

STATE RECORDS

of South Australia

Operational Records Disposal Schedule

Veterinary Surgeons Board of South Australia

RDS 2023/06 Version 1

Effective Dates: 8 May 2023 to 8 May 2033

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

RDS No	RDS 2023/06 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Veterinary Surgeons Board of South Australia
Records Scope	Records documenting the functions of: Complaints and Investigation Management Industry Regulation Development Legacy File Management Trading Names, Logos and Signage Approval (defunct) Veterinary Hospital Accreditation Veterinary Services Provider Management Veterinary Surgeon Management
Records Coverage Dates	1 January 1936 – ongoing
Effective Dates	8 May 2023 to 8 May 2033
Status	Determined by Director State Records and approved by State Records Council 8 May 2023
Associated RDS	There are no associated RDS'.
Associated Document	Use the RDS in conjunction with its RDS Context Statement.

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Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on film, paper, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website <https://www.archives.sa.gov.au/managing-information/general-disposal-schedules-gds>

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

Status/Disposal action definitions

- **Permanent – retain as State archives**
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- **Temporary – retain a minimum of [list specific period of time] then destroy.**
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	Complaints and Investigation Management	The function of managing complaints about veterinary surgeons, veterinary services providers and unqualified persons in relation to their conduct and/or competence in the provision of veterinary treatment and compliance with the <i>Veterinary Practice Act 2003</i>. Includes requests for information, complaints about veterinary surgeons and veterinary services providers and investigations.		
1.1	Cases (Complaints and Investigations)	<i>The activities associated with managing specific complaints received by Veterinary Surgeons Board of South Australia (VSBSA) in relation to the conduct and/or competence of veterinary surgeons, veterinary services providers and unqualified persons pursuant to the Veterinary Practice Act 2003. Includes receipt of complaints (Form 9), complaint assessment and requests for information by the VSBSA from veterinary surgeons and other parties. Also includes responses to complaints and investigations in cases where investigations are warranted.</i>		
1.1.1	Cases (Complaints and Investigations)	<p>Summary Record of complaints in relation to the conduct and/or competence of veterinary surgeons and offending against the <i>Veterinary Practice Act 2003</i> by veterinary services providers and unqualified persons. May include collection of evidence, response to the complaint, witness statements, photographs, films and videos, warrants for entry of premises, filing of disciplinary proceedings at South Australia Civil Administrative Tribunal (SACAT), interlocutory applications, and advice of the outcome of proceedings in writing by SACAT and the reason for the decision.</p> <p>Includes records prior to May 2020 where it was the Board rather than SACAT which determined disciplinary complaints.</p> <p>Also includes advice of the outcome of proceedings in writing by SACAT and the reason for the decision.</p>	PERMANENT	Retain as State Archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>See Item 1.1.2 Cases (Complaints and Investigations) for complaints that are investigated but do not lead to disciplinary proceedings or criminal proceedings and complaints investigated by an inspector appointed under the <i>Veterinary Practice Act 2003</i> and lead to disciplinary proceedings or criminal proceedings.</p> <p>See Item 1.1.3 Cases (Complaints and Investigations) for complaints in relation to the medical fitness of a veterinary surgeon.</p> <p>See Item 1.1.4 Cases (Complaints and Investigations) for complaints that are not investigated and is informally resolved resulting in a routine response where no further action is required.</p>		
1.1.2	Cases (Complaints and Investigations)	Records of complaints in relation to the conduct and or competence of veterinary surgeons and offending against the <i>Veterinary Practice Act 2003</i> by veterinary services providers and unqualified persons that are investigated but do not lead to disciplinary proceedings or criminal proceedings and are resolved informally e.g. by issuing written warnings and receiving voluntary undertaking to undertake a course of continuing professional development (CPD) and records of complaints in relation to the conduct and/or competence of veterinary surgeons and offending against the <i>Veterinary Practice Act 2003</i> by veterinary services providers and unqualified persons that are investigated by an inspector appointed under the	TEMPORARY	Retain a minimum of 70 years after registration, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>Veterinary Practice Act 2003</i> and lead to disciplinary proceedings or criminal proceedings.</p> <p>May include collection of evidence, response to the complaint, witness statements, photographs, films and videos, warrants for entry of premises, filing of disciplinary proceedings at South Australia Civil Administrative Tribunal (SACAT), interlocutory applications, and advice of the outcome of proceedings in writing by SACAT and the reason for the decision.</p> <p>Includes records prior to May 2020 where it was the Board rather than SACAT which determined disciplinary complaints.</p> <p>Also includes advice of the outcome of proceedings in writing by SACAT and the reason for the decision.</p> <p>Examples include: Dr Clarke v Registrar of VSBSA in relation to unprofessional conduct under the Veterinary Practice Act 2003 - failure to behave in a manner that will maintain or enhance the reputation of the profession, failure to provide all relevant details of clinical history directly to another veterinary surgeon, failure to comply with sections 1, 2, 3 and 5 of the Code of Professional Conduct for Veterinary Surgeons; and VSBSA v Dr Nadolny where a registered chiropractor was found guilty of unlawfully providing veterinary treatment for fee or reward whilst not being a qualified person or providing that treatment through the instrumentality of a qualified</p>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p>person, contrary to section 39(1) of the Veterinary Practice Act 2003.</p> <p>See Item 1.1.3 Cases (Complaints and Investigations) for complaints in relation to the medical fitness of a veterinary surgeon.</p> <p>See Item 1.1.4 Cases (Complaints and Investigations) for complaints that are not investigated and is informally resolved resulting in a routine response where no further action is required.</p>		
