

PRIME CoP Network

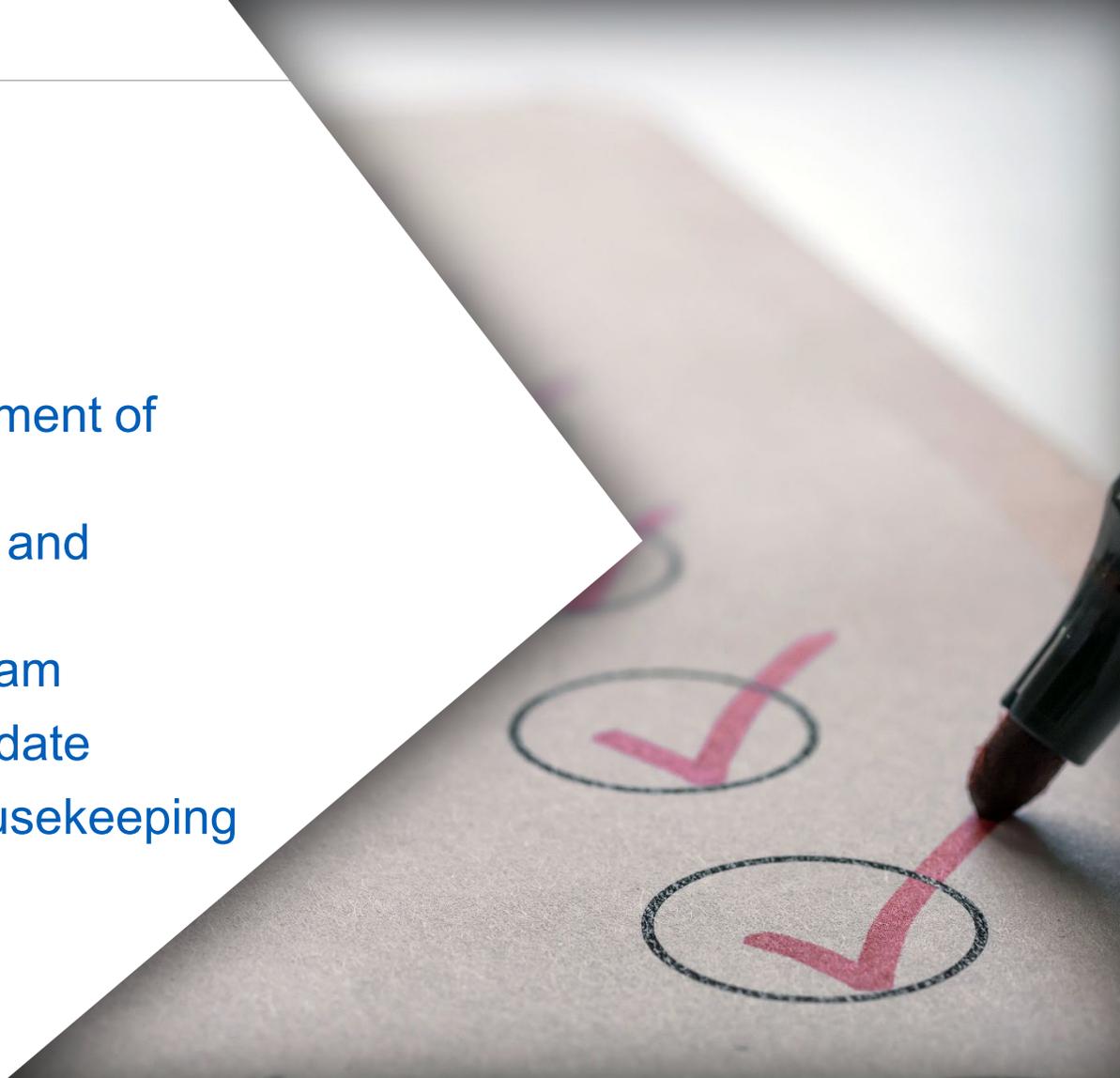
4 March 2026



We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Queensland and pay our respects to Elders past and present.

PRIME Agenda

1. Welcome / Acknowledgement of Country
2. Source records retention and disposal schedule
3. First Nations Strategy Team
4. Mandatory Standards update
5. PRIME CoP Network housekeeping
6. Q&A



Source Records Disposal

Draft technical specifications for converting public records to new formats

Talking points

- Quick overview of the proposed source records disposal schedule
- Demo of the key points from the draft technical specifications for converting and disposing
- Feedback from you (using Aha)



What is a Source Record?

Source records include documents or records that have been copied, converted or migrated from one format or system to another.

