Records

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

Name: Heather Mitchell

Date: 16/06/2004

Signature: [Signed]

Position: Medical Director

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Victorian Cervical Cytology Registry

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Justine Heazlewood
Keeper of Public Records

Date of Issue: 17/06/2004

4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Medical Director, Heather Mitchell, MB BS, MD, MSc, FRACP, FAFPHM

Data Manager, Cathy Burrows, BSc

Health Information Manager, Valerie Scott, BHIth Info Management

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agencies records manager or the Public Records Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

6 Glossary of Terms

Term	Description
Pap test	<p><i>Papanicolaou Smear Test.</i> After American physician George Papanicolaou (b 1883). A technique of examining a smear of cells from the uterine cervix, allowing an early diagnosis of cervical cancer and its precursors.</p>
PET	<p><i>Potentially Eligible Test.</i> The discrete unit of inclusion on the Registry is a Pap smear test. Laboratories send to the Registry, by modem transmission or by fax, a list of tests that they have received for screening. A PET is a notification from laboratory to Registry of a Pap test. All tests are only 'eligible' for registration until accepted. They are accepted on the basis of having sufficient data required to create a Registry episode, when the test is either matched to the record of a woman already on the Register, or entered as a new registration.</p>
Results	<p>Pap test results are received in batches from laboratories electronically, or faxed for manual entry, for matching to the recently registered Pap test. Results are coded as Cytology Report Codes (CRCs), a five digit numerical code, the first four numbers representing a degree of pathology of 4 cell types. The fifth number represents the cytologist's recommendation for further care. Results form the basis of reports to laboratories reflecting laboratory performance standards and impact strongly on the laboratory accreditation process.</p>
OCE	<p><i>Other Cervical Event.</i> A term used to describe a medical intervention involving the cervix or uterus, other than a Pap test. Typically a cervical biopsy, but may also be a polypectomy, an endometrial curettage or a hysterectomy. A diagnosis code is applied to the procedure at the Registry. This code and/or the type of procedure may alter the timing or appropriateness of the Follow-up response or Reminder letter.</p>
Follow-up	<p>A legal requirement of the Registry is to follow up the results of positive cancer tests. Where a Pap test or OCE is significantly abnormal, the Registry has an electronically programmed monitoring system of letters and reports to doctors to ensure awareness of the need for further medical interventions and/or repeat Pap smears, in accordance with National Health and Medical Research Council Guidelines for Cervical Screening.</p>
Reminder Letters	<p>A legal requirement of the Registry is to remind women when Pap tests are due. The Registry generates these letters electronically, timed in response to the result of the test. A woman will be sent a Reminder Letter two years and three months following a normal result. The timing of Reminder letters conforms with National Health and Medical Research Council Guidelines for Cervical Screening.</p>

7 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0	Matching Refers to information from laboratories and other external sources to initiate and complete registration of a Pap test.		
1.1	Potentially Eligible Tests (PETs) The record or batch of records that initiates registration. Includes the laboratory accession number, treating practitioner details, and demographic information about the woman.	Temporary Destroy 99 years after date of birth	Hold at Registry pending destruction
1.2	Results The result of the Pap test. The result completes the registration and sets the timing of the Follow-up and Reminder letters.	Temporary Destroy 99 years after date of birth	Hold at Registry pending destruction

Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0	<p>A Woman's Record</p> <p>Refers to a woman's record with her demographic information and her screening history, recorded as listed Pap smear test episodes and OCE episodes.</p> <p>Includes a Pap test episode entry and result.</p> <p>Includes an OCE episode entry and diagnosis.</p> <p>Includes Notepads and Diary entries.</p> <p>Includes ad hoc information to update a record.</p> <p>Note: This Class excludes a Woman's Record for women who would like to have their information removed from the Registry in accordance with S.62(7) of <i>The Cancer Act 1958</i> (Act No. 6213/1958).</p>	Permanent	Transfer to Public Record Office Victoria when administrative use concluded.
3.0	<p>Pathology</p> <p>Histology reports received from laboratories in hard copy.</p>	<p>Temporary</p> <p><i>Refer to current standards for retention of laboratory records by National Pathology Accreditation Council, as required by the current Pathology Services Accreditation (General) Regulations 1990</i></p>	Hold at Registry pending destruction

Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0	<p>Follow-up and Reminder Service</p> <p>Refers to letters and forms sent to women or practitioners to maintain appropriate Follow-up and Reminder actions by the Registry.</p> <p>Includes Reminder letters to women, Courtesy Lists, Questionnaires and Repeat Smear Reminders to practitioners.</p>	<p>Temporary</p> <p>Destroy when no longer required for administrative use.</p>	<p>Hold at Registry pending destruction</p>
5.0	<p>Correspondence</p> <p>Refers to correspondence received to update Registry information.</p> <p>Includes letters from women and letters from practices.</p> <p><i>Note: If added to an individual episode record, dispose of according to Class 2.0.</i></p>	<p>Temporary</p> <p>Destroy when no longer required for administrative use.</p>	<p>Hold at Registry pending destruction</p>
6.0	<p>Reports</p> <p>Refers to reports to external agencies.</p> <p>Includes screening history links to laboratories. Includes reports to practitioners. Includes statistical reports to laboratories to assist them with compiling quality assurance program data. Includes statistical reports for research and for health information.</p> <p>Includes Practice Based Reminders.</p> <p>Includes Practice Incentive Program lists.</p>	<p>Temporary</p> <p>Destroy when no longer required for administrative use.</p>	<p>Hold at Registry pending destruction</p>

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