1.1.3	Cases (Complaints and Investigations)	<p>Records of reports in relation to the medical fitness of veterinary surgeons that may result in an investigation and inquiry under section 60 of the <i>Veterinary Practice Act 2003</i>. Includes representation from the Crown Solicitors Office.</p> <p>See Item 1.1.1 Cases (Complaints and Investigations) for complaints that are investigated and that lead to disciplinary proceedings or criminal proceedings.</p> <p>See Item 1.1.2 Cases (Complaints and Investigations) for complaints that are investigated but do not lead to disciplinary proceedings or criminal proceedings.</p> <p>See Item 1.1.4 Cases (Complaints and Investigations) for complaints that are not investigated and is informally resolved resulting in a routine response where no further action is required.</p>	TEMPORARY	Retain a minimum of 70 years from day of first registration, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.4	Cases (Complaints and Investigations)	<p>Records of complaints about veterinary surgeons, veterinary services providers and lay persons where the matter is not investigated and is informally resolved resulting in a routine response where no further action is required.</p> <p>Includes routine assessment by the Registrar including correspondence, clinical records and advice from the Notifications Committee of the Board.</p> <p>Also includes complaints that are referred to other agencies or organisations and complaints where no action is taken due to lack of evidence.</p> <p>See Item 1.1.1 Cases (Complaints and Investigations) for complaints that are investigated and that lead to disciplinary proceedings or criminal proceedings.</p> <p>See Item 1.1.2 Cases (Complaints and Investigations) for complaints that are investigated but do not lead to disciplinary proceedings or criminal proceedings.</p> <p>See Item 1.1.3 Cases (Complaints and Investigations) for complaints in relation to the medical fitness of a veterinary surgeon.</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	Complaints Process Enquiries	<i>The activities associated with managing enquiries and requests for information relating to VSBSA complaints processes, and decisions. Includes requests which result in referral of a complainant to another agency.</i>		
1.2.1	Complaints Process Enquiries	Records of enquiries about the complaints handling process and VSBSA's decisions and functions that result in a routine response by email, phone call or letter, requiring no further action by VSBSA.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
2	Industry Regulation Development	The function of developing and endorsing codes of conduct, professional standards and guidelines for continuing education in accordance with section 13 of the <i>Veterinary Practice Act 2003</i>.		
2.1	Codes of Conduct, Professional Standards and Continuing Education Guidelines	<i>The activities associated with the development and endorsement of professional codes of conduct, professional standards, and continuing education guidelines for veterinary surgeons and practitioners in accordance with section 13 of the <i>Veterinary Practice Act 2003</i>.</i>		
2.1.1	Codes of Conduct, Professional Standards and Continuing Education Guidelines	Records relating to the formulation, implementation and review of industry codes, standards and guidelines endorsed by the Board, for example codes of conduct and continuing education guidelines. Includes consultation with stakeholders including the public, animal welfare organisations, veterinary surgeons and academic institutions.	PERMANENT	Retain as State Archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.2	Codes of Conduct, Professional Standards and Continuing Education Guidelines	Supplementary records relating to the background and development of codes of conduct, professional standards and continuing education guidelines including working papers.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
3	Legacy File Management	The function of managing legacy files of the VSBSA.		
3.1	Records of Correspondence Series	<i>The activities associated with managing legacy correspondence files.</i>		
3.1.1	Records of Correspondence Series	GRS 916/1 – collection of 49 boxes in the custody of State Records. Represents complete set of Board correspondence dockets/files 1936-1985. Includes 2 volume index yet to be transferred to State Records.	PERMANENT	Retain as State archives.
4	Trading Names, Logos and Signage Approval	The function of approving trading names of registered persons practising veterinary surgery. Includes approval of logos and signage. Function now defunct.		
4.1	Approval of Trading Names, Logos and Signage	<i>The activities associated with the approval of trading names, logos and signage for persons practicing veterinary surgery.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.1.1	Approval of Trading Names, Logos and Signage	Records relating to applications for approval of trading names, logos and signage. Includes applications, approvals and refusals.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy.
5	Veterinary Hospital Accreditation	The function of providing accreditation of a facility as a veterinary hospital in accordance with sections 52 and 53 of the <i>Veterinary Practice Act 2003</i>.		
5.1	Accreditation	<i>The activities associated with the accreditation process of a facility as a veterinary hospital.</i>		
5.1.1	Accreditation	Records of the application and approval process including application forms, payment of fees, inspections and reports from persons authorised by the Board to inspect the facility). Including accreditation renewals, suspensions, cancellations and change of details. Also includes applications not approved or withdrawn.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
6	Veterinary Services Provider Management	The function of managing veterinary services providers and regulating the provision of veterinary treatment within South Australia. Includes collection of information relating to the provider in accordance with section 50 of the <i>Veterinary Practice Act 2003</i>.		
6.1	Information Collection	<i>The activities associated with the collection of information in relation to veterinary services providers. Includes full name and business address, and premises at which the provider provides treatment.</i>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
6.1.1	Information Collection	<p>Records of veterinary services providers including full name and business address, and premises from which the provider provides treatment.</p> <p>See Item 7.4.1 Veterinary Surgeon Management (Registration) – for records of registration of Veterinary Surgeons.</p>	TEMPORARY	Retain for six years following the lapse, cancellation or cessation of the registration of the practitioner, or associated or incorporated entity.
7	Veterinary Surgeon Management	The function of managing veterinary surgeons and regulating the provision of veterinary treatment within South Australia. Includes assessing and approving registrations, exercising disciplinary powers and issuing enforcement notices in accordance with the <i>Veterinary Practice Act 2003</i>.		
7.1	<i>Accreditation</i>	<i>The activities association with accreditation by the VSBSA of a facility as a veterinary hospital pursuant to section 52 and 53 of the Veterinary Practice Act 2003.</i>		
7.1.1	Accreditation	Records of the accreditation process and approval including applications, payment of fees, inspections and reports from the inspector (authorised by the Board to inspect the facility). Includes accreditation renewals.	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.
7.2	Appeals	<p><i>The activities associated with rights of appeal to the District Court in relation to a decision made by the Board under section 66 of the Veterinary Practice Act 2003.</i></p> <p><i>Examples include refusal to approve registration or reinstate a registration, imposing conditions on a registration, or refusal to accredit a facility as a veterinary hospital.</i></p>		