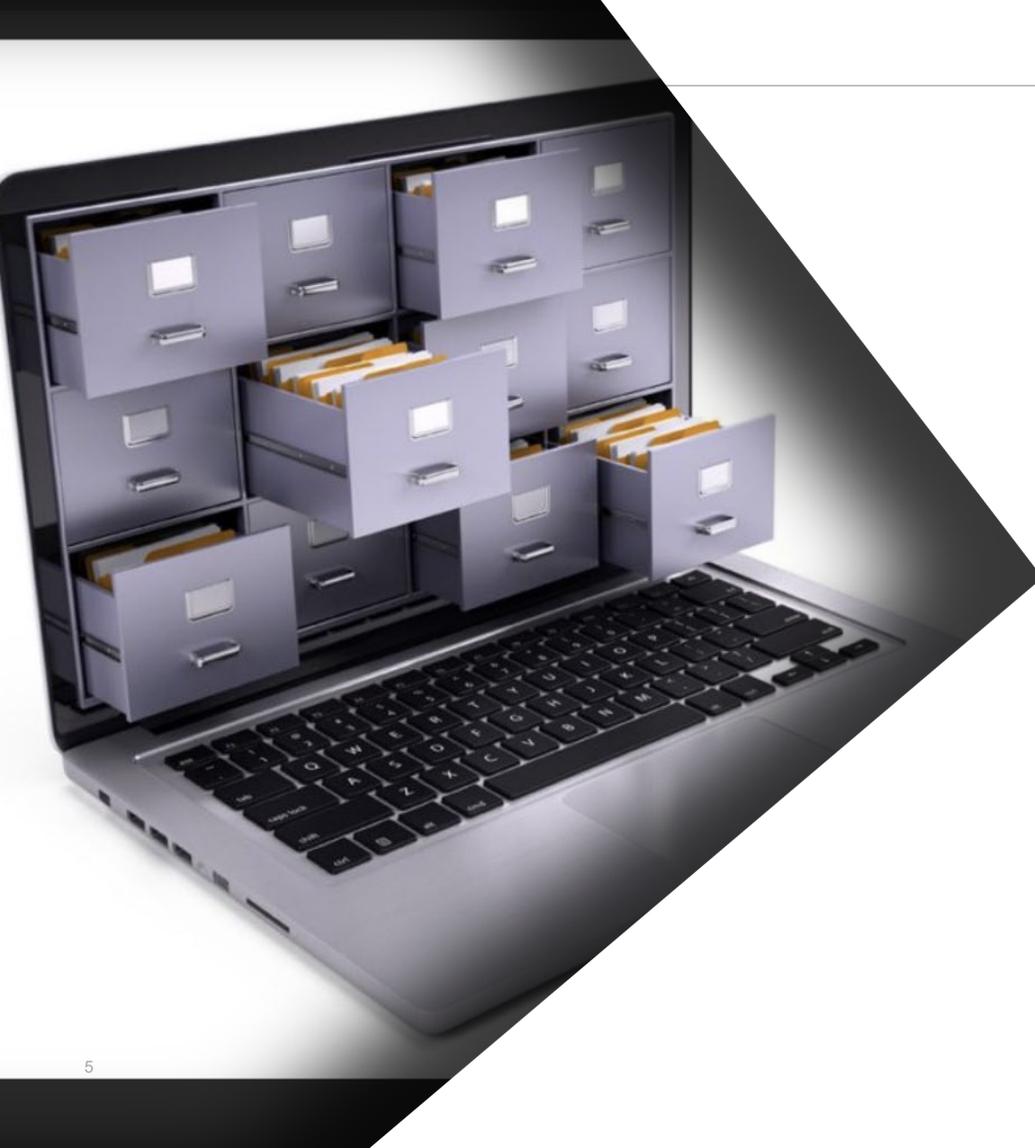
The source records are those that remain following the successful conversion or migration.

Conversion

- The process of changing records from one format to another

Migration

- The process by which records are transferred from one hardware/software configuration to another, or from one generation of computer technology to a subsequent generation



