

PRIME Network

27 November 2025



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. Presentation from Renae Iconomidis from Department of Education
3. Presentation from Annabel Lloyd from Brisbane City Council
4. Disaster Prep for Public Authorities: the role of IRKs
5. Mandatory Standards update
6. Source Records Disposal Consultation – FAQ's
7. Other business



Department of Education

Renae Iconomidis, Senior Information Officer and
Assistant Coordinator – Information Access Officers Network

Brisbane City Archives

Annabel Lloyd, City Archivist, Brisbane City Council

Disaster Preparedness for Public Authorities

*the role of Incident Response Kits (IRKs)
and what to do after a disaster*

Amelia O'Donnell | Preservation Services | QSA



Queensland is impacted by natural disasters more than any other part of Australia.

Floods, bushfire, cyclones and storms can put public records at risk.

There are 5 key steps for disaster management for public records.

- 1.) Assess the risk: identify risks to your records.
- 2.) Have a written disaster plan: store a copy offline.
- 3.) Create a 'Salvage Priority List': identify critical records and their locations.
- 4.) *Prepare an Incident Response Kit (IRK).*
- 5.) Prevent damage: take proactive measures to protect vital records before a disaster event occurs.

REMEMBER: people's safety and wellbeing ALWAYS takes priority over the records.



What is an IRK?

A portable kit with essential items for responding to records- related disasters.

Designed for incidences like water damage from leaks, storms or flooding.

Not for use in community- wide disasters.



An IRK should be...

Easily accessible and portable.

Clearly labelled to avoid confusion.

Contents checked annually for completeness and usability.



When is an IRK used?

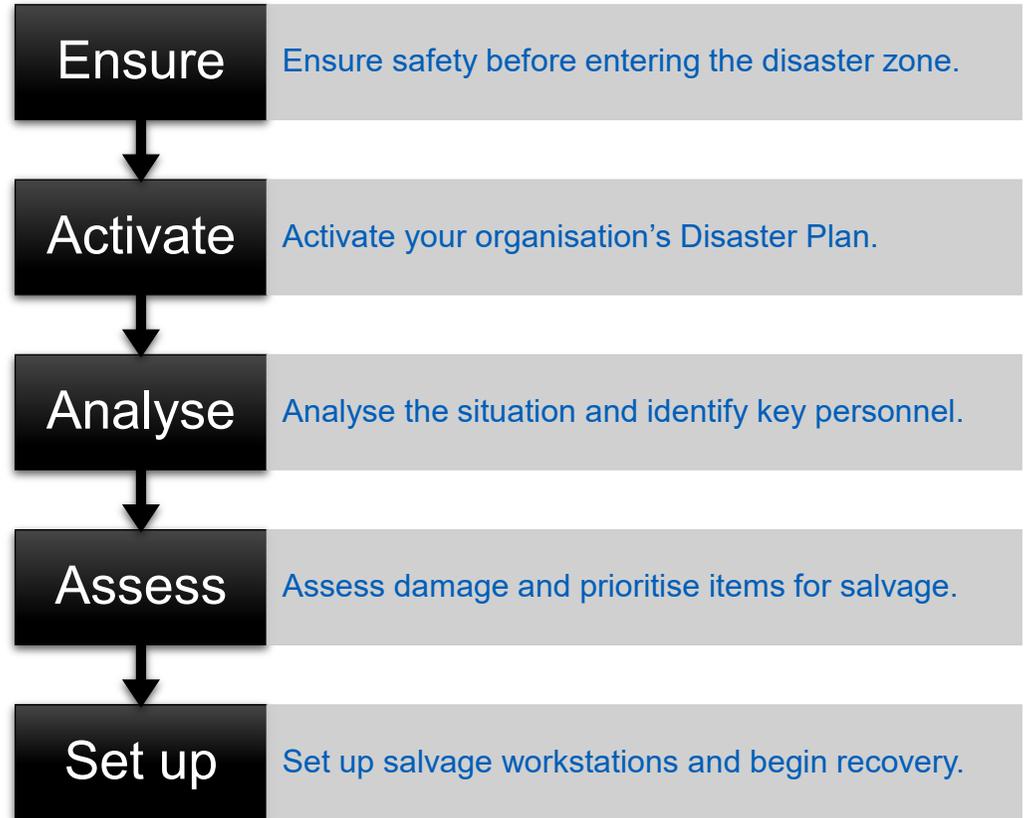
An IRK can be used on location in response to the disaster event.

