

# Implementing the Public Records Act 2023

## Three-year program

2024

### YEAR 1

#### Developing & consulting

QSA will raise awareness of the new *Public Records Act 2023* (PR Act) and work with public authorities

##### QSA will:

- Revoke previously issued guidelines and standards
- Remake the Records Governance Policy
- Develop a Records Management Policy Framework
- Consult on draft first Mandatory Standard – the Create and Keep Standard and Guidelines
- Issue a revised Appraisal Statement
- Issue new advice for restricted access periods
- Commence establishment of the First Nations Advisory Group

##### You will:

- Learn more about the PR Act throughout the year
- Be able to provide feedback on first mandatory standard and supporting guidelines through:
  - briefings
  - consultation sessions

5 December 2024  
PR Act 2023 commences

2025

### YEAR 2

#### Developing, collaborating and refining

QSA will consult on draft mandatory standards and continue supporting public authorities

##### QSA will:

- Continue developing and consulting on mandatory standards and supporting guidelines
- Support public authorities understanding of the PR Act
- Issue advice on at-risk records
- Meet annual reporting requirements for the State Archivist's Annual Report
- Establish the First Nations Advisory Group

##### You will:

- Have the opportunity to provide feedback on mandatory standards and supporting guidelines through a formal consultation process
- Be guided and supported by advice from QSA

2026

2026

### YEAR 3

#### Implementing, supporting & monitoring

QSA will support implementation of mandatory standards across public authorities

##### QSA will:

- Issue new mandatory standards and guidelines as part of the Records Management Policy Framework
- Support public authorities to transition to the new mandatory standards, including delivering training and education
- Support public authorities to implement the PR Act
- Formalise monitoring and assessment of records management practices across public authorities
- Meet annual reporting requirements for the State Archivist's Annual Report

##### You will:

- Understand your records management responsibilities
- Integrate the Records Management Policy Framework into your public authority's records management practices
- Adopt new mandatory standards
- Have access to education and training
- Be supported by QSA in implementing the PR Act

Existing Records Governance Policy remains in place until mandatory standards are issued by the State Archivist (after mid-2026)