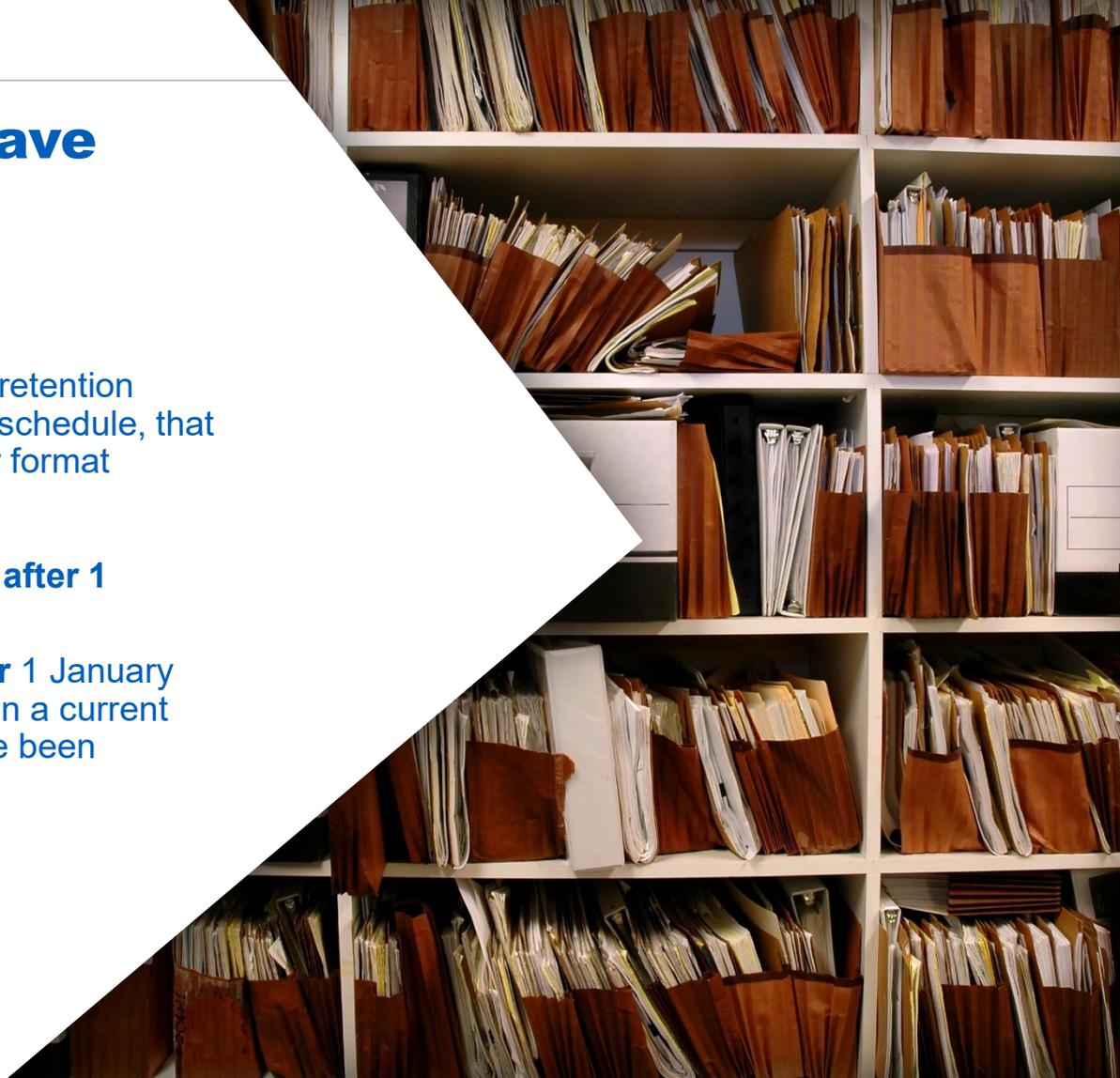
Source Records that have been converted

Temporary source records

- Covers source records with a **temporary** retention period in a current retention and disposal schedule, that have been digitised or converted to a new format

Permanent source records created on or after 1 January 1980

- Covers source records created **on** or **after** 1 January 1980, with a **permanent** retention period in a current retention and disposal schedule, that have been digitised or converted to a new format



Note: permanent records created before 1980

Note:

If there are specific circumstances where a permanent source record created **before** 1 January 1980 needs to be digitised/converted and then destroyed, the public authority must first seek authorisation from the Queensland State Archivist.

Source Records that have been migrated to another system

Digital source records post migration

- Covers the migration of records across systems both within a particular public authority and from one public authority to another (e.g. as part of a Machinery of Government process)

Source records post digital transfer to QSA

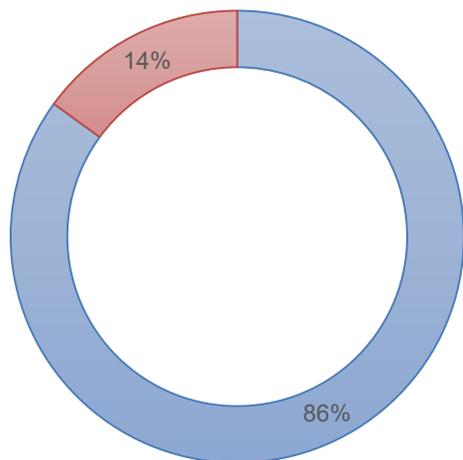
- Covers digital source records where a copy has been formally transferred to the QSA Digital Archive and will serve as the authoritative version



Feedback from external consultation

From the first round of external consultation (29/10/2025 to 05/12/2025), we received feedback from **65 public authorities**.