You may be one of the first people on- site & ready to respond to the disaster.

At QSA we keep IRK wheelie bins in most of our repositories. They can be wheeled directly to the site of a disaster.



Immediate Response After a Disaster



Salvage Techniques for Paper Records

- Sort records into categories: dry, damp, sodden.
- Techniques: air drying, blotting/ interleaving, freezing.
- Replace damaged storage boxes.
- Engage specialised disaster remediation services if needed.
- Contact QSA Preservation Services team for advice on records salvage techniques and specialised remediation services.



Recovery and Review:

- Recovery: salvage and restore records. Evaluate the effectiveness of response efforts.
- Review: update your organisation's Disaster Plan based on key lessons learned.



Key takeaways:

- Disaster preparedness and response is essential for protecting public records.
- An IRK is a critical tool for effective response and recovery.
- Safety always comes first. Plan ahead to minimise risks.



For more information on disaster preparedness and response

ForGov website: *Risk and Disaster Management for Records*

<https://www.forgov.qld.gov.au/information-technology/recordkeeping-and-information-management/recordkeeping/risk-and-disaster-management-for-records>

Queensland State Archives Preservation Services: qsapreservation@archives.qld.gov.au

Museums & Galleries Queensland (MAGSQ): *Disaster Preparedness & Recovery* resources

<https://magsq.com.au/disaster-preparedness/>

Mandatory Standards update

Sarah Probst

Principal Policy Officer, Policy & Assurance, Government
Records, QSA

Round 3 Consultation Outcomes

The Chief Executive Survey – Feedback on five new requirements

- 139 submissions
- 100% response rate from departments
- Respondents agree the Mandatory Standards will benefit their organisation
 - 48% expect significant benefits
 - 36% expect moderate benefits
- 90% state costs would be nil to moderate



The Community Survey “Your Records, Your Say” – Government management of records

- 269 responses
- Promoted widely through social media, including other govt. organisations
- High levels of agreement on value of records descriptions, disposal and digitisation benefits



Currently analysing if any changes to the Mandatory Standards are needed to reflect this feedback.

Source Records Disposal update

Jonathan Knox

Principal Digital Preservation Advisor, Digital Archives, QSA

A New Retention & Disposal Schedule

A separate Schedule focusing specifically on source records

Covers public records that have been:

- Digitised or converted to a new format
- Migrated from business system to another
- Digitally transferred to QSA

Once finalised, your public authority **may choose** to use this Schedule to dispose of source records