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
7.2.1	Appeals	Records of the appeal process including advice from SACAT that an internal review application has been filed, copies of applications, advice of dates of hearings, copies of orders made by SACAT and the outcome of the internal review application.	TEMPORARY	Retain a minimum of 70 years after date of birth of applicant, then destroy
7.3	Insurance Exemption	<i>The activities associated with the granting of exemptions from the requirements to be covered by a professional indemnity insurance policy in accordance with section 44 of the Veterinary Practice Act 2003.</i>		
7.3.1	Insurance Exemption	Records of the application for exemptions, approvals, refusals and revocation of exemptions and varying the conditions of exemptions.	TEMPORARY	Retain a minimum of 70 years after date of birth of applicant, then destroy.
7.4	Registration	<i>The activities associated with receiving, accessing, granting and refusing applications of veterinary registrations for veterinary surgeons and specialists as regulated by section 32 of the Veterinary Practice Act 2003.</i>		
7.4.1	Registration	The general and specialist registers maintained under the <i>Veterinary Practice Act 2003</i> . See Item 7.4.2 Veterinary Surgeon Management (Registration) - for records of assessing, approving and issuing general and specialist registration certificates.	PERMANENT	Retain as State archives.

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
7.4.2	Registration	<p>Records of assessing, approving and issuing general and specialist registration certificates to veterinary surgeons and veterinary specialists. For example, general registration and specialist registration. Includes reinstatements of registration, renewals of registration, annual returns, letters of professional standing and cancellations of registration. May also include medical fitness undertakings and police clearances.</p> <p>See 7.4.1 Veterinary Surgeon Management (Registration) - for records of registration of veterinary surgeons.</p>	TEMPORARY	Retain a minimum of 6 years after action completed, then destroy.