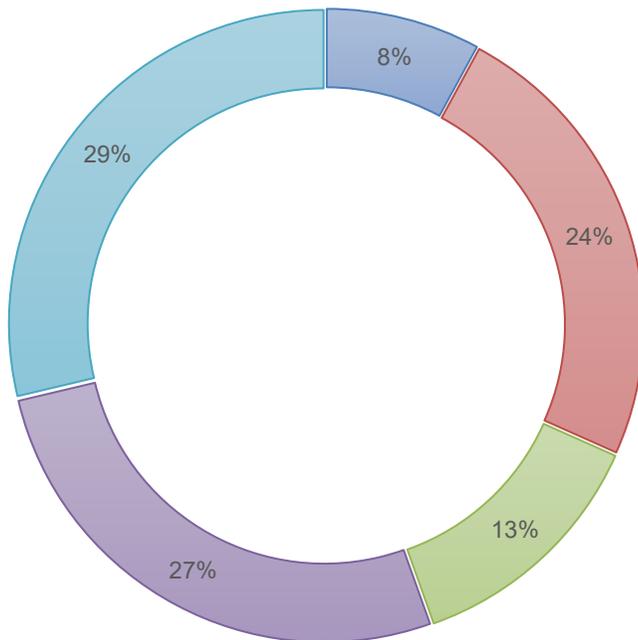
Likely to use disposal schedule on permanent source records



■ Yes ■ No

- **Most public authorities** reported no issues with the proposed disposal classes for records that have been digitised or converted to a new format (both temporary and permanent)
- **86%** of those who participated in the consultation indicated they are likely to begin implementing the permanent source records classes when the disposal schedule is finally released

Disposal conditions that will be difficult for public authorities to implement



- Feedback from the first external consultation revealed varying degrees of confidence in converting source records to a sufficient standard/quality
- Strong desire from public authorities for guidance/instructions to help meet disposal conditions
- QSA to provide examples of what good practice looks like

- Accurate and authentic reproductions
- Adhering to protection notices or other legislation
- No unique properties in the original format
- No cultural or intrinsic value in the original format
- No significance to First Nations peoples or communities

Disposal of source records is subject to conditions

The source record does not fall under any one of the excluded records categories

Your public authority has developed and documented a defensible process for conversion or digitisation

The converted or digitised record must be an accurate and legible reproduction

Technical specifications

Technical specifications for conversion activities have been drafted to support compliance with the disposal schedule. These include:

- **Digitisation** – the process of creating an accurate digital rendition of a physical record
- **Format migration** – the process of transforming a digital record from an ageing/obsolete file format to a new file format

QSA has adopted an **outcomes-based** approach to digitisation and file format migration

Using AHA

- **Step 1:** Open your smartphone's camera app
- **Step 2:** Point the camera at the QR code, keeping it within the frame of the screen.
- **Step 3:** Wait a few second for your smartphone's system to recognize the QR code
- **Step 4:** Tap on notification or system provided option to access Aha slides.
- **OR**
- **Step 1:** Copy the weblink to the left of your screen and paste it to your browser.



AHA Question - Icebreaker

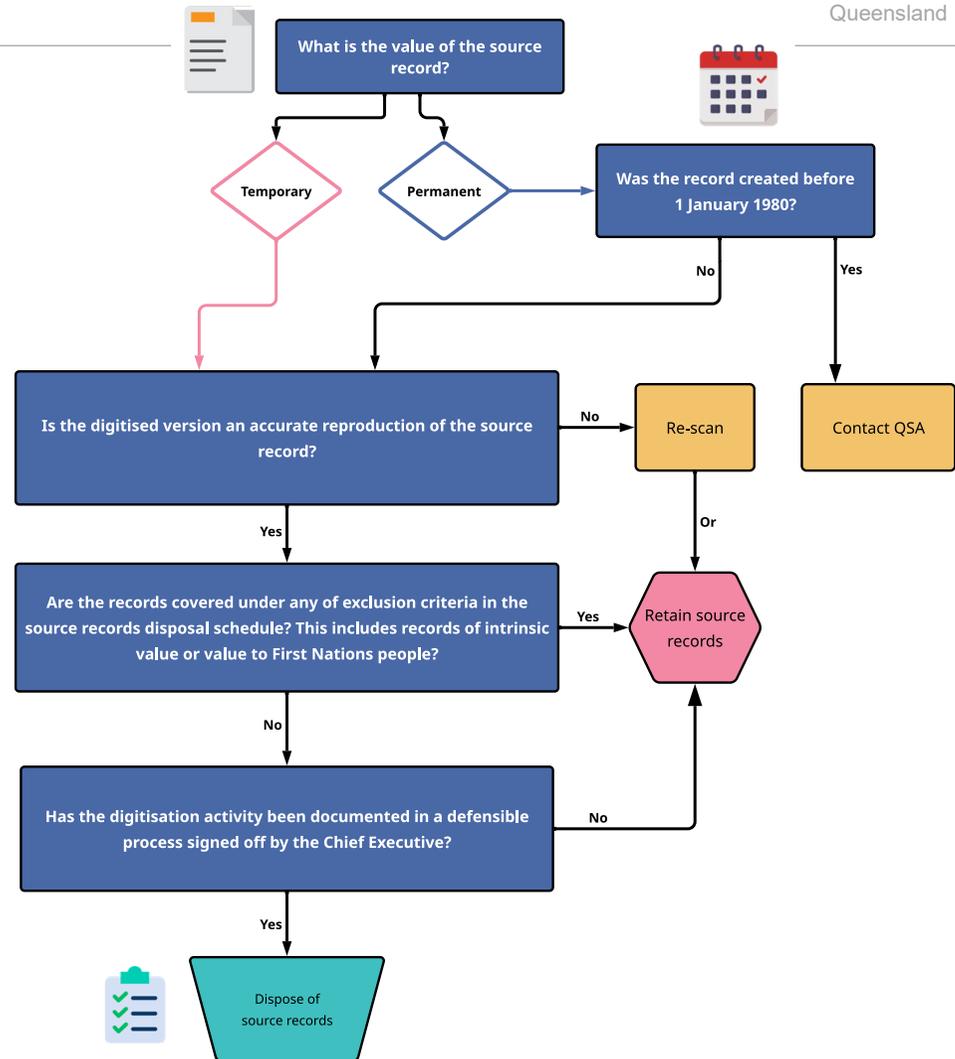
If you were a superhero, what superpower would you want?

Answers to select:

- Flight
- Teleportation
- Super strength
- Invisibility
- Free-text answer on next slide (additional AHA slide for free-text answers)

Digitising source records workflow

- The aim of the technical specifications is to empower public authorities to make both reasonable and efficient decisions
- This workflow shows the decisions and considerations involved in determining whether a source record is to be disposed or retained after digitisation.



AHA Question

Do you think the steps in this high-level workflow provide a clear pathway for your public authority to follow when digitising and disposing of source records?

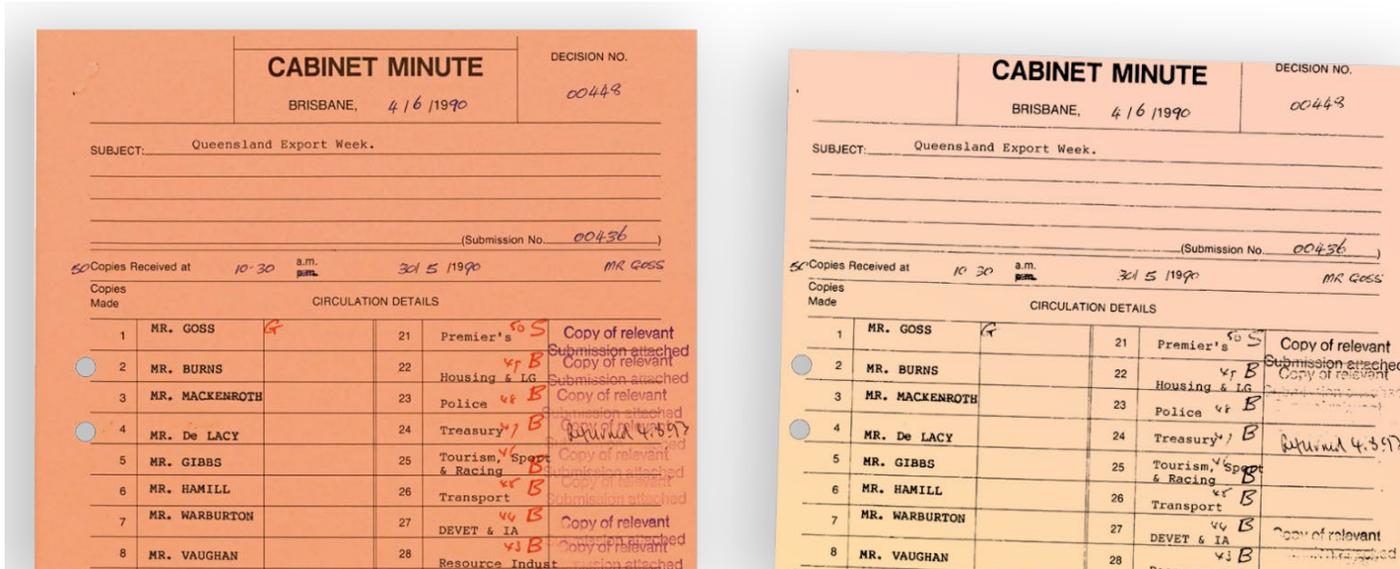
Answers to select:

- Yes
- No
- Free-text answer on next slide (additional AHA slide for free-text answers)

Minimum outcomes for digitisation

- Digitised information that is legible and accurately represents the content of the original record
- Annotations, attachments and enclosures being captured
- Pages being un-cropped and correctly aligned
- Colour present in the source record is accurately reproduced in the digitised version
- Optimisation being limited to improving the legibility or quality of otherwise indistinct or faded elements in the source record
- Retention of any original metadata, such as title or date, to ensure continued access to the digitised record and that it accurately reflects the source.