Digitised or conversion to new formats

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

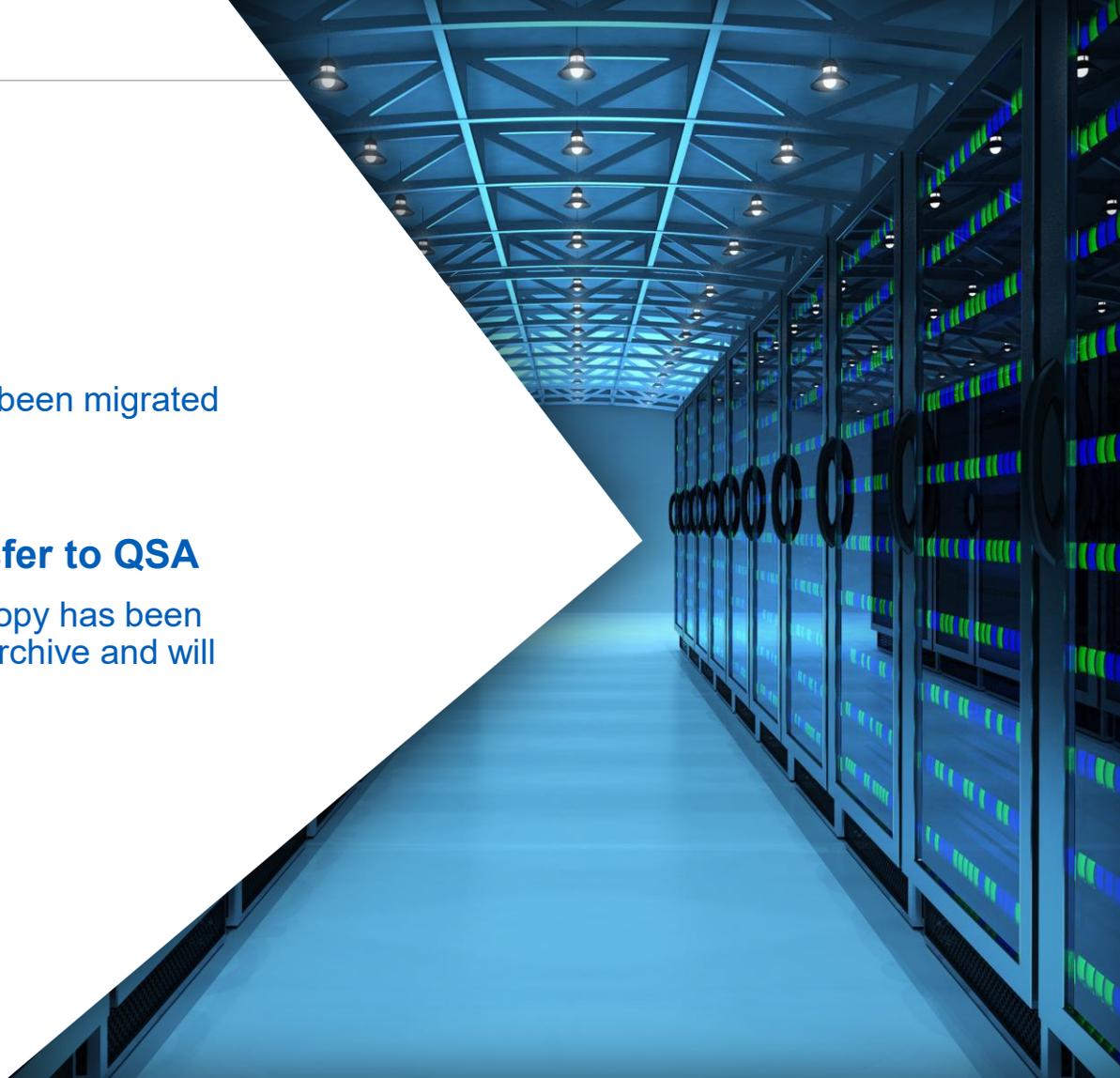
Migration or Digital Transfer to QSA

Source Records post migration

- Covers digital source records that have been migrated to another system

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



Consultation is now underway

- External Consultation is currently open to all public authorities
- We're asking your public authority to review the draft documentation and provide any feedback via the online **Consultation Form**
- If you have any questions, concerns or suggestions, **submit your feedback!**
- Deadline for consultation extended to **Friday 5th December**



Queensland Government AI Use Stakeholder Engagement

Kate Conroy

Data and Digital Government

Department of Customer Service, Open Data and Small and Family Business



**WE WANT
YOU**

TO GIVE INPUT

**SO WE CAN BUILD TOOLS
& RESOURCES TO
SUPPORT YOU**

[Queensland
Government AI Use
Discovery – Fill in form](#)



Queensland Government AI Use

Julian.Mazuera@chde.qld.gov.au

Director, Data and AI Strategy and Policy

Kate.Conroy@chde.qld.gov.au

Lead AI Strategy, Safety & Assurance

Tamara.Pearce@chde.qld.gov.au

AI Playbook Project Manager

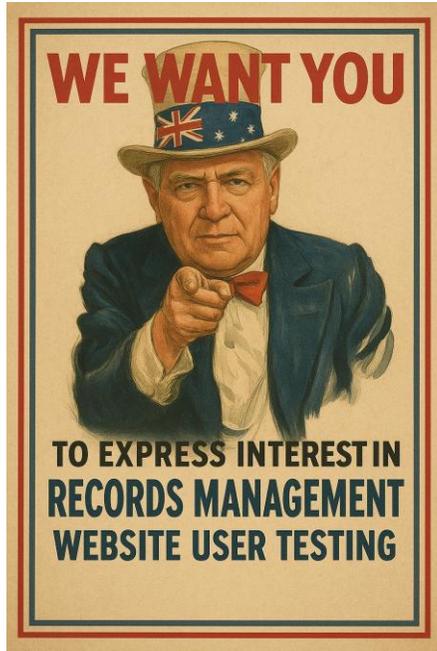
Other business

Tara Singh

Principal Policy Officer, QSA

Help us shape Records Management web content

Express your interest to make this resource work better for you.



We want to understand user behaviour and deliver engaging, user-friendly content that ensures easy navigation.

We want you to find what you need easily, and read and interact with the content.

It won't take up much of your time to be involved. Email your EOI to rkqueries@archives.qld.gov.au.

Testing will begin early in the new year.

Any questions?

Thank you