An example of what not to do:



AHA Question

Do you think the minimum outcomes for digitising source records help you understand how best to achieve quality assurance?

Answers to select:

- Yes
- No
- Free-text answer on next slide (additional AHA slide for free-text answers)

Recommended Minimum Specifications

| Source record type | Resolution | Bit depth |
|--|--|--------------------|
| Text only, black and white | 300 PPI | 24-bit true colour |
| Documents with watermarks, grey shading, grey graphics | 600 PPI | 24-bit true colour |
| Documents with discrete colour used in text or diagrams | 600 PPI | 24-bit true colour |
| Black and white photographs and negatives | 600PPI or sufficient to provide more than 3,000 pixels across long dimension | 24-bit true colour |
| Colour photographs, negatives and transparencies | 600PPI or sufficient to provide more than 3,000 pixels across long dimension | 24-bit true colour |
| Analogue cassettes, tapes, recordings or anything else | Please seek advice from your records manager or QSA | |

AHA Question

Do you think the minimum technical settings recommended by QSA for digitising source records are workable for your public authority?

Answers to select:

- Yes
- No
- Free-text answer on next slide (additional AHA slide for free-text answers)

Assessing the value

Temporary public records

- For information that is low value, public authorities should decide the required level of quality for digitised information sufficient to support their business needs.
- For temporary value records that must be retained for the medium to long-term, it is important to ensure they are digitised and maintained at a quality that meets or exceeds the minimum outcome for digitised records.

Permanent public records

- Permanent source records require higher levels of quality assurance and detailed documentation during digitisation and disposal because they serve as critical evidence of significant decisions, events, or rights.

Fragile records

- If a public record is fragile and digitisation may cause further damage or harm, please contact QSA before undertaking a digitisation project.

AHA Question

Does your public authority already have documented processes or procedures in place for digitising source records?

Answers to select:

- Yes
- No

AHA Question

What would you need to see implemented in your public authority for you to confidently digitise and dispose of source records?

Answers to select:

- Free-text answer on next slide (additional AHA slide for free-text answers)

Minimum outcomes for file format migration

- The new file format can be opened and used by all users within current operating systems
- All informational content and data present in the source record are present and readable in the migrated version
- The layout and formatting of content in the source record is reproduced in the migrated version, e.g. headings, indentations, logically structured text etc.
- Resolution quality of the new file format matches the source record, e.g. colour images vs. greyscale
- The functionality of the file remains intact, e.g. hyperlinked text, macros, drop-down menus, digital signatures, or the ability to edit the content (if permissible) are still available to the user.

Recommended file formats

When selecting file formats, your public authority should consider:

- How widely supported or adopted the format is, including whether it relies on proprietary software
- If the format is independent of specific hardware, applications or operating systems
- The ability of the format to store or support metadata
- Whether compression is used to convert the source record, and if so, is it the right compression (lossless instead of lossy)

AHA Question

Do you think the minimum outcomes for file format migration help you understand what to consider when converting digital source records to new formats?

Answers to select:

- Yes
- No
- Free-text answer on next slide (additional AHA slide for free-text answers)

Next steps:

Second round of consultation for public authorities in **late March 2026**

Your public authority will get the chance to review:

- The latest version of the draft disposal schedule and appraisal log
- The draft technical specification documents for digitisation, format conversion and system migration
- The draft template for a **defensible process** document

DELIVERING
FOR QUEENSLAND



Queensland
Government

First Nations Strategy



PR ACT 2023

- First Nations Principles, Schedule 1 Part1
- Cultural and historical information is preserved for the future and can be accessed by all Queenslanders
- Provides opportunities for Aboriginal peoples and Torres Strait Islander peoples to reconnect with communities, culture, and language
- Improve access and retrieval to records, mitigating search issues caused by differences in spelling or classification

Our program of work

Engagement and Research

- Helping to better understand past legislation that impacted the lives of First Nations people and unlocking information in historical records that may be of value to Aboriginal peoples and Torres Strait Islander peoples
- Helping First Nations clients, as well as those interested in Queensland's First Nations history, undertake research

Discovery

- Helping to make permanent Queensland Government records that relate to Aboriginal peoples and Torres Strait Islander peoples easier to find and use

AHA Question

What is your confidence level understanding what records contain value for First Nations people?

Answers to select:

- I have a high-level of confidence
 - I have a medium-level of confidence
 - I have a low-level of confidence
 - I'm unsure
-
- Free-text answer on next slide (additional AHA slide for free-text answers)

**Queensland State
Legislation which
impacted the lives of
Aboriginal and Torres
Strait Islander peoples**

- 1865 Industrial and Reformatory Schools Act**
- 1881 Pearl Shell and Bêche-de-mer Fisheries Act**
- 1884 Native Labourers Protection Act**
- 1897 Aboriginals Protection and Restriction of Sale of Opium Act**
- 1939 Aboriginals Preservation and Protection Act**
- 1939 Torres Strait Islanders Act**
- 1965 Aborigines' and Torres Strait Islanders' Affairs Act**
- 1967 Aboriginal Relics Preservation Act**
- 1971 Aborigines Act**
- 1971 Torres Strait Islander Act**
- 1974 Aborigines Act and Torres Strait Islander's Act Amendment Act**
- 1984 Community Services (Aborigines) Act**
- 1984 Community Services (Torres Strait) Act**
- 1991 Aboriginal Land Act**
- Torres Strait Islander Land Act**
- 2020 Meriba Omasker Kaziw Kazipa (Torres Strait Islander Traditional Child Rearing Practice) Act**

Records created from Protection Acts



Due to functions and mandates a large volume of records were created



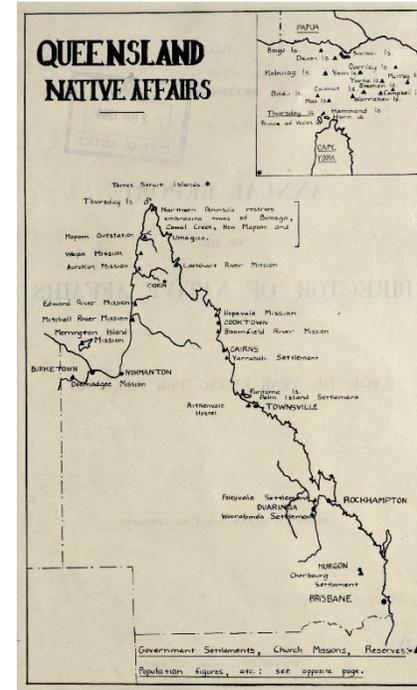
Records created prior to information privacy laws



All aspects of lives were controlled



Community and Personal Histories supports access



ITM635582 -Queensland showing Government Aboriginal settlements, church missions and reserves. Department of Native Affairs, Brisbane. (quarter-size)

Case study: State Archivist recommended issuing an internal disposal freeze for records relevant to Truth-telling and Healing Inquiry

1. Trigger

Truth-telling and Healing Inquiry (TtHI) active
Historic state actions under public scrutiny



2. Action Taken

State Archivist recommended specific public authorities issue an internal disposal freeze
Pause applied to records potentially impacted

Case study: State Archivist recommended issuing an internal disposal freeze for records relevant to Truth-telling and Healing Inquiry

3. What We Learned

Administrative schedules do not fully capture intergenerational value

Records documenting state power require contextual assessment

Public processes can rapidly reshape record value

Uncertainty demands precaution



4. Practice Shift

Earlier risk identification

Escalation pathways clarified

Cultural context embedded into appraisal

Cross-agency discussion through CoP

Supporting access to records



AHA Question

Following these examples what is your confidence level understanding what records contain value for First Nations people?

Answers to select:

- I have a high-level of confidence
 - I have a medium-level of confidence
 - I have a low-level of confidence
 - I'm unsure
-
- Free-text answer on next slide (additional AHA slide for free-text answers)

AHA Word Wheel

What resources would reduce risk and increase your confidence when making decisions about records relating to Aboriginal peoples and Torres Strait Islander peoples under the new legislative framework?

Policy & Assurance, Government Records

Mandatory Standards update - consultation has finished!

Work behind the scenes

- Impact Analysis process with the Office of Best Practice Regulation (Productivity Commission)
- DG and Ministerial briefings
- Human Rights Certificate
- Liaise with the Office of the Queensland Parliamentary Counsel (OPQC) for the drafting of the regulation
- Governor in Council process



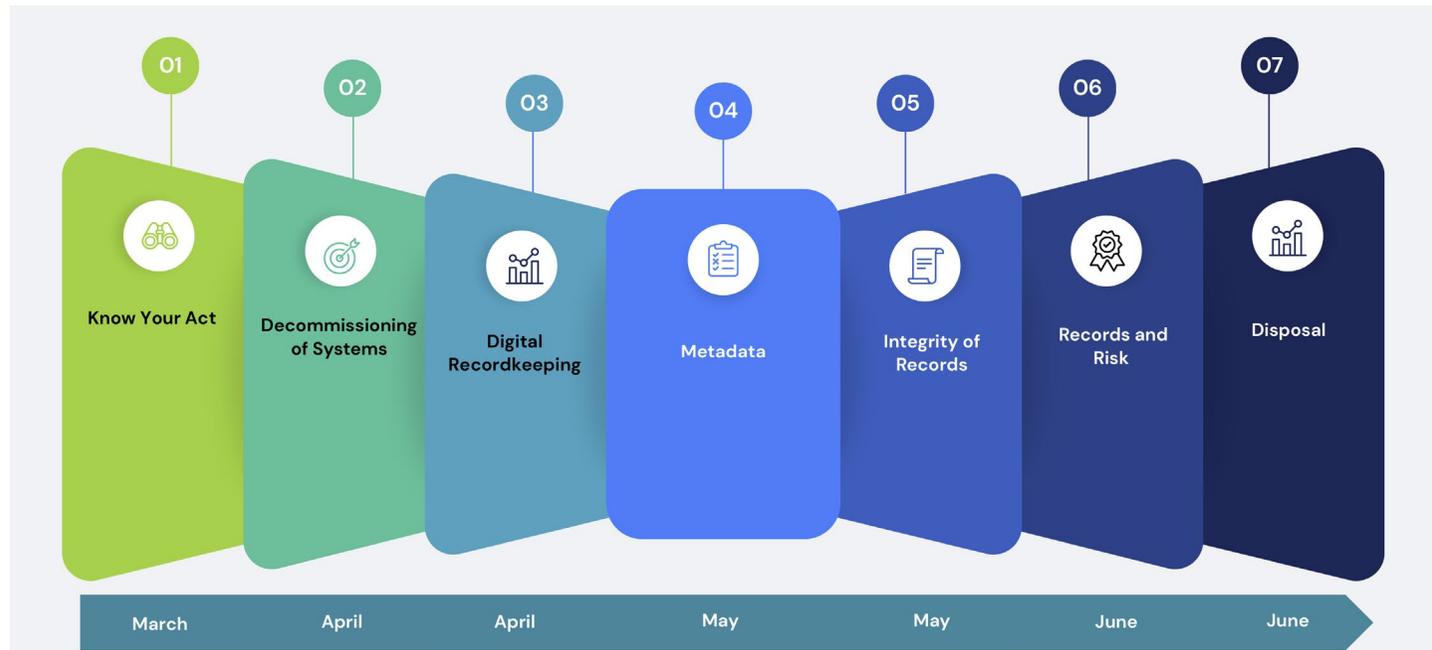
Stay tuned

- Circulate the final versions of Mandatory Standards **once approved through regulation**
- Self assessment tool to help you assess your own records management capability and maturity
- New online module



Stay tuned

- Suite of resources – available on our website



AHA Question

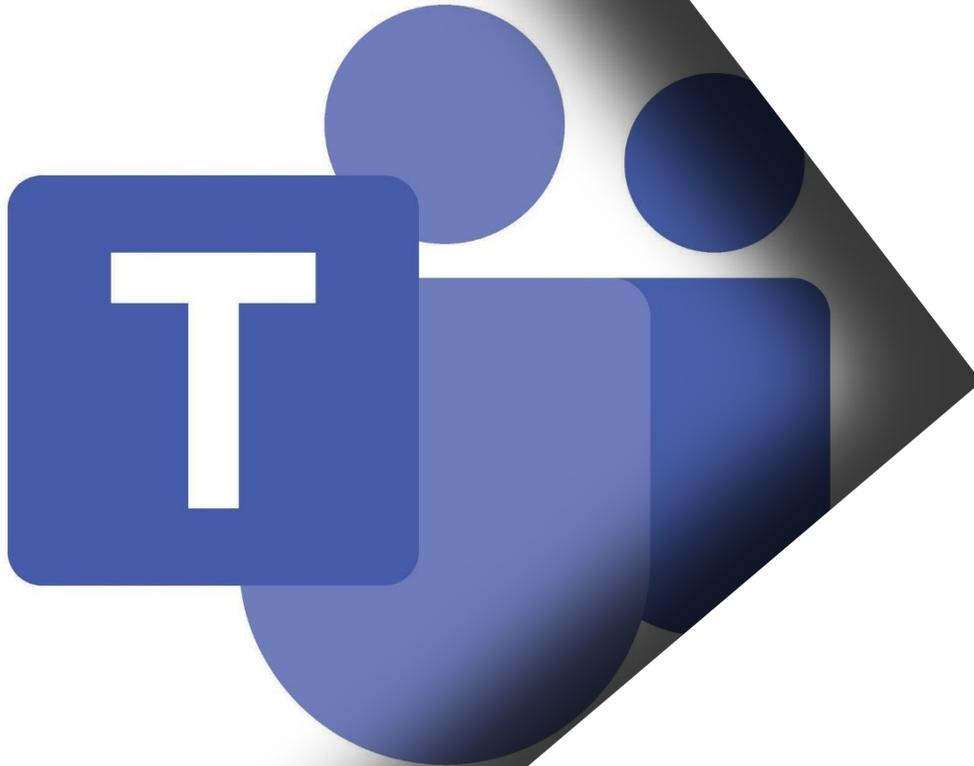
We'd love your input — what additional topics should these resources cover?
Are there particular knowledge gaps you would like us to focus on?

Free-text answer (allow voting)

PRIME CoP Network housekeeping

Tara Singh

Principal Policy Officer, QSA



Join our Teams Chat!

What do you want to see at PRIME?



Save the date

Next PRIME CoP Meeting will be on 3 June 2026

Any questions?

